



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 \$50.00 (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 approved pets are subject to an increased deposit of \$200.00/pet and monthly pet rent. Rent per animal; Cat: \$20.00/month Dog: \$1.00/per lb with a maximum of \$40.00/month** (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](http://www.whittlerealty.com)  
409 Lincoln Ave., 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 \$50.00 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) 666-2961*

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**