



Dear Applicant(s),

Thank you for choosing TCG Property Management to assist you with your real estate needs.

### **Application Approval Criteria**

If you feel that you meet the below application criteria, we encourage you to apply.

1. Applicant has a FICO score above 675.
2. Applicant household combined income is more than 2.5 times the amount of the rent of the property.
3. Applicant does not have an unlawful detainer or eviction action, or a current 3-day notice to pay rent or quit.
4. Applicant income or ability to pay rent is verifiable.
5. References provided by applicant are verifiable and favorable.
6. The lease term is for 12 months unless another agreement has been made with the management company.
7. Application is complete without misrepresentations.
8. Applicant has seen the property for which they are applying.
9. Any Guarantors must also submit a complete application package (no Verification of Residency).

### **Required Application Items**

In order to process your application, **each** of the items below are needed from **ALL** persons over the age of 18 planning to occupy the property:

1. Valid Drivers License or photo I.D.
2. Most recent pay stub showing YTD totals. Offer letters are okay if on company letterhead and signed.
3. Two most recent full bank statements (not summaries and not screen shots)
4. Other sources of income - please supply supporting documentation
5. \$40 non-refundable processing fee

#### **If You Are Self Employed:**

We will need the need items 1, 3, 4, and 5 listed above plus the first two pages of last year's tax return.

#### **Pets**

1. Please verify that pets are allowed by visiting the property listing.
2. An additional security deposit and or fees may be required for pets.
3. Resident agrees to carry insurance covering pets.

Continued on next page

TCG Property Management- 2555 Townsgate Road, Suite 200, Westlake Village, CA 91361



805-558-3428



applications@homesbytcg.com



homesbytcg.com

DRE License #00855702 and #01267041



### **Renter's Liability Insurance Policy**

Applicant acknowledges that a renter's liability insurance policy naming TCG Property Management as a co-insured will be required prior to occupancy and throughout tenancy. The total amount of the renter's policy typically varies between \$300,000 to \$500,000, depending on the property.

### **Approved Application Process**

Applicants understand that several applications may be received for a property at the same time. Applications are NOT approved on a "first-come, first-served" basis. Approval is based on a "best-qualified" process and those applicants that meet the property owner's requirements.

1. If you and additional applicants are approved for the property, we will contact you.
2. The lease documents will be sent via electronic signature through DocuSign.
3. Once the lease documents have been completed by all parties, a \$250 hold deposit is required within 48 hours to secure the property. This \$250 hold deposit will then be deducted from the total security deposit required at move-in. Please send the \$250 hold deposit through Zelle to paulc@tcgprop.com
4. Upon acceptance of your application and prior to occupancy, we will require a cashier's check or payment through Zelle (or electronic transfer) for the full amount of the first full month's rent and security deposit. Send Zelle payments to paulc@tcgprop.com
5. A property made be held for up to two weeks.

The day before your "Lease Start Date", Paul Campbell will meet you at the property to exchange keys for the following from you:

1. Cashier's check or money order for security deposit made payable to TCG Property Management
2. Cashier's check or money order for first month's rent made payable to TCG Property Management
3. Proof of Renter's Liability Insurance Policy
4. Proof of Pet Insurance (if applicable)

### **Credit Report and Processing/Screening Fee**

To be considered for the property for which you are applying, please note that the \$40 processing fee (per person over the age of 18) is non-refundable. This \$40 fee includes the review of your application and we will obtain a copy of your credit report through NCR (National Credit Reports). A copy of your credit report will be sent to you via the email you submitted through the application process. If you do not wish to have a copy of your credit report sent to you, please let us know.

Once again, thank you for choosing TCG Property Management to assist you.

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## Proposal to Lease Residence

Property Address: \_\_\_\_\_

Applicant Name(s): \_\_\_\_\_

Co-Signer or Guarantor: \_\_\_\_\_

1. Applicant acknowledges that a renter's insurance policy naming TCG Property Management as a co-insured will be required prior to occupancy and throughout tenancy.
2. All monthly rental payments will be made through ACH (electronic funds transfer system) - not by check.
3. If applicable, applicant agrees to abide by the homeowners association rules and regulations, which will be provided to tenant prior to occupancy.

### Additional Terms

Applicant(s) hereby agree(s) to lease the premises upon the requested terms and conditions above and understands that final lease terms may change and are subject to owner approval. Applicant(s) has read and understands the aforementioned Application Approval Criteria and Approved Application Process. Upon owner's acceptance of this application, TCG Property Management shall deliver an "Acceptance of Application and Lease Terms" to applicant(s). If applicants are represented by an agent, all communication must be through the agent only. Applicants acknowledge that upon acceptance, a cashier's check for the security deposit and the full first month's rent will be requested and required to secure the property.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Guarantor: \_\_\_\_\_ Date: \_\_\_\_\_





## National Credit Reports

### AUTHORIZATION TO DISCLOSE

To Whom it May Concern,

The undersigned Applicant(s) has applied to rent a property with TCG Property Management. You are hereby authorized to release my information to National Credit Reports which is required to complete the processing of a credit report. This also authorizes National Credit Reports to transmit our application request information through the internet in processing the credit report. You may act on a photocopy of this authorization instead of the original.

Necessary information may include, but is not limited to: (1) savings and/or checking account verification, (2) loan status and payment history verification, including credit union and mortgage balances and (3) any employment or related compensation verification.

The undersigned Applicant(s) authorizes the release to a credit reporting agency of any information that agency may need in order to complete its report.

Photocopying of Applicant(s) signature may be necessary for obtaining credit ratings and is hereby authorized.

Thank you in advance for your assistance.

Applicant signature \_\_\_\_\_ Date: \_\_\_\_\_

Applicant signature \_\_\_\_\_ Date: \_\_\_\_\_

#### INFORMATION NEEDED FOR CREDIT REPORT:

Print Name: (first/middle/last) \_\_\_\_\_ Birthdate \_\_\_\_\_ SS # \_\_\_\_\_

Print Name: (first/middle/last) \_\_\_\_\_ Birthdate \_\_\_\_\_ SS # \_\_\_\_\_

Present Address:

\_\_\_\_\_

If less than 2 years – previous address:

\_\_\_\_\_





APPLICATION TO LEASE OR RENT/SCREENING FEE
(C.A.R. Form LRA, Revised 3/24)



I. APPLICATION TO RENT

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

1. Applicant is completing Application to Lease or Rent as a (check one) [ ] tenant, [ ] tenant with co-tenant(s) or [ ] guarantor/co-signor.

Total number of applicants \_\_\_\_\_

2. PERSONAL INFORMATION

- A. FULL NAME OF APPLICANT
B. Date of Birth
C. (1) Driver's License No. State Expires
(2) See section II, paragraph 2C for Social Security Number/Tax Identification Numbers.
D. Phone number: Home Work Other
E. Email:
F. Name(s) of all other proposed occupant(s) and relationship to applicant

- G. Pet(s) (Other than service or companion animals) (number and type)
H. Auto: Make Model Year License No. State Color
Other vehicle(s):
I. In case of emergency, person to notify (other than occupants of applicant's household)
Relationship
Address Phone
J. Does applicant or any proposed occupant plan to use liquid-filled furniture?
If yes, type
K. Has applicant been a party to an unlawful detainer action or filed bankruptcy within the last seven years?
If yes, explain
L. Has applicant or any proposed occupant ever been asked to move out of a residence?
If yes, explain
M. Has applicant or any proposed occupant ever been convicted of or pleaded no contest to a felony within the last seven years?
If yes, explain

(After completing a credit review, Housing Provider may consider the nature of the felony and the length of time since it occurred so long as the felony is directly related to the applicant's ability to meet its obligations under the lease terms, and any other relevant mitigating information pursuant to 2 CCR §12266.)

3. RESIDENCE HISTORY

Current address Previous address
City/State/Zip City/State/Zip
From to From to
Name of Housing Provider Name of Housing Provider
Housing Provider's phone Housing Provider's phone
Do you own this property? [ ] Yes [ ] No Did you own this property? [ ] Yes [ ] No
Reason for leaving current address Reason for leaving this address

4. EMPLOYMENT AND INCOME HISTORY

Current employer Previous employer
Current employer address Previous employer address
From to From to
Supervisor Supervisor
Supervisor's phone Supervisor's phone
Employment gross income \$ per Employment gross income \$ per
Other income info Other income info



Property Address: \_\_\_\_\_ Date: \_\_\_\_\_

**5. CREDIT INFORMATION**

**A. CREDITORS**

Name of Creditor: \_\_\_\_\_ Account \_\_\_\_\_  
Monthly Payment: \$ \_\_\_\_\_ Balance Due: \$ \_\_\_\_\_

Name of Creditor: \_\_\_\_\_ Account \_\_\_\_\_  
Monthly Payment: \$ \_\_\_\_\_ Balance Due: \$ \_\_\_\_\_

Name of Creditor: \_\_\_\_\_ Account \_\_\_\_\_  
Monthly Payment: \$ \_\_\_\_\_ Balance Due: \$ \_\_\_\_\_

Name of Creditor: \_\_\_\_\_ Account \_\_\_\_\_  
Monthly Payment: \$ \_\_\_\_\_ Balance Due: \$ \_\_\_\_\_

**B. BANKING**

Name of Bank/Branch: \_\_\_\_\_ Account No. \_\_\_\_\_  
Type of Account: \_\_\_\_\_ Account Balance: \$ \_\_\_\_\_

Name of Bank/Branch: \_\_\_\_\_ Account No. \_\_\_\_\_  
Type of Account: \_\_\_\_\_ Account Balance: \$ \_\_\_\_\_

**6. PERSONAL REFERENCES**

Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_ Length of acquaintance \_\_\_\_\_ Occupation \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_ Length of acquaintance \_\_\_\_\_ Occupation \_\_\_\_\_

**7. NEAREST RELATIVE(S)**

Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_ Relationship \_\_\_\_\_

8. 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) Housing Provider may receive more than one application for the Premises and, (iii) Applicant will provide a copy of applicant's driver's license or other acceptable identification upon request.

Applicant represents the above information to be true and complete, and hereby authorizes Housing Provider to: (i) verify the information provided; (ii) obtain a credit report on applicant\*\* and (iii) obtain an "Investigative Consumer Report" ("ICR") on and about applicant. An ICR may include, but not be limited to, criminal background checks, reports on unlawful detainers, bad checks, fraud warnings, and employment and tenant history. By signing below, you also acknowledge receipt of the attached NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW (C.A.R. form BIRN).

Please check this box if you would like to receive, at no charge, a copy of an ICR or consumer credit report if one is obtained by the Housing Provider whenever you have a right to receive such a copy under California law.

\*\* If applicant will be receiving a government rent subsidy to assist in the payment of rent, such as a Section 8 voucher, applicant may choose to provide lawful, verifiable, alternative evidence of reasonable ability to pay rather than have Housing Provider rely on a credit report. The applicant shall be given a reasonable time to provide the alternative documentation.  
 Applicant will be receiving a rent subsidy pursuant to the following government program and elects to provide alternative documentation: \_\_\_\_\_

9. Applicant further authorizes Housing Provider to disclose information to prior, current, or subsequent owners and/or agents with whom applicant has had, or intends to have, a rental relationship.

If application is not fully completed, or if section II, 2 is applicable and the application is received without the full screening fee: (i) the application will not be processed, and (ii) the application and any portion of the screening fee paid will be returned.

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

Return your completed application and any applicable fee not already paid to: **TCG Property Management**

Address **2555 Townsgate Rd., Suite 200** City **Westlake Village** State **CA** Zip **91361**



Property Address: \_\_\_\_\_ Date: \_\_\_\_\_

## II. PROPERTY INFORMATION AND SCREENING FEE

**THIS SECTION TO BE COMPLETED BY HOUSING PROVIDER** (applicant may fill in the "Premises" in **paragraph 1A** below):

### 1. PROPERTY INFORMATION

- A. Applicant submits this application to lease or rent for the Premises located at \_\_\_\_\_ ("Premises") or  any prospective locations which may fit Applicant's rental criteria.
- B. Rental Amount: \$ \_\_\_\_\_ Rent per month.
- C. Proposed move-in date: \_\_\_\_\_.

### 2. SCREENING FEE

- A.  Applicant will provide screening information and fee directly to Housing Provider's authorized screening service at: \_\_\_\_\_.
- B.  Applicant shall pay a nonrefundable screening fee of **\$40.00** per applicant, directly to Housing Provider, applied as follows: (Civil Code Section 1950.6 sets the maximum screening fee that can be charged, as adjusted annually by the Consumer Price Index. As an example, the maximum screening fee in 2020 was \$52.46 per applicant, according to the DRE publication titled California Tenants. A CPI inflation calculator is available on the Bureau of Labor Statistics website, www.bls.gov.)
  - \$ \_\_\_\_\_ for credit reports prepared by **National Credit Reporting** ;
  - \$ \_\_\_\_\_ for \_\_\_\_\_ (other out-of-pocket expenses); and
  - \$ **40.00** for processing.
  - (1)  Application received with the full screening fee in the amount of \$ \_\_\_\_\_.
  - (2) If application is received without the full screening fee: (i) Housing Provider will notify Applicant, (ii) the application will not be processed, and (iii) the application and any portion of the screening fee paid will be returned.
  - (3) If Housing Provider collects the screening fee, Housing Provider shall provide Applicant a receipt for the screening fee, itemizing out of pocket expenses and time spent. By signing below, Applicant agrees the receipt may be provided by personal delivery, mail, or email.
- C.  Applicant shall provide Social Security Number/Tax Identification Number to Housing Provider.

**The undersigned has read the foregoing section regarding the screening fee and acknowledges receipt of a completed copy.**

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

**Housing Provider acknowledges receipt of this entire Application to Lease or Rent/Screening Fee.**

By: \_\_\_\_\_ DRE Lic.# \_\_\_\_\_ Date \_\_\_\_\_

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## APPLICATION TO LEASE OR RENT/SCREENING FEE (LRA PAGE 3 OF 3)







# NOTICE REGARDING BACKGROUND INVESTIGATION REPORTS PURSUANT TO CALIFORNIA LAW



(C.A.R. Form BIRN, Revised 6/23)

The person signing below (on behalf of the Housing Provider, if not the Housing Provider) intends to obtain information about you from an investigative consumer reporting agency and/or a consumer credit reporting agency for the purpose of letting a dwelling. Thus, you can expect to be the subject of "investigative consumer reports" and "consumer credit reports" obtained for housing purposes. Such reports may include information about your character, general reputation, personal characteristics and mode of living. With respect to any investigative consumer report from an investigative consumer reporting agency ("CRA"), the Housing Provider may investigate the information contained in your rental application and other background information about you, including but not limited to obtaining a criminal record report, eviction report, verifying references, work history, your social security number, and other information about you, and interviewing people who are knowledgeable about you. The results of this report may be used as a factor in making housing decisions. The source of any investigative consumer report (as that term is defined under California law) will be:

CRA: National Credit Reporting, Address: 501-I Reino Road, Newbury Park, CA 91320

Telephone: (800)441-1661 Email: technicalsupport@ncrcredit.com

The Housing Provider agrees to provide you with a copy of an investigative consumer report when required to do so under California law.

Under California Civil Code § 1786.22, you, with proper identification, are entitled to find out from a CRA what is in the CRA's file on you, as follows:

- In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The CRA may not charge you more than the actual copying costs for providing you with a copy of your file.
- A summary of all information contained in the CRA's file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
- By requesting a copy be sent to a specified addressee by certified mail. CRAs complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the CRAs.

"Proper Identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the CRA require additional information concerning your employment and personal or family history in order to verify your identity.

The CRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection.

You may be accompanied by one other person of your choosing, who must furnish reasonable identification. A CRA may require you to furnish a written statement granting permission to the CRA to discuss your file in such person's presence.

**The undersigned acknowledges receipt of this Notice Regarding Background Investigation Pursuant to California Law.**

Applicant Signature

Date

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**BIRN REVISED 6/23 (PAGE 1 OF 1)**



## NOTICE REGARDING BACKGROUND INVESTIGATION REPORTS PURSUANT TO CALIFORNIA LAW (BIRN PAGE 1 OF 1)