



Home Sweet Home Property Management

14711 Princeton Ave. #3
Moorpark, CA 93021

HomeSweetHomePM.com

(805) 378-6584 (Phone)

(805) 552-9999 (Fax)

homesweethomepm@yahoo.com

BRE #00848451

APPLICATION REQUIREMENTS/ INSTRUCTIONS

THE FOLLOWING ITEMS ARE REQUIRED FOR APPROVAL OF ALL APPLICATIONS AND ARE ESTABLISHED TO ENSURE THAT ALL PROSPECTIVE APPLICANTS WILL BE TREATED EQUALLY.

Please read the following. If you feel you meet the guidelines for qualifying, we encourage you to submit an application. Only one application will be processed at a time and applications will be processed in the order they are received. **An incomplete application will not be considered.**

OFFERS

- Any offers or specific requests must be attached to the application.

APPLICANTS

- An application must be completed and signed by each adult (18 years of age and older) that will be residing in the property. **If an application is not fully completed, or received without the screening fee: (i) the application will not be processed, and (ii) the application and any screening fee will be returned.**
- If a co-signer is necessary, the co-signer must also complete and sign an application. The acceptance of a co-signer is not normal policy and is subject to individual approval or denial by the owner of the property.
- To be processed and considered, a \$45.00 (non-refundable screening fee must accompany all applications. If your application is not processed, this \$45.00 screening fee will be refunded).
- Each application **must** be accompanied by the **signed** Application Requirements/Instructions, Conditions of Move-In and Screening Fee Disclosure.
- The applications will not be considered with missing or false information
- Applications can be emailed to homesweethomepm@yahoo.com or dropped off at our office (mail slot in door).

SCREENING FEES

- \$45.00 per adult (18 years of age or older).
- Payable to Linda Toth by cash, check, PayPal or money order. Payable on our website, homesweethomepm.com.

CREDIT

- Home Sweet Home Property Management will obtain a credit report for each applicant and co-signer (18 years of age or older). Reports supplied by applicant(s) **will not** be accepted. If tenant would like an additional copy of the credit report an additional \$5.00 charge is required in advance.

Applicant's Initials _____

INCOME GUIDELINES/PROOF OF INCOME

- Qualifying income should be three times the amount of the monthly lease. Credit score should be at least 650 or above.
- Phone number for H/R Department or Supervisor or Owner (please include extensions).
- Most recent W-2 or 2 current paycheck stubs with a year-to-date salary total.
- Self-employed persons are required to provide latest filed Income Tax Return, including Schedule E or C or any other attachments, or 1099's or Bank Statements (most recent six (6) months).
- If your employer requires your employment verification to be done through "the work number", please obtain the verification yourself and provide it to us along with a copy of your most recent check stub. The verification must be dated the same date as the application and have "the work number's" logo and letterhead information.
- Unverifiable income **will not** be considered.

CONDITIONS OF MOVE-IN (IF APPLICATION IS APPROVED)

LEASE SIGNING

- **\$1,000.00 non-refundable hold deposit to be paid or lease documents must be signed within 48 business hours of approval. This will be credited toward your security deposit upon lease signing. Property will remain on the market until the documents are signed.**
- Security deposit must be paid at lease signing. First month's rent may be paid at lease signing or by move-in date, unless move-in date is the same date as the lease signing, the first month's rent will be due as well.
- Hours for lease signing are Monday through Friday 12:30PM to 5:30PM, or by appointment.

CERTIFIED FUNDS

- All **Move-in Funds** (First month's Rent and Security Deposit) must be paid in the form of a **cashier's check or money order** before the keys are provided, unless a personal check was previously deposited in advance and cleared by the move-in date. **No Exceptions.**

PROOF OF IDENTITY

- Applicant **must** provide a Government Issued Photo ID or Driver's License, and if possible social security card at the time the lease agreement is signed. A copy will be made and maintained in your file.

INSURANCE

- All approved applicants **MUST** supply a copy of their Renter's Insurance Policy (minimum \$500,000 Liability Coverage) prior to taking possession of the property. Home Sweet Home Property Management and/ or Owner of the property must be listed as "Additionally Insured" on the policy.

Acceptance of Application, Conveyance of Approval or Submission of Lease Terms & Signing Instructions are not binding and do not guarantee the applicant(s) rights to the property until the Lease Agreement is signed. Additional offers to lease may be accepted and entertained by the owner until the Lease Agreement is executed.

Applicant's Initials _____

SCREENING FEE

- Applicant has paid a **non-refundable** screening of **\$45.00**, applied as follows: (The **screening fee** itself may not exceed \$46.67 adjusted annually from 1/1/16 commensurate with the increase in the Consumer Price Index). A CPI inflation calculator is available on the Bureau of Labor Statistics website, www.bls.gov . The California Department of Consumer Affairs calculates the applicable screening fee amount to be \$46.67 as of 2016.
\$29.95 for credit reports prepared by Mrlandlord.com
\$15.05 labor for screening
\$45.00 Total Application Fee

The undersigned has read and understands the Application Requirements/ Instructions, Conditions of Move-In and Screening Fee Disclosure and acknowledges receipt of a copy. Please sign and submit with your application.

Applicant Signature

Date

The undersigned has received the screening fee and application indicated above.

Home Sweet Home Property Management

Date



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APPLICATION AND OFFER TO LEASE

Property Address _____

RENTAL RATE	SECURITY DEPOSIT	MOVE IN DATE	HOW DID YOU HEAR ABOUT THIS PROPERTY?
\$	\$		HSH Website <input type="checkbox"/> Zillow <input type="checkbox"/> Trulia <input type="checkbox"/> Hot Pads <input type="checkbox"/> Sign <input type="checkbox"/> Other <input type="checkbox"/>

Applicant's Personal Information

Full Name, (First, Last)		All Other Names by Which You Have Been Known	
Social Security #	Birth Date	Driver's License #	State
Home Phone #	Cell Phone #	Work Phone #	Email Address

Other Person's to Occupy the Property

NAME	RELATIONSHIP	AGE		NAME	RELATIONSHIP	AGE

General Information

Pets (If Yes, How Many and What Kind)	Car Year, Make & Model	Car Color	Car License #
Do you plan to run a business out of the property?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have or intend to have water filled furniture in the rental property?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you been a party to an Unlawful Detainer for filed bankruptcy within the last seven years?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been evicted or refused to pay rent for any reason?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you been arrested for a felony or convicted for a misdemeanor?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you, or do you intend to, possess, sell, or use illicit drugs or narcotics in or about your residence?			Yes <input type="checkbox"/> No <input type="checkbox"/>
If you answered "yes" to any question above, please explain:			

APPLICATION AND OFFER TO LEASE

Residence History (Please list 5 years of residence history or the 3 most recent residences, if less than 5 years. (Use back side if more than 3 residences being reported).

Current Address (Full Address)		From	To
Landlord/ Manager		Landlord Phone #	
Reason for Moving	Do you own this property? Yes <input type="checkbox"/> No <input type="checkbox"/>	Current Rent	

Previous Address (Full Address)		From	To
Landlord/ Manager		Landlord Phone #	
Reason for Moving	Do you own this property? Yes <input type="checkbox"/> No <input type="checkbox"/>	Current Rent	

Previous Address (Full Address)		From	To
Landlord/ Manager		Landlord Phone #	
Reason for Moving	Do you own this property? Yes <input type="checkbox"/> No <input type="checkbox"/>	Current Rent	

Employment/ Income History (List 5 years of employment history or the 2 most recent employments if less than 5 years. (Use the backside of this page if needed).

Current Employer		Type of Business	Monthly Gross Income	
Business Address		Business Phone	Supervisor	
Position or Title	Are you Self-employed Yes <input type="checkbox"/> No <input type="checkbox"/>	Employed From	Employed To	

Previous Employer		Type of Business	Monthly Gross Income	
Business Address		Business Phone	Supervisor	
Position or Title	Are you Self-employed Yes <input type="checkbox"/> No <input type="checkbox"/>	Employed From	Employed To	

Other Monthly Income/ Source (i.e. Alimony, Child Support, SSD, etc).

APPLICATION AND OFFER TO LEASE

Bank/ Credit Information

Name of Bank / Branch	Account Number	Type of Account	Account Balance
Name of Creditor	Account Number	Monthly Payment	Account Balance

Personal References (not related or living with you)

Full Name	Relationship	Address	Phone #	Time Known

Emergency Contact (not living with you)

Full Name	Relationship	Address	Phone #	Time Known

Applicant understands and agrees: (1) this is an application to rent only and does not guarantee that applicant will be offered the Premises, and (2) Landlord or Home Sweet Home Property Management (hereafter referred to HSHPM) may accept more than one application for the Premises, and using their sole discretion, will select the best qualified applicant, and (3) Applicant will provide a copy of applicant’s driver’s license upon request.

Applicant represents the above information to be true and complete, and hereby authorizes Landlord or HSHPM and his/her/its employees and agents to: (1) verify the information provided in person, by mail, email, phone, fax, or otherwise, to help determine Applicant’s rental, credit and financial standing; and (2) obtain credit report on applicant and other reports, warnings and verifications on and about application, which may include, but not limited to, criminal background checks, reports of unlawful detainers, bad checks, fraud warnings, employment and tenant history. Applicant further authorizes Landlord or HSHPM to disclose information to prior or subsequent owners and/or agents.

A non-refundable Screening Fee of \$45.00 to process this Application will be given by the Applicant to HSHPM when the Application is turned in.

Applicant hereby releases Landlord/ HSHPM, his, her, its employees and agents and any and all other firms or person investigating or supplying information, from any liability whatsoever concerning the release and/ or use of said information and further, will defend and held 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 limitations, 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.

If the application is not fully completed, or received without the screening fee: (1) the application will not be processed, and (2) the screening fee will be returned.

Applicant _____ **Date** _____ **Time** _