

Hello Applicant,

Thank you for your interest in renting a property from Marshall Reddick Real Estate. We take pride in providing the best service possible to both our landlords and tenants. Please read the following checklist and selection criteria carefully, and make sure to provide ALL documentation required along with the application fee for each applicant(s) over 18 years of age in order for your application to be processed. All properties require a minimum one (1) year lease.

The following is a list of the required items and selection criteria by which tenant applications are reviewed:

Rental Application Checklist

1. Print and fill out every field of the Application Form below. Make sure to provide your Social Security Number under Section II, Screening Fee.
2. Provide copy of each applicant's driver's license, US passport, government issued ID card, or US VISA.
3. Applicants must provide proof of monthly gross income equal to a minimum of 3 times the monthly rent. Income will be verified by one or more of the following as required by management:
 - a. Paystubs for the last 30 Days for each applicant
 - b. Self-employed must submit prior year's filed tax returns and P/L Statement
 - c. Offer letter from new employer with contact information for verification
 - d. Official records proving retirement, disability, social security, alimony, pension and/or child support benefits, etc.
4. When complete, scan all documents from steps 1-3 (Application, Identification, and Proof of Income) and upload as one PDF per Applicant. Upload the PDFs directly onto our website at www.marshallreddick.com/management by clicking "Submit Application" under the section **Tenant Application**.
5. Provide online payment of application fee equal to \$30 per applicant. All application fees are non-refundable regardless of the outcome.

Applicant Selection Criteria

Application Process

- ✓ **Complete the application by filling out every single item in detail**
 - Initial at the bottom of page 1
 - Include name in the middle of page 2 and sign at the bottom
 - Include SS# in designated line on page 2
- ✓ All application fees are non-refundable regardless of the outcome.
- ✓ If multiple applications for one home are received, we will process all applications received until we have an approved applicant.
- ✓ All conditions of the application process must be met for the applicant to receive an approval.
- ✓ Applying for a home does not guarantee its availability.

Applications

- ✓ Each occupant over the age of 18 years old must complete an application and provide a valid government issued ID or proof of legal residence status with a visa.
- ✓ Providing false and/or misleading information are grounds for rejection of an application and loss of any application fee and a basis for termination of the Lease if subsequently discovered.

Rental History Requirements

- ✓ A Complete Application includes ALL addresses for the past seven (7) years
- ✓ If negative rental history (including, but not limited to: evictions, late payments, current or past outstanding debts to previous landlord, etc.) is found, then an application may be denied or subject to an increased security deposit at our sole discretion.
- ✓ If we are unable to verify rental history, the security deposit requirement shall be equal to 2 months' rent, where permitted by law.

Criminal Background Requirements

- ✓ Criminal background checks will be performed on each applicant.
- ✓ Applicants with felony convictions will be denied.
- ✓ Certain misdemeanor convictions may result in a denial if within the last 7 years.

Credit History Requirements

- ✓ Applicants with credit scores under 600 or applicants without established credit are subject to our sole discretion to determine if income and background are sufficient to approve the application.
- ✓ We may require an increased security deposit for credit scores under 600.

Renter's Insurance Policy Required

- ✓ Approved applicants will be required to carry and submit a copy of renter's insurance covering at least \$30,000 of personal property, \$15,000 Loss of Use i.e. rental income protection, and \$500,000 of liability coverage.

Approval with Conditions

- ✓ Applications may be approved with conditions if it is determined that income, credit or rental history requirements are not met. These applicants will be required to pay an additional security deposit.

Co-Signer(s)/Guarantor(s)

- ✓ Any co-signor for any applicant must complete an application, the screening process (including \$30 application fee) and meet all of the minimum requirements listed in this **Applicant Selection Criteria**.
- ✓ All co-signers must provide proof of monthly gross income equal to a minimum of 4 times the monthly rent.

Occupancy Standard

- ✓ The landlord abides by occupancy standards based on two persons per bedroom, plus one per home
 - Two Bedrooms: Five persons
 - Three Bedrooms: Seven persons
 - Four Bedrooms: Nine persons
 - Five Bedrooms: Eleven persons

Pet Policy

- ✓ All pets must be disclosed on the application and we will review as a part of the application.
- ✓ A maximum of two pets are allowed in a property.
 - No pet may weigh more than 65lbs.
 - No aggressive breeds or exotic animals are allowed.
- ✓ A \$400 deposit is required per approved pet and refundable at our discretion.

Form of Payment

- ✓ Application fee must be paid online at time of application in order for application to be processed.
- ✓ All deposits AND first month's rent must be made in the form of money order, certified funds and/or cashier's check, or a combination thereof.

Applicant Consent

The undersigned applicant(s) and/or co-signer(s) agree that they understand the Applicant Selection Criteria and consent to allow Marshall Reddick Real Estate to obtain the consumer report and/or criminal record information required pursuant to the applicant(s) intent to lease a property. Upon request, Marshall Reddick Real Estate will provide the consumer reports that were requested and the names and addresses of any consumer reporting agency that provided such reports.



I. APPLICATION TO RENT

THIS SECTION TO BE COMPLETED BY APPLICANT. A SEPARATE APPLICATION TO RENT IS REQUIRED FOR EACH OCCUPANT 18 YEARS OF AGE OR OVER, OR AN EMANCIPATED MINOR.

1. Applicant is completing Application as a (check one) [] tenant, [] tenant with co-tenant(s) or [] guarantor/co-signor. Total number of applicants _____

2. PREMISES INFORMATION Application to rent property at _____, _____, _____ ("Premises") Rent: \$ _____ per _____ Proposed move-in date _____

3. PERSONAL INFORMATION A. FULL NAME OF APPLICANT _____ B. Date of Birth _____ (For purpose of obtaining credit reports. Age discrimination is prohibited by law.) C. 1. Driver's License No. _____ State _____ Expires _____ 2. See section II for Social Security Number D. Phone Number: Home _____ Work _____ Other _____ E. Email _____ F. Name(s) of all other proposed occupant(s) and relationship to applicant _____ G. Pet(s) (number and type) _____ H. Auto: Make _____ Model _____ Year _____ License No. _____ State _____ Color _____ Other vehicle(s): _____ I. In case of emergency, person to notify _____ Relationship _____ Address _____ Phone _____ J. Does applicant or any proposed occupant plan to use liquid-filled furniture? [] No [] Yes Type _____ K. Has applicant been a party to an unlawful detainer action or filed bankruptcy within the last seven years? [] No [] Yes If yes, explain _____ L. Has applicant or any proposed occupant ever been convicted of or pleaded no contest to a felony? [] No [] Yes If yes, explain _____ M. Has applicant or any proposed occupant ever been asked to move out of a residence? [] No [] Yes If yes, explain _____

4. RESIDENCE HISTORY Current address _____ City/State/Zip _____ From _____ to _____ Name of Landlord/Manager _____ Landlord/Manager's phone _____ Do you own this property? [] No [] Yes Reason for leaving current address _____ Previous address _____ City/State/Zip _____ From _____ to _____ Name of Landlord/Manager _____ Landlord/Manager's phone _____ Did you own this property? [] No [] Yes Reason for leaving this address _____

5. EMPLOYMENT AND INCOME HISTORY Current employer _____ Current employer address _____ From _____ To _____ Supervisor _____ Supervisor phone _____ Employment gross income \$ _____ per _____ Other income info _____ Previous employer _____ Prev. employer address _____ From _____ To _____ Supervisor _____ Supervisor phone _____ Employment gross income \$ _____ per _____ Other income info _____



Property Address: _____ Date: _____

6. CREDIT INFORMATION

Name of creditor	Account number	Monthly payment	Balance due

Name of bank/branch	Account number	Type of account	Account balance

7. PERSONAL REFERENCES

Name _____ Address _____
 Phone _____ Length of acquaintance _____ Occupation _____
 Name _____ Address _____
 Phone _____ Length of acquaintance _____ Occupation _____

8. NEAREST RELATIVE(S)

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

Applicant understands and agrees that: (i) this is an application to rent only and does not guarantee that applicant will be offered the Premises; (ii) Landlord or Manager or Agent may accept more than one application for the Premises and, using their sole discretion, will select the best qualified applicant, and (iii) Applicant will provide a copy of applicant's driver's license upon request.

Applicant represents the above information to be true and complete, and hereby authorizes Landlord or Manager or Agent to: (i) verify the information provided; and (ii) obtain a credit report on applicant and other reports, warnings and verifications on and about applicant, which may include, but not be limited to, criminal background checks, reports on unlawful detainers, bad checks, fraud warnings, employment and tenant history. Applicant further authorizes Landlord or Manager or Agent to disclose information to prior or subsequent owners and/or agents.

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

Applicant _____ Date _____ Time _____

Return your completed application and any applicable fee not already paid to: **Marshall Reddick Real Estate**
Address **4299 MacArthur Blvd, Suite 102** City **Newport Beach** State **CA** Zip **92660**

II. SCREENING FEE

THIS SECTION TO BE COMPLETED BY LANDLORD, MANAGER OR AGENT.

Applicant Social Security Number: _____ Applicant has paid a nonrefundable screening fee of **\$30.00**, applied as follows: (The screening fee may not exceed \$30.00, adjusted annually from 1-1-98 commensurate with the increase in the Consumer Price Index. A CPI inflation calculator is available on the Bureau of Labor Statistics website, www.bls.gov. The California Department of Consumer Affairs calculates the applicable screening fee amount to be \$44.50 as of 2012.)

\$ _____ for credit reports prepared by _____ ;
 \$ _____ for _____ (other out-of-pocket expenses); and
 \$ _____ for processing.

The undersigned has read the foregoing and acknowledges receipt of a copy.

Applicant Signature _____ Date _____

The undersigned has received the screening fee indicated above.

Landlord or Manager or Agent Signature _____ CalBRE Lic. # **01904891**
Date _____

© 1991-2015, California Association of REALTORS®, Inc. United States copyright law (Title 17 U.S. Code) forbids the unauthorized distribution, display and reproduction of this form, or any portion thereof, by photocopy machine or any other means, including facsimile or computerized formats.
 THIS FORM HAS BEEN APPROVED BY THE CALIFORNIA ASSOCIATION OF REALTORS® (C.A.R.). NO REPRESENTATION IS MADE AS TO THE LEGAL VALIDITY OR ACCURACY OF ANY PROVISION IN ANY SPECIFIC TRANSACTION. A REAL ESTATE BROKER IS THE PERSON QUALIFIED TO ADVISE ON REAL ESTATE TRANSACTIONS. IF YOU DESIRE LEGAL OR TAX ADVICE, CONSULT AN APPROPRIATE PROFESSIONAL.
 This form is made available to real estate professionals through an agreement with or purchase from the California Association of REALTORS®. It is not intended to identify the user as a REALTOR®. REALTOR® is a registered collective membership mark which may be used only by members of the NATIONAL ASSOCIATION OF REALTORS® who subscribe to its Code of Ethics.

R E N T S C Published and Distributed by:
 REAL ESTATE BUSINESS SERVICES, INC.
 a subsidiary of the California Association of REALTORS®
 525 South Virgil Avenue, Los Angeles, California 90020

Reviewed by _____ Date _____

