



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.

### **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.

### **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](mailto:paulc@tcgprop.com)
4. A property made be held for up to two weeks.

### **Moving In**

The day before your "Lease Start Date", Paul Campbell will meet you at the property to exchange keys for the below items from you. Please note that both payments can be combined into one cashier's check, money order or Zelle payment.

1. Cashier's check or money order for security deposit and first month's rent made payable to TCG Property Management or payment through Zelle (or electronic transfer). Payment through Zelle may be sent to [paulc@tcgprop.com](mailto:paulc@tcgprop.com)
2. Proof of Renter's Liability Insurance Policy
3. Proof of Pet Insurance (if applicable)

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:

\_\_\_\_\_





ENT

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 \_\_\_\_\_ (For purpose of obtaining credit reports. Age discrimination is prohibited by law.)

C. (1) Driver's License No. \_\_\_\_\_ State \_\_\_\_\_ Expires \_\_\_\_\_

(2) See section II, paragraph 2C for Social Security Number/Tax Identification Numbers. Such number shall be provided upon request from Rental Property Owner, Authorized Broker or Agent, or Property Manager ("Housing Provider").

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?.....  Yes  No

If yes, type \_\_\_\_\_

K. Has applicant been a party to an unlawful detainer action or filed bankruptcy within the last seven years?.....  Yes  No

If yes, explain \_\_\_\_\_

L. Has applicant or any proposed occupant ever been asked to move out of a residence?.....  Yes  No

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? .....  Yes  No

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 \_\_\_\_\_

City/State/Zip \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

Name of Housing Provider \_\_\_\_\_

Housing Provider's phone \_\_\_\_\_

Do you own this property?  Yes  No

Reason for leaving current address \_\_\_\_\_

Previous address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

Name of Housing Provider \_\_\_\_\_

Housing Provider's phone \_\_\_\_\_

Did you own this property?  Yes  No

Reason for leaving this address \_\_\_\_\_

4. EMPLOYMENT AND INCOME HISTORY

Current employer \_\_\_\_\_

Current employer address \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

Supervisor \_\_\_\_\_

Supervisor's phone \_\_\_\_\_

Employment gross income \$ \_\_\_\_\_ per \_\_\_\_\_

Other income info \_\_\_\_\_

Previous employer \_\_\_\_\_

Previous employer address \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

Supervisor \_\_\_\_\_

Supervisor's phone \_\_\_\_\_

Employment gross income \$ \_\_\_\_\_ per \_\_\_\_\_

Other income info \_\_\_\_\_



APPLICATION TO LEASE OR RENT/SCREENING FEE (LRA PAGE 1 OF 3)

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; and (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.

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](http://www.bls.gov).)
- \$ \_\_\_\_\_ for credit reports prepared by National Credit Reporting ;
- \$ \_\_\_\_\_ for \_\_\_\_\_ (other out-of-pocket expenses); and
- \$ **40.00** for processing.
- C. If **2B** is selected, and the 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.
- D.  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)**

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Lease - TCG