



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.

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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. Please send the \$40 processing fee payment through Zelle to appfee@homesbytcg.com

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. A property made be held for up to two weeks with a signed contract and \$250 deposit.

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
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.

TCG Property Management- 3435 E. Thousand Oaks Blvd., Suite 4762, Westlake Village, CA 91359



805-558-3428



applications@homesbytcg.com



homesbytcg.com

DRE License #00855702 and #01267041



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

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.

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. Driver's license No. _____ State _____ Expires _____

D. Phone number: Mobile _____ Work _____ Other _____

E. Email: _____

F. Name(s) of all other proposed occupant(s) _____

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 to Applicant _____

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/did you own this property? Yes No

Reason for leaving current address _____

4. EMPLOYMENT AND INCOME HISTORY

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

5. PERSONAL REFERENCES

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

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.

- If a screening fee is paid, the applicant will be provided a copy of the credit report obtained by Housing Provider within **7 days** of the Housing Provider receiving the report.
- If a screening fee is not paid, 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 otherwise have a right to receive such a copy under California law.
- If **an** 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.
- 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 _____

6. PROPERTY INFORMATION

A. Applicant submits this application to lease or rent for the Premises located at:

_____ ("Premises")

B. Rental Amount: \$ _____ Rent per month.

C. Proposed move-in date: _____

7. SCREENING FEE

A rental unit is available or will be available within a reasonable period of time.

Applicant shall pay screening fee of **\$40.00** per applicant, directly to Housing Provider, applied as follows: (Civil Code § 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 2024 was \$62.02 per applicant, according to the California Apartment Association.)

\$ **40.00** for credit reports and processing prepared by **NCR (National Credit Reporting)**

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.

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 if requested by Applicant. By signing below, Applicant agrees the receipt may be provided by email.

(1) Housing Provider shall return the entire screening fee if applicant is not selected for tenancy, regardless of the reason, within seven days of selecting another applicant for tenancy or within 30 days of when the application was submitted, whichever occurs first;

OR (2) If Housing Provider has a written screening criteria, and that criteria is disclosed to the applicant with the application screening criteria attached) and the first applicant meeting that criteria is approved for the tenancy, then,

(i) Housing Provider shall refund the entire screening fee within 7 days of failing to consider the application if the application is not actually considered;

(ii) As an alternative, Housing Provider may offer to apply the screening fee to another rental unit being offered by the Housing Provider. In such a case, Housing Provider may retain the screening fee if the applicant does not meet the established, disclosed criteria;

(iii) Housing Provider may keep the screening fee if the application is considered and the applicant is not accepted because the applicant does not meet the established, disclosed criteria.

Applicant shall provide Social Security Number or 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 _____