

APPLICATION INSTRUCTIONS

Each adult that will be living in the property must fully complete and sign an application. This includes pages 1-4 of the application and the rental policies page.

Main Requirements

1. Your total monthly income must be 3 times the amount of the rent to qualify. We will base your income approval on your gross income and will use your combined income if more than one person is applying.
2. You must have no prior evictions.
3. Your credit must be in overall good standing. We do not approve based on an exact score and it is not required that you have perfect credit.
4. It will be required that we contact your current and any prior landlords to receive a tenant reference.

Submitting your application

Applications must be submitted directly to our office at 3724 McCray St. in Riverside. You must include the following when submitting your applications.

1. Each application must be filled out completely and signed.
2. You must include your proof of income which should consist of your 3 most current pay stubs. If you do not receive pay stubs or are self-employed, we will consider using your 3 most current bank statements or your most recent tax return.
3. Current photo i.d. (driver's license, identification card, or passport are acceptable)
4. Credit check fee is \$20 per person and must be paid with either cash or money order. We do not accept personal checks and do not carry change.

You may e-mail or fax your applications, but we cannot start processing them until you have paid the credit check fees to our office.

Applications normally take 1-2 days to be processed. You will be contacted when we are finished to let you know whether or not you have been approved.

Approved applicants must pay a minimum holding deposit of \$500.00 with money order or cashier's check. The full move in balance payment and lease signing must take place within 10 days after we receive the deposit.

APPLICATION AND OFFER TO RENT/LEASE REAL PROPERTY

Inland Empire Property Management, 3724 McCray Street, Riverside, CA 92506

Leasing Agent: _____ Telephone: () _____

THE PROPERTY

COMPLEX NAME		ST. NO.	ST. NAME		APT#
PARKING SPACE #	STORAGE SPACE #	CITY		STATE	ZIP
RENTAL RATE \$		UTILITIES INCLUDED	<input type="checkbox"/> YES <input type="checkbox"/> NO	SECURITY DEPOSITS	INTENDED START DATE

Instructions to Applicant:

NO PERSONAL CHECKS

Use black ink. Except for your signature, all information in this Application must be PRINTED in a clear and legible manner.

One Application must be filled out ENTIRELY and COMPLETELY by each intended adult occupant. Each Applicant must show satisfactory identification to owner/manager at the time this Application is submitted for processing.

When supplying names, give complete and full names including full middle names, if any. Sign on Page 4 with your complete and full signature. List both your work and your home phone numbers below. Do not give pager numbers.

When supplying addresses, give complete addresses including apartment numbers, cities, states and zip codes. There must be a minimum residence history of at least five (5) years.

Many Applications are expected to be received for this rental. This form is invalid if you are not now reading words printed in blue ink. Applying first does not give you a priority in acceptance. Only the best of all Applicants will be accepted.

WARNING: This Application may be refused and/or rejected if it is not signed, complete, or legible; if satisfactory identification is not presented; if any information is false, can not be verified, or does not meet predetermined requirements; if additional information is requested from Applicant and is refused; or a Co-Applicant is rejected.

BE PATIENT: It will take time to completely check out and verify the information in this Application. You will be notified of the acceptance or rejection of this Application as soon as possible.

() _____ () _____ () _____
Home Phone
Work Phone
Cell Phone

APPLICANT'S PERSONAL DATA

FULL NAME: FIRST - MIDDLE - LAST - GENERATION		SOCIAL SECURITY	DRIVER LICENSE	STATE	BIRTH DATE
ALL OTHER NAMES BY WHICH YOU HAVE BEEN KNOWN:					

OTHER PERSONS TO OCCUPY THE PROPERTY

FULL NAME	RELATIONSHIP TO APPLICANT	AGE	OCCUPATION

LIST ALL PERSONS WITH WHOM YOU RESIDED DURING THE LAST SEVEN (7) YEARS AND THEIR RELATIONSHIP TO YOU

FULL NAME	RELATIONSHIP TO APPLICANT	FULL NAME	RELATIONSHIP TO APPLICANT

1 RESIDENCE HISTORY

ADDRESSES		DATES MOVED		RENT PAID	OWNER/MANAGER / PHONE #	REASON FOR LEAVING
(PRESENT) STREET		IN	OUT	\$	NAME	
CITY	STATE ZIP	OUT		PER MONTH	PHONE ()	
(PRIOR) STREET		IN	OUT	\$	NAME	
CITY	STATE ZIP	OUT		PER MONTH	PHONE ()	
(PRIOR) STREET		IN	OUT	\$	NAME	
CITY	STATE ZIP	OUT		PER MONTH	PHONE ()	

2 EMPLOYMENT HISTORY

COMPANY NAME	ADDRESS	Position or Occupation	Start Date	Supervisor / Phone #	Salary or Wage
(PRESENT)				NAME ()	\$ PER MONTH
(2ND PRESENT)				NAME ()	\$ PER MONTH
(PRIOR)				NAME ()	\$ PER MONTH

3 BANKING INFORMATION

BANK / S&L	BRANCH / ADDRESS	PHONE NO.	ACCOUNT NUMBERS	DATES OPENED	PRESENT BALANCE
		()	CHECKING:		\$
			SAVINGS:		\$
		()	CHECKING:		\$
			SAVINGS:		\$

4 PERSONAL REFERENCES (NOT RELATED)

NAMES	ADDRESSES	TELEPHONE	How Long Acquainted	OCCUPATION
	STREET	()		
	CITY STATE			
	STREET	()		
	CITY STATE			

5 NEAREST RELATIVE (NOT LIVING WITH YOU)

NAME	RELATIONSHIP	ADDRESS	(PHONE ())
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6 IN CASE OF EMERGENCY NOTIFY

NAME	RELATIONSHIP	ADDRESS	(PHONE ())
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7 CREDIT ACCOUNTS AND DEBTS (STORES, BANKS, FINANCE COMPANIES, ETC.)

COMPANY NAME / ADDRESS	ACCOUNT NO.	Item Purchased or Amount Borrowed	Date Opened	Monthly Payment	Present Balance
NAME ADDRESS					
NAME ADDRESS					
NAME ADDRESS					
NAME ADDRESS					

8 AUTOMOBILES

MAKE	MODEL	YEAR	COLOR	LICENSE NO.	LEGAL OWNER	INSURANCE CO.

YES NO

9. HAS ANY CIVIL JUDGMENT BEEN ENTERED AGAINST YOU FOR THE COLLECTION OF A DEBT IN THE PAST TEN (10) YEARS?

10. DO YOU HAVE ANY WATER FILLED FURNITURE OR DO YOU INTEND TO GET ANY WATER FILLED FURNITURE?

11. DO YOU HAVE ANY PETS OR DO YOU INTEND TO GET ANY PETS?

12. HAVE YOU FILED FOR BANKRUPTCY IN THE PAST TEN (10) YEARS?

13. HAVE YOU EVER BEEN EVICTED OR HAVE YOU EVER REFUSED TO PAY RENT FOR ANY REASON?

14. HAVE YOU, OR DO YOU INTEND TO, POSSESS, SELL, OR USE ILLICIT DRUGS OR NARCOTICS IN YOUR RESIDENCE?

15. HAVE YOU EVER LIVED HERE BEFORE OR DO YOU KNOW ANYONE LIVING HERE NOW OR IN THE PAST?

16. HAVE YOU EVER BEEN ARRESTED FOR A FELONY OR CONVICTED OF A MISDEMEANOR?

17. IF ANY QUESTION 9 THROUGH 16 IS ANSWERED "YES" PLEASE EXPLAIN FULLY:

18. HOW DID YOU HEAR OF THIS VACANCY?

19. IF ACCEPTED, HOW LONG DO YOU EXPECT TO STAY?

The undersigned Applicant hereby offers to rent/lease real property described as THE PROPERTY on Page 1.

It is understood that this Application is not a Rental Agreement/Lease and that Applicant has no rights to said property until a written or oral Rental Agreement/Lease is duly executed after the approval of this Application. Applicant is aware of and agrees to all the covenants and conditions in the proposed Rental Agreement/Lease and agrees to timely execute said Rental Agreement/Lease after notification of the acceptance of this Application and Offer. Time is of the essence.

A credit check fee of \$_____ to process this Application and an Application Deposit of \$_____ as earnest money will be given by Applicant to the owner/manager when this Application is turned in for processing.

The Application Deposit is fully refundable if Applicant is rejected or if written notice revoking this offer is received by the owner/manager prior to acceptance of this offer. However, if owner/manager has duly accepted this offer to rent, this Application is then to be treated as a completed contract to rent/lease THE PROPERTY and Applicant's attempted revocation shall be deemed a breach of contract. In addition, the failure of Applicant to timely pay all sums due and execute the Rental Agreement/Lease shall be deemed a breach of contract. In either case, the Application Deposit shall then become nonrefundable to the extent that such deposit may be withheld and used to offset and recompense any and all losses incurred as a result of such breach, including, but not limited to, advertising and lost rent until the property is re-rented. Otherwise, the Application Deposit will be applied towards the Security Deposit.

Deposits and payments made by check may be cashed any time. If cashed, Applicant agrees that no refund need be made prior to ten (10) working days from the date proof is obtained that the maker's bank has cashed and honored said check.

Applicant represents all information on pages 1, 2, and 3 of this Application to be true and accurate and understands that owner/manager will rely upon said information when accepting this Application whether an independent investigation has been performed or not. Applicant hereby authorizes owner/manager and his/her/its employees and agents to verify said information and make independent investigations in person, by mail, phone, fax, or otherwise, to determine Applicant's rental, credit, financial and character standing. Applicant hereby releases owner/manager, his/her/its employees and agents, and any and all other firms or persons investigating or supplying information, from any liability whatsoever concerning the release and/or use of said information and further, will defend and hold them all harmless from any suit or reprisal whatsoever. All holders, public and private, of any such information are hereby authorized to release, without reservation or limitation, any and all such information they have concerning Applicant and in so doing, will be acting on Applicant's behalf at Applicant's request and will be held blameless and without any liability whatsoever. A copy, fax, or other reproduction of this Authorization shall be as effective as the original.

_____ X _____
 Dated Applicant's signature Applicant's name PRINTED

NOTICE: The rental for which you are applying may be reported to and monitored by various Consumer Credit Reporting Agencies. Your failure to satisfactorily perform your rental obligations may result in a derogatory entry in your rental and/or credit consumer file and could hamper your ability to obtain housing and/or credit in the future. In addition, owner/manager may report any and all information to other property owners/managers, credit grantors and/or public agencies.

BELOW AREA FOR OWNER'S/MANAGER'S USE ONLY

DRIVER LICENSE VERIFICATION

NAME	D/L#	EXPIRES	DOB
ADDR	HT.	WT.	EYES
			HAIR

ACTION TAKEN

EVENT	DATE	TIME	BY (name)	\$ AMOUNT/REASON
SUBMITTED TO UDR FOR VERIF.	x	x	x	
APP [] Accepted [] Rejected	x	X	x	X
WRITTEN REJECTION GIVEN	x	x	x	X
DEPOSIT RETURNED	x	x	x	X

COMMENTS:

INLAND EMPIRE PROPERTY MANAGEMENT RENTAL POLICIES

I. DEPOSIT

Once an application is approved, at least a \$500.00 deposit will be needed to hold the property. After a deposit is paid, you must sign the lease and start paying rent within ten (10) days. If for ANY reason you cancel or do not move in, YOUR DEPOSIT WILL BE FORFEITED. IT IS NOT REFUNDABLE OR TRANSFERABLE. In addition to the regular security deposit, the prospective tenant shall be charged an additional deposit of \$400.00 for each pet owned.

II. RENTAL PAYMENTS

1. Rent is due and payable on the first day of each month.
2. A late fee of \$100.00 will be charged if the rent is not received in our office by the 3rd of each month. A late fee of \$150.00 will be charged if the rent is not received in our office by the 15th of each month. PLEASE NOTE: This grace period does not apply to your due date! It is a late charge grace period only. Rent is due on the 1st and late on the 2nd.
3. Payments can be made in the following manner:
*Cashier's Check *Money Order
4. It must be made out for the exact amount of payment.
5. If paying by mail, make sure the following information appears on the payment:
 *Name
 *Property Address
 *Payable to INLAND EMPIRE PROPERTY MANAGEMENT
6. If you would like a receipt for your rental payments when paid by mail, please include a self-addressed, stamped envelope along with your request each month.

III. RENTAL AGREEMENTS

1. Please make an appointment to come in and sign your Rental Agreement.
2. ALL RESPONSIBLE PARTIES (everyone signing the rental agreement) MUST SIGN BEFORE THE KEYS WILL BE RELEASED.
3. It is your responsibility to have all utilities immediately transferred into your name.
4. We do not release keys in advance for any purpose.
5. You will be provided with one set of keys. We will keep a set in our office for emergencies only.
6. Tenant has inspected the property and has found it to be satisfactory and accept it in the "as is" condition. Tenant acknowledges that no further work has been approved unless in writing.

I acknowledge that I have read the policies stated above and agree to these terms and conditions.

TENANT SIGNATURE(S): _____
