



## Application to Rent or Lease

*Individual applications are required from each proposed occupant 18 years of age or older.*

### PREMISES INFORMATION

Designated property address _____	Requested move/in date _____
Monthly Rent \$ _____ per month.	How did you hear about this property? _____
Name(s) of all proposed occupant(s) and relationship to applicant _____	
_____	

### PERSONAL INFORMATION

FULL NAME _____	SS# _____
Date of birth _____	DL# _____ State _____ Expires _____
Phone #'s: Cell _____	Work _____ Home _____
Email _____	Smoker? _____

### GENERAL INFORMATION

Current Address _____	From _____	To _____
City, State, Zip _____		
Name of landlord _____	Phone _____	
Reason for leaving _____	Current rent _____	
Previous Address _____	From _____	To _____
Name of landlord _____	Phone _____	
Reason for leaving _____	Past rent _____	

### EMPLOYMENT AND INCOME HISTORY

Current Employer _____	From _____	To _____
Business Address _____		
Name of supervisor _____	Phone _____	
Position or title _____	Monthly gross \$ _____	
Previous Employer _____	From _____	To _____
Business Address _____		
Name of supervisor _____	Phone _____	
Position or title _____	Monthly gross \$ _____	

### PERSONAL REFERENCES

Name _____	Phone # _____
Address _____	Relationship _____
Name _____	Phone # _____
Address _____	Relationship _____



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NEAREST RELATIVE(S)

Name, Address, Phone #, Relationship fields for two relatives

Do you plan to run a business... Do you own any liquid filled furniture... Have you ever filed a petition of bankruptcy... Have you ever been evicted... Do you have any pets... Auto: Make, Model, Year, Color, Lic. #

In case of emergency, please notify... Has applicant been a party to an eviction or asked to move out of a residence?

Applicant understands and agrees: (1) this is an application to rent only and does not guarantee that the applicant will be offered the Premises and (2) Landlord or Manger of Agent may accept more than one application for the Premises and, using their sole discretion, will select the best qualified applicant.

Additional information: [Blank lines for text entry]

Applicant represents the above information to be true and complete, and hereby authorizes Landlord or Manager or Agent to verify the information provided herein and obtain credit report on applicant.

If Application is not fully completed, or received without the screening fee: (1) the application will not be processed, and (2) the application and any screening fee will be returned.

The undersigned has read and acknowledges the foregoing:

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

RETURN YOUR COMPLETED APPLICATION AND APPLICABLE FEE TO: Cornerstone R/E Management, Inc., 540 El Dorado Street, #101, Pasadena, CA 91101 (626) 577-3060



## Rental and Occupancy Policies

Each person 18 years of age or older must complete an application

Cornerstone R/E Management, Inc. has an equal opportunity housing policy. The following policies are established to ensure that all prospective applicants are treated equally.

Your application will not be processed without the correct funds and all documentation attached. Each person 18 years of age or older that will be residing in the property must complete an application. Include cash or money order for \$25 for each application. This fee is **non-refundable!**

Please read the following policies. If you feel you meet the guidelines for qualifying, we encourage you to submit an application. Information on the application must be reliable and verifiable.

### CREDIT CRITERIA

- Each applicant must have a good credit rating, which will be verified through a credit-reporting agency. An adverse report such as a low credit score, delinquent accounts or unpaid judgments will disqualify the applicant.
- Some properties may accept a co-signer. If a co-signor is necessary, the co-signor must also complete an application. The acceptance of a co-signor is not general policy and is subject to individual approval or denial by Cornerstone.
- Credit reports supplied by applicants will not be accepted.

### INCOME CRITERIA

- Applicant's employment and/or other sources of income will be verified. Length of employment and/or job stability will be a factor of consideration.
- Applicant's gross monthly income must be at least three times the amount of the monthly rent.
- Income will be verified from copies of the prior months pay stubs provided with the application and/or past W/2's.
- Self-employed applicants must provide their most recent tax return and 3 months bank statements.
- Unverifiable income will not be considered.

### PRIOR RESIDENCY CRITERIA

- Current and prior landlords' references will be checked. Failure to pay rent on time, to give a 30-day notice in writing prior to termination of tenancy, to protect property or to respect the rights of other residents, will disqualify the applicant. Applicant's willingness and ability to care for his/her current and prior residences will be confirmed.
- Stability of residency (frequency of moves) and length of residency in the community will be a factor of consideration.

### OTHER CONSIDERATIONS

- Photo ID must be provided at the time the application is submitted and rental agreement is signed.
- The rental term will be a lease of not less than nine months.
- Cornerstone has a no pet and no smokers policy. If you own a pet or are a smoker, you must inform Cornerstone at the time of submitting your application.
- Residents are encouraged to carry their own renters insurance on personal property. Management is not responsible for damage, which is not the result of management's negligence to the personal property and automobiles of the residents.

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### Receipt for Tenant Application Fee

1. Actual cost of credit report, unlawful detainer search, and/or other screening reports . . .	\$9.00
2. Cost to obtain, process and verify screening information . . .	<u>\$16.00</u>

Total amount paid by applicant (must be cash or money order) . . . \$25.00

My signature below verifies that I have read and understand the rent and occupancy policy as stated above.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date