

RENTAL APPLICATION POLICIES

1. Each person 18 years of age and older who will be living in the rental unit must complete a separate application.
2. The application must be completed in full. Any incomplete application will be rejected immediately. The application process is not considered complete until all prospective tenants have submitted applications and credit check fees to Real Properties Group.
3. The application fee is \$30.00 per person. The fee is non-refundable and **must be paid by cash or money order**. The application fee must be **submitted with the application**. If paid by cash, please submit the exact amount.
4. Upon notification of approval, the unit will be held until the end of that business day. During this period you must submit the security deposit amount in full to our office and sign a "Holding Deposit Agreement". The security deposit **must be paid in the form of money order or cashier check**. Concurrent payment of security deposit and rent requires a **SEPARATE cashier's check or money order for each item**.
5. On the day of move in, the first month's rent is due and **must be paid by money order or cashier check**. If any pro-ration is due please be sure to pay the exact amount. If moving in on the 25th of the month or later, the pro-rated first month's rent AND the second month's rent must be paid on the day of move-in by **SEPARATE cashier's check or money order**. After the initial payment, rent is due on the first day of each month. You have the option to pay the rent by personal check after the required initial payment.
6. You may submit the application to: REAL PROPERTIES GROUP, 3687 Voltaire Street Suite A, San Diego, CA 92106. The office is located on the second floor. Applications may be submitted after office hours in our drop box. The drop box is located at the top of stairway and is accessible 24 hours per day, 7 days per week.

APPLICATION TO RENT

Tenant
 Guarantor

(All sections must be completed)

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

Last Name		First Name		Middle Name		Social Security Number or ITIN	
Other names used in the last 10 years			Work phone number ()		Home phone number ()		
Date of birth		E-mail address			Mobile/Cell phone number ()		
Photo ID/Type		Number		Issuing government		Exp. date	Other ID
1.	Present address			City		State	Zip
Date in		Date out	Owner/Agent Name			Owner/Agent Phone number	
Reason for moving out					Current rent \$ /Month		
2.	Previous address			City		State	Zip
Date in		Date out	Owner/Agent Name			Owner/Agent Phone number	
Reason for moving out							
3.	Next previous address			City		State	Zip
Date in		Date out	Owner/Agent Name			Owner/Agent Phone number	
Reason for moving out							
Proposed Occupants: List all in addition to yourself	Name			Name			
	Name			Name			
	Name			Name			
Do you have pets?	Describe			Do you have a waterbed?		Describe	
How did you hear about this rental?							
A.	Current Employer Name			Job Title or Position		Dates of Employment	
Employer address				Employer/Human Resources phone number ()			
City, State, Zip				Name of your supervisor/human resources manager			
Current gross income		Check one					
\$		Per	<input type="checkbox"/> Week	<input type="checkbox"/> Month	<input type="checkbox"/> Year		
B.	Prior Employer Name			Job Title or Position		Dates of Employment	
Employer address				Employer/Human Resources phone number ()			
City, State, Zip				Name of your supervisor/human resources manager			
Other income source		Amount \$		Frequency			
Other income source		Amount \$		Frequency			



Name of your bank	Branch or address	Account Number

Please list ALL of your financial obligations below.

Name of Creditor	Address	Phone Number	Monthly Pymt. Amt.	
		()		
		()		
		()		
		()		
		()		
		()		
		()		
In case of emergency, notify:	Address: Street, City, State, Zip	Relationship	Phone	
1.				
2.				
Personal References:	Address: Street, City, State, Zip	Length of Acquaintance	Occupation	Phone
1.				
2.				

Automobile: Make: _____ Model: _____ Year: _____ License #: _____

Automobile: Make: _____ Model: _____ Year: _____ License #: _____

Other motor vehicles: _____

Have you ever filed for bankruptcy? _____ Have you ever been evicted or asked to move? _____

Have you ever been convicted of selling, distributing or manufacturing illegal drugs? _____

Applicant represents that all the above statements are true and correct, authorizes verification of the above items and agrees to furnish additional credit references upon request. Applicant authorizes the Owner/Agent to obtain reports that may include credit reports, unlawful detainer (eviction) reports, bad check searches, social security number verification, fraud warnings, previous tenant history and employment history. Applicant consents to allow Owner/ Agent to disclose tenancy information to previous or subsequent Owners/Agents.

Owner/Agent will require a payment of \$ _____, which is to be used to screen Applicant.

The amount charged is itemized as follows:

1. Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports \$ _____
2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) \$ _____
3. Total fee charged \$ _____

The undersigned is applying to rent the premises designated as:

Apt. No. _____ Located at _____

The rent for which is \$ _____ per _____. Upon approval of this application, and execution of a rental/lease agreement, the applicant shall pay all sums due, including required security deposit of \$ _____, before occupancy.

_____ Date

_____ Applicant (signature required)

