



Dear Applicant:

Thank you for taking the time to fill out this application. We actively seek qualified tenants to make their homes with us and we'll strive to provide you the best service possible. Below is our rental application process and overall criteria.

APPLICATION PROCESS:

We screen our applicants carefully and verify all information provided to us on the rental application and from other sources available to us. Only applications received for a specific property will be processed. **Process delays caused by information not supplied by an applicant may cause the applicant to lose the desired property.** If the application passes the screening criteria, you will be offered the property. You will have 24 hours to bring in the security deposit for the property. **Once the deposit has been received, the property is taken off the market. If you later decline the property, all of the deposit will be forfeited, as a holding deposit. A non-refundable administration fee of \$40.00 (Paid by separate check/money order at the time the contract is signed) will be charged for each applicant. All rents are payable by Cashier Checks, Money Orders or Personal Checks. This office accepts NO CASH.**

GENERAL REQUIREMENTS:

- **Applications must be COMPLETED in full by each resident 18 years old and older.** All applicants will need to furnish a copy of their photo I.D. (Acceptable identification is a current photo driver's license, current State I.D., valid passport or Military I.D.)
- Incomplete, inaccurate or falsified information will be grounds for denial.
- The applicant must have a source of verifiable income equal to three (3) times the rental amount from employment or verification of starting employment within a reasonable time from the start of the rental. If self-employed, please provide two years income tax return. (Verifiable income may include bank accounts, spousal/child support, trust account, social security, unemployment, welfare, grant/loans. Unverifiable income (tips) will not be considered.)
- 6 months employment at the same job. (Please provide a current pay stub)
- This application is for qualification only and does not guarantee the applicant the property.
- **VERIFIABLE GOOD CREDIT. (Credit reports will be checked with a national credit bureau.)**
- Credit reports supplied by applicants **will not be accepted.**
- Only discharged bankruptcies are considered.
- **NO EVICTIONS!**
- No rental history with past due rent or outstanding balances or support collections past due. (Utilities)
- Must have at least two (2) sources of verifiable, satisfactory rental history.

PETS: Certain dogs may not be allowed. (Pit Bull, Rottweiler, Doberman, German Shepherd, Husky, Chow or a mixed breed of any of the above) Property owner reserves the right to deny any pet. All pets are subject to an increased deposit. (See Pet Application)

ACKNOWLEDGEMENT:

Please sign and date document where indicated below and return it with your signed application.

Applicant Signature _____ Date _____



WHITTLE & ASSOCIATES PROPERTY MANAGEMENT, INC.

DRE#01360472 TELEPHONE: 530-666-1206 FAX: 530-666-2961 www.whittlerealty.com

520 Cottonwood Street, Suite 3 Woodland, CA 95695

TODAY'S DATE: _____

PLEASE PRINT ALL INFORMATION NEATLY

DESIRED MOVE IN DATE: _____

PROPERTY ADDRESS: _____ RENTAL AMOUNT: _____

HAVE YOU RENTED FROM US BEFORE? YES/NO IF YES, ADDRESS: _____

APPLICANT:

LAST NAME: _____ FIRST: _____ INITIAL: _____

SSN: _____ DATE OF BIRTH: _____ DRIVERS LICENSE# _____ (please provide copy)

TELEPHONE - HOME# _____ WORK# _____ CELL# _____

E-MAIL ADDRESS: _____

EMPLOYER: _____ HOW LONG? _____

EMPLOYER ADDRESS: _____ CITY/ST/ZIP: _____

EMPLOYER TELEPHONE# _____

GROSS MONTHLY INCOME \$ _____ (Please provide copies documenting each income source.)

IF SELF-EMPLOYED, LEGAL NAME OF BUSINESS AND /OR LICENSE# _____

(Attach copies of two years income tax returns)

SPOUSE:

LAST NAME: _____ FIRST: _____ INITIAL: _____

SSN: _____ DATE OF BIRTH: _____ DRIVERS LICENSE# _____ (please provide copy)

TELEPHONE - HOME# _____ WORK# _____ CELL# _____

E-MAIL ADDRESS: _____

EMPLOYER: _____ HOW LONG? _____

EMPLOYER ADDRESS: _____ CITY/ST/ZIP: _____

EMPLOYER TELEPHONE# _____

GROSS MONTHLY INCOME \$ _____ (Please provide copies documenting each income source.)

ADDITIONAL INCOME SOURCE: _____

LIST ALL PROPOSED OCCUPANTS (OTHER THAN APPLICANTS)

1. _____ AGE: _____ 3. _____ AGE: _____

2. _____ AGE: _____ 4. _____ AGE: _____

RENTAL HISTORY

PRESENT ADDRESS: _____ CITY/ST/ZIP: _____

DATE IN: _____ DATE OUT: _____ RENTAL RATE \$ _____

LANDLORD/AGENT: _____

BUSINESS PHONE# _____ FAX# _____ CELL# _____

REASON FOR MOVING: _____

PREVIOUS ADDRESS: _____ CITY/ST/ZIP: _____

DATE IN: _____ DATE OUT: _____ RENTAL RATE \$ _____

LANDLORD/AGENT: _____

BUSINESS PHONE# _____ FAX# _____ CELL# _____

REASON FOR MOVING: _____

HAVE YOU OR ANYONE ON THIS RENTAL APPLICATION BEEN PARTY TO:

- A. AN EVICTION? YES/NO
- B. FILED BANKRUPTCY? YES/NO
- C. JUDGEMENTS OR LIENS? YES/NO (If yes, please explain on page 2)

REPRINT APPLICANT NAME: _____

DO YOU HAVE PETS? YES/NO

HOW MANY? _____ BREED: _____ SIZE/WEIGHT: _____ CAT/DOG/OTHER
BREED: _____ SIZE/WEIGHT: _____ CAT/DOG/OTHER

(ATTACH SEPARATE PET APPLICATION)

CREDIT INFORMATION

BANK: _____ BRANCH: _____

CHECKING ACCOUNT# _____ SAVINGS ACCOUNT# _____

BANK: _____ BRANCH: _____

CHECKING ACCOUNT# _____ SAVINGS ACCOUNT# _____

AUTO 1

MAKE: _____ MODEL: _____ YEAR: _____

PLATE# _____ VIN# _____ LOAN AMT \$ _____ PMT AMT \$ _____

AUTO 2

MAKE: _____ MODEL: _____ YEAR: _____

PLATE# _____ VIN# _____ LOAN AMT \$ _____ PMT AMT \$ _____

MOTORCYCLES (OR OTHER VEHICLES) _____

CARD# _____ BALANCE _____ CURRENT/DELQ PMT \$ _____

CARD# _____ BALANCE _____ CURRENT/DELQ PMT \$ _____

PERSONAL REFERENCES: (These references will be called)

NAME: _____ TELEPHONE# _____ CELL# _____

ADDRESS: _____ CITY/ST/ZIP: _____

NAME: _____ TELEPHONE# _____ CELL# _____

ADDRESS: _____ CITY/ST/ZIP: _____

NEAREST RELATIVE: _____ TELEPHONE# _____

ADDRESS: _____ CITY/ST/ZIP: _____ CELL# _____

I DECLARE THAT ALL THE ABOVE STATEMENTS ARE TRUE AND CORRECT, AND HEREBY AUTHORIZE VERIFICATION OF THE ABOVE ITEMS INCLUDING, BUT NOT LIMITED TO, THE OBTAINING OF A CREDIT REPORT AND AGREE TO FURNISH ADDITIONAL CREDIT REFERENCES ON REQUEST. THE UNDERSIGNED MAKES THIS APPLICATION TO RENT HOUSING ACCOMMODATION. UPON APPROVAL OF THIS APPLICATION, THE UNDERSIGNED AGREES TO SIGN A RENTAL OR LEASE AGREEMENT AND TO PAY ALL SUMS DUE INCLUDING REQUIRED DEPOSITS AND \$40.00 ADMINISTRATION FEE BEFORE OCCUPANCY.

(Payable by check/money order only)

APPLICANT SIGNATURE: _____ DATE: _____

SPOUSE SIGNATURE: _____ DATE: _____

COMMENTS/EXPLANATION:

Rental Verification

Applicant: Please sign the last line on this page only.
We will send this form to your previous landlord.

Date ___/___/___

Name of Complex or Landlord

(_____) _____
Fax Number

Re: Rental Verification

From:

Whittle & Associates / Property Management
Company

E. Mahlon Whittle
Property Manager

(530) 666-1206 (530) 666-2961
Phone Fax

The following individual(s) have applied to rent at one of our properties.

Name _____ Former Address _____

In order to process this application we need to verify their rental history. Please take a moment to answer the following questions. *We request that this information be supplied within 24 hours so as not to unnecessarily delay this applicant. Your prompt cooperation is appreciated. Please fax back to (530) 666-6209*

1. Move-in date: _____ Move-out date: _____
2. Are you related to the applicant? Y / N
3. Monthly rent: _____
4. Did applicant have a record of paying rent promptly? Y / N
5. If applicant paid late, how many days late? _____ How often? _____
6. Were there any returned checks? Y / N
7. Did you ever begin eviction proceedings against the applicant for nonpayment? Y / N
8. Did applicant give proper notice before moving? Y / N
9. Did the applicant or applicant's family or guests damage the property or common areas beyond ordinary wear & tear? Y / N
10. Did the applicant pay for the damage? Y / N
11. Did you keep any of the applicant's security deposit? Y / N
If yes, how much and why? _____
12. Did the applicant ever threaten the welfare, health or safety of other residents or employees, become violent or engage in criminal or drug-related activities? Y / N
If yes, describe _____
13. Were there any complaints about this resident or their guests by other residents or staff? Y / N
14. Does resident currently owe you any money? Y / N
15. Did you ever give the applicant a termination notice? Y / N
If yes, why? _____
16. Would you rent to this resident again? Y / N
Why or why not? _____

INFORMATION PROVIDED AND VERIFIED BY:

Name (please print) _____

Signature _____

Company _____

Title _____

Date _____

RESIDENT RELEASE:

By my signature below, I hereby authorize the release of the information requested on this application to Whittle & Associates / Property Management, Inc.

Applicant Signature _____ Date _____

Please fax back to (530) 666-2961

Employment Verification

Applicant: Please sign the last line on this page only.
We will send this form to your employer.

Date ___/___/___

Name of Business or Company

(_____) _____
Fax Number

Re: Employment Verification

From:

Whittle & Associates / Property Management

E. Mahlon Whittle
Property Manager

(530) 666-1206 (530) 666-2961
Phone Fax

The following individual has applied to rent at one of our properties.

Name _____

In order to process this application we need to verify their employment history. Please take a moment to answer the following questions. *We request that this information be supplied within 24 hours so as not to unnecessarily delay this applicant. Your prompt cooperation is appreciated.*

1. Is the applicant currently under your employment? Y / N
2. They listed that they have been in your employ for _____ years. Is this correct? Y / N
3. They listed their monthly gross income as \$_____. Is this correct? Y / N

INFORMATION PROVIDED AND VERIFIED BY:

Company _____

Name (please print) _____

Title _____

Signature _____ Date _____

EMPLOYEE RELEASE

By my signature below, I hereby authorize the release of the information requested on this application to Whittle & Associates / Property Management, Inc.

Applicant Signature _____ Date _____

Please fax back to (530) 666-2961