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**APPLICATION PROCEDURE**  
**ONE APPLICATION FOR EACH ADULT IS NEEDED**

**IMPORTANT: YOUR APPLICATION MAY BE DENIED IF IT IS INCOMPLETE.**

*The .pdf application form may be filled out on a computer. However, you will need to print and sign it, and bring it to our office.*

**TO APPLY, YOU WILL NEED:**

- \* A completed and signed application (one for each person over 18 years old.)
- \* \$50.00 NON-REFUNDABLE fee per application, in form of cash or money order only, which covers the credit check processing charge. (There is no need to fill out the credit and banking sections of the application.)
- \* Current proof of income (i.e., copies of your last two pay stubs or most recent federal income tax return)
- \* A copy of your driver's license or state identification card. (A passport and/or green card may also be required.)
- \* We must see your current driver's license. And you must provide a Social Security number.

Acceptance is based on credit, rental histories, etc., along with the ability to pay the required monthly rent. More than one application, or group of applications, may be submitted for the same unit. In all cases, an application must be submitted for each adult occupant. Approval of applications is not on a "first-come, first-served" basis but rather on the best application we receive. We determine when an application will be reviewed and accepted.

When the unit is placed on the market, it usually is ready for immediate occupancy. If your application is approved, the security deposit and a full, first month's rent are due upon signing the lease.

If approved, an applicant is required to sign the lease within two business days unless other arrangements are made. If that deadline is missed, Seaside will move on to the next qualified applicant.

**All move-in funds are to be in the form of a cashier's check or money order only.** After the initial move-in funds have been paid, subsequent monthly rental payments may be in the form of a personal check, money order or cashier's check. We do not accept cash or electronic payments for rent payments.

Before coming to the office to complete the application or to submit a completed application, please call for an appointment. Our usual office hours are 8 am to 5 pm, Monday through Friday. You can also drop the completed application(s) and fee(s) in a beige drop box near our office's front door, which has "Seaside Properties" printed on it. We are closed on weekends.

Before submitting the application, remember to complete the bottom portion on the first page, including signature and date.

**Thanks and we look forward to working with you!**



# APPLICATION TO RENT

Complete separate application for each adult tenant.



**1** Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
LAST FIRST MIDDLE

**2** Driver's Lic./ID #: \_\_\_\_\_ State \_\_\_\_\_ Birthdate \_\_\_\_\_  
MONTH - DAY - YEAR

**3** Home Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_  
Email: \_\_\_\_\_

**CURRENT**

**Address:** \_\_\_\_\_  
STREET UNIT # CITY STATE ZIP

How Long? From (Month/Year): \_\_\_\_\_ To: \_\_\_\_\_ Last Rent Paid: Month \_\_\_\_\_ Amt. \$ \_\_\_\_\_

Owner/Manager \_\_\_\_\_ Tel: \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

**4 PREVIOUS**

**Address:** \_\_\_\_\_  
STREET UNIT # CITY STATE ZIP

How Long? From (Month/Year): \_\_\_\_\_ To: \_\_\_\_\_ Last Rent Paid: Month \_\_\_\_\_ Amt. \$ \_\_\_\_\_

Owner/Manager \_\_\_\_\_ Tel: \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

**5 SECOND PREVIOUS**

**Address:** \_\_\_\_\_  
STREET UNIT # CITY STATE ZIP

How Long? From (Month/Year): \_\_\_\_\_ To: \_\_\_\_\_ Last Rent Paid: Month \_\_\_\_\_ Amt. \$ \_\_\_\_\_

Owner/Manager \_\_\_\_\_ Tel: \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

**CURRENT EMPLOYMENT**

Company Name \_\_\_\_\_ Address \_\_\_\_\_

Company Phone \_\_\_\_\_ Occupation/Position \_\_\_\_\_ Type of Business \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Dates of Employment - From: \_\_\_\_\_ To: \_\_\_\_\_ Monthly Salary \_\_\_\_\_

**PREVIOUS EMPLOYMENT**

Company Name \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Occupation/Position \_\_\_\_\_ Type of Business \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Dates of Employment - From: \_\_\_\_\_ To: \_\_\_\_\_ Monthly Salary \_\_\_\_\_

WHEN DO YOU PLAN TO MOVE IN? Date: \_\_\_\_\_

Applicant represents that the statements made are true and correct and authorizes Owner's verification of credit, income and references; and APPLICANT UNDERSTANDS AND AGREES THAT ANY MISREPRESENTATION AND/OR OMISSION IS GROUNDS FOR EVICTION. Applicant agrees to pay for said credit verification. Such payment is a part of the application process and is a charge for the administrative costs of application consideration. If Applicant pays by a personal check which is returned "NSF", applicant shall be liable for the charge on demand. The undersigned makes application to rent housing accommodations designated as:

I hereby apply to rent/lease Apartment No. \_\_\_\_\_ at \_\_\_\_\_

for \$ \_\_\_\_\_ per month and upon approval of my Application and signed Rental Agreement, I agree to pay the first month's rent of \$ \_\_\_\_\_ and a security deposit in the amount of \$ \_\_\_\_\_.

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

**For purposes of credit & rent liability only: LIST ALL ADDITIONAL ADULTS AND CHILDREN WHO WILL OCCUPY UNIT. Please put "F" for full time or "P" for part time after each name.**

**If this box is checked there shall be no additional occupant(s).**

Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

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**ADDITIONAL INFORMATION**

1. Have you ever had any credit problems?  Yes  No
2. Have you ever had an unlawful detainer filed against you?  Yes  No
3. Have you ever been evicted for non-payment of rent or for any other reason?  Yes  No
4. Have you ever filed bankruptcy?  Yes  No
5. Have you ever been convicted of a felony.  Yes  No
6. Do you have any animals?  Yes  No If Yes, How many? \_\_\_\_\_ Describe: \_\_\_\_\_
7. Will you be using any water-filled furniture in your residence?  Yes  No  
If Yes, do you have insurance coverage?  Yes  No
8. Do you have any musical instruments?  Yes  No If yes, what kind \_\_\_\_\_
9. Do you smoke?  Yes  No Does any other proposed occupant smoke?  Yes  No
10. Please explain any "YES" answers. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**BANKING INFORMATION**

Name of Bank/S&L/Credit Union \_\_\_\_\_ Branch or Address \_\_\_\_\_

Checking #: \_\_\_\_\_ Approx. Bal. \_\_\_\_\_ Savings #: \_\_\_\_\_ Approx. Bal. \_\_\_\_\_

Name of Bank/S&L/Credit Union \_\_\_\_\_ Branch or Address \_\_\_\_\_

Checking #: \_\_\_\_\_ Approx. Bal. \_\_\_\_\_ Savings #: \_\_\_\_\_ Approx. Bal. \_\_\_\_\_

Other sources of income \_\_\_\_\_

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**CREDIT REFERENCES (Credit Cards/Car Payments/Other Loans)**

Company Name \_\_\_\_\_ Address/City: \_\_\_\_\_

Account #: \_\_\_\_\_ Present Balance \_\_\_\_\_ Monthly Payment: \_\_\_\_\_

Company Name \_\_\_\_\_ Address/City: \_\_\_\_\_

Account #: \_\_\_\_\_ Present Balance \_\_\_\_\_ Monthly Payment: \_\_\_\_\_

Company Name \_\_\_\_\_ Address/City: \_\_\_\_\_

Account #: \_\_\_\_\_ Present Balance \_\_\_\_\_ Monthly Payment: \_\_\_\_\_

Company Name \_\_\_\_\_ Address/City: \_\_\_\_\_

Account #: \_\_\_\_\_ Present Balance \_\_\_\_\_ Monthly Payment: \_\_\_\_\_

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**EMERGENCY CONTACT**

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

Relationship \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

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**VEHICLES (Operable Automobiles including Trucks, Vans, Motorcycles)**

Are you the registered owner?  Yes  No If not who? \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_