



416 The Terrace, Redlands, CA 92374 (909) 792-0105

## Meeting the Qualifications

**1. We are an equal opportunity housing provider. We do not discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin. We fully comply with the Federal Fair Housing Act and all state and local fair housing laws. HAVING A BANKRUPTCY, SHORT SALE OR FORECLOSURE WILL NOT NECESSARILY DISQUALIFY YOU FROM BEING ABLE TO RENT A PROPERTY.**

**2. Occupancy guidelines.** In determining these restrictions, we adhere to all applicable fair housing laws. We allow 2 persons per bedroom plus one per unit. For example, a two-bedroom rental unit could house five people, and a three-bedroom rental unit could house seven people. These restrictions are enforced to prevent overcrowding and undue stress on plumbing and other building systems.

**3. Application process.** All persons 18 years or older that will be residing in the unit must submit an application. The application fee is nonrefundable and is charged as follows: \$40 for each person. The application fee must be Cashier's Check or Money Order. All sections of the application must be completed to prevent delays in processing your application. Please allow 3 to 5 business days to process the application.

**The Following items must be submitted with your application or it will not be processed:**

1. Payment: \$40.00 per person (over the age of 18). **Payable to Park Magnolia Apartments in the form of a Cashier's Check or Money Order.**
2. If you work for a company:
  - a. Your most recent paycheck stub
  - b. Copies of the last two months bank statements with all pages.
3. If you are self-employed:
  - a. The first 2 pages of your last 2 year's tax returns
  - b. Copies of the last three months bank statements (all pages).
4. Copy of your Valid Driver's License issued by a state or outlying possession of the United States.
5. Copy of your Social Security Card.
6. Photo of Pet (if applicable).

### **If Applicable**

1. Proof of SSI / Disability.
2. Proof of Child Support.
3. Proof of Pension or Retirement income.
4. Proof of Rental income (copies of Rental Agreements).

Once we have 'pre-approved' your application; it will be sent to the owner of the property for 'final approval'.

**4. Employment Verification:** Some companies utilize a third party company to handle their employment verifications. These third party companies charge a fee to anyone seeking an employment verification. If your employer utilizes one of these companies; you will be responsible to reimburse Park Magnolia Apartments the fee charged.

### **5. Qualifying to rent.**

- a. Credit Reports with evictions **will not** be considered if the 'judgement' has not been paid or satisfied.
- b. Bankruptcy filed more than 24 months previous will not have an effect on approval. If bankruptcy is filed within the past 24 months; your approval will be based on how long it was that you filed.
- c. If you do not qualify to rent a unit; you may be able to qualify by obtaining a co-signor. The co-signor must pass the same application and screening process that you must pass. The fee for an individual co-signor is \$30.00.
- d. If you have ever been convicted of a felony, we may reject your application. If you have ever been convicted of a misdemeanor involving dishonesty or violence within the past 5 years, we may reject your application.
- f. Fair credit score

### **6. Security Deposit.**

- a. The minimum Security Deposit required will be equal to one month's rent.
- b. The maximum Security Deposit required will be equal to two month's rent.

### **7. Pets.**

- a. The acceptance of pets is solely at the discretion of the owner.

**8. Holding Deposit:** Within 72 hours of Application approval, a deposit equal to the first month's rent is due. This will hold the property for up to two (2) weeks, with a signed Lease Deposit Agreement. Only payments in the form of a Money Order or Cashier's Check will be accepted up to, and including, your move-in day.



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Dear Applicant(s):

You have applied to rent a residential property that is managed Park Magnolia Apartments. Park Magnolia Apartments will process your application and provide it to the property owner for a decision. The processing of your application requires Park Magnolia Apartments to obtain and review certain information about you including a credit report. Park Magnolia Apartments has received a non-refundable application screening fee of \$40.00 per person.

PRIVACY NOTICE

Park Magnolia Apartments does not disclose and does not intend to disclose non-public personal information to nonaffiliated third parties, except as permitted by law. Park Magnolia Apartments collects and utilizes your non-public information for reviewing your rental application. We collect information about you from the following sources:

- A) Information on your rental application and other information that you provide us during the course of our relationship.
- B) Information obtained from consumer reporting agencies.

Park Magnolia Apartments restricts access to your non-public personal information to the following parties:

- A) Property Owners and their agents
- B) Consumer reporting agencies
- C) Park Magnolia Apartments employees when needed to carry out the services for which they were engaged; and
- D) To third parties as necessary to complete the review and processing of your rental application or as required by law.

Park Magnolia Apartments maintains safeguards to protect the privacy of your non-public personal information. By signing this document, you are authorizing Park Magnolia Apartments to obtain your credit report and to check other references and information as is necessary to process your rental application. **You are also acknowledging that once the services are performed, the fees you pay will not be refunded to you, even if your application is later declined or canceled by you.**

|                  |                       |       |
|------------------|-----------------------|-------|
| Applicant's Name | Applicant's Signature | Date  |
| _____            | _____                 | _____ |

|                  |                       |       |
|------------------|-----------------------|-------|
| Applicant's Name | Applicant's Signature | Date  |
| _____            | _____                 | _____ |



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**RESIDENTIAL TENANT APPLICATION**

Name of Applicant: First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Date of Birth: (mm/dd/yyyy) \_\_\_\_\_ Social Security No. \_\_\_\_\_

Driver's License No. \_\_\_\_\_ State Issued: \_\_\_\_\_

Home Number \_\_\_\_\_ Email: \_\_\_\_\_

Cell Number: \_\_\_\_\_ Work: \_\_\_\_\_

Automobile: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License # \_\_\_\_\_

Automobile: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License # \_\_\_\_\_

Current Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Do you:  Own  Rent Amount: \_\_\_\_\_ For How long?  0 – 6 mos.  1 – 2 yrs.  3 – 5 yrs.

Landlord \_\_\_\_\_ Landlord Phone: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Previous Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Did you:  Own  Rent For How long?  0 – 6 mos.  1 – 2 yrs.  3 – 5 yrs.

Landlord \_\_\_\_\_ Landlord Phone: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

List all other persons to occupy house and their relationship to you:

1) Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

2) Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

3) Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_



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**PLEASE TELL US ABOUT YOUR JOB**

Name of Applicants Employer: \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Type of work: \_\_\_\_\_

How long? \_\_\_\_\_

Monthly income: \_\_\_\_\_

Circle One:    Weekly    Monthly    Yearly

Name of Supervisor: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Name of Applicants Previous Employer: \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Type of work: \_\_\_\_\_

How long? \_\_\_\_\_

Monthly income: \_\_\_\_\_

Circle One:    Weekly    Monthly    Yearly

Name of Supervisor: \_\_\_\_\_

\_\_\_\_\_ Telephone No. \_\_\_\_\_



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**CREDIT REFERENCES**

Name and Address of Bank: \_\_\_\_\_

Account No: \_\_\_\_\_

Name and Address of Bank: \_\_\_\_\_

Account No: \_\_\_\_\_

**Credit Card Info.**

Name of Card Holder: \_\_\_\_\_ Balance: \_\_\_\_\_

Name of Card Holder: \_\_\_\_\_ Balance: \_\_\_\_\_

**REAL ESTATE OWNED OR CURRENTLY OWN**

\_\_\_\_\_

**Have you ever been convicted of a crime, placed on probation/parole, have any outstanding arrest or bench warrants, or are currently involved in any criminal activity? If so, explain:** \_\_\_\_\_

\_\_\_\_\_

**Do you Smoke?** \_\_\_\_\_

**Have you ever filed for bankruptcy?** \_\_\_\_\_

**Have you ever been evicted or asked to move?** \_\_\_\_\_

**Do you have any pets?** \_\_\_\_\_

**What kind of pet(s) and what type of pet?** \_\_\_\_\_

**In Case of Emergency, Notify:**

1. Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Relationship \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Relationship \_\_\_\_\_



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**Authorization to Verify Information**

Applicant represents that all the above statements are true and correct and hereby authorizes verification of the above items including, but not limited to, the obtaining of a credit report and agrees to furnish additional credit references upon request.

Applicant Name: \_\_\_\_\_

Date: \_\_\_\_\_ **MAKE Cashier Check/Money Order PAYABLE to *Park Magnolia Apartments***

\*One application per person. All adults residing in the property will need to complete an application.

FOR OFFICE USE ONLY\*\*\*\*\*

Date Received Application: \_\_\_\_\_ Credit Ran: \_\_\_\_\_ Fico Score: \_\_\_\_\_

Credit Pymt Received: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Reason: \_\_\_\_\_