

LCL RENTAL PROPERTY MANAGEMENT
28115 Bradley Rd Unit #1 Sun City, Ca. 92586

APPLICANT SCREENING POLICY

The following is required with your application:

1. **Copy of Social Security Card, If any, or other documentation of identity for credit verification purposes.**
2. **Bring your I.D., to confirm identity.**
3. **Proof of income:**
 - a. **2-3 recent copies of verifiable pay records**
 - b. **and/or documentation of any other source of income.**

The following are the requirements you will have to meet to be considered for a rental:

If you are employed you will need to be employed for at least (1) year. Employment verification will be made either by FAX, on company letterhead and/or phone. **YOUR MONTHLY GROSS INCOME HAS TO BE AT LEAST (3) TIMES THE AMOUNT OF RENT.** You need to have **REASONABLE CREDIT** this will be determined by your credit history and **FICO** score (Risk Predictor Score) which are reported by the Credit Bureau. These scores will be weighed and considered based on the requirements of the individual property owner. Some items that would negatively affect your credit are: repossessions, collection accounts, tax liens, slow paying or no credit history or a FICO score under 600. **ANYONE EVICTED FROM A PRIOR UNIT OR HOUSE WILL BE DENIED RESIDENCY.**

****THERE IS A \$40.00 NON-REFUNDABLE APPLICATION FEE PER PERSON (CERTIFIED FUNDS ONLY, NO PERSONAL CHECKS OR CASH.) ANYONE CONVICTED OF MANUFACTURE OR DISTRIBUTION OF A CONTROLLED SUBSTANCE WILL BE DENIED RESIDENCY.**

****Fee includes: credit report, employment verification, eviction search, criminal court search, current and previous landlord verification, property management collection search**

If your application is approved all move-in fees (**DEPOSIT AND RENT**) must be in the form of a money order or cashiers check **ONLY.**

We are open 6 days a week to answer any questions or concerns regarding your application requirements, Please feel free to contact **LCLRPM**

PHONE: 951 260-0711

FAX: 951 301-5020

Each property could have some separate or different rules regarding pets, number of parking spaces or credit requirements. The above is a basic guideline and could be subject to property owner review and approval. **Please ask if you have any questions before submitting the application.**

Please sign the application where indicated on the third page.

Application to Rent/Screening Fee

Read Carefully And Follow Directions

A separate application is required for anyone over 18, or an emancipated minor. There is a non-refundable \$40 fee per applicant. Fees are to be paid with a money order or cashiers check only. Checks are to be made out to **RPM**. Applicant understands, as soon as **LCL Rental Property Management** receives the application, payment will be owed even if tenant withdraws from the property or is not accepted to be the tenant. **LCL Rental Property Management** will not release any reports to applicants. They will become sole possession of **LCL Rental Property Management**. If you have credit problems or any other issues please include an explanation on Pg. 3. You must also include with this application a copy of your drivers license, check stubs from your employer, and bank statements. Make sure you fill out this application completely.

Applicant is completing application as (check one) ___ tenant ___ tenant with co-tenant(s) or ___ guarantor/co-signor. Total # of applicants are _____.

Property Information

Application to rent property at: _____

Proposed move in date: _____

Personal Information

Full name of applicant _____.

Age ___ Date of birth _____ Social Security # _____.

Driver's License# _____ State ___ Expires _____.

Phone: Home# _____ Work# _____ Cell# _____.

Email Address _____.

Names of all other proposed occupants and relationship to applicant (also include ages)

Pets (number and type) _____.

Auto: Make _____ Model _____ Year _____ License Plate# _____.

State _____ Color _____ Other Vehicles: _____

In case of emergency, person to notify _____ Relationship _____

Address _____ Phone# _____

- 1) Has applicant been a party to an unlawful detainer action/evicted or filed for bankruptcy in the past 7years? No ___ Yes _____. If yes please explain on Pg. 3
- 2) Has applicant or any proposed occupant ever been convicted of or pleaded no contest to a felony? No _____ Yes _____. If yes please explain on Pg. 3
- 3) Has applicant or any proposed occupant ever been asked to move out of a resident? No ___ Yes _____. If yes please explain on Pg.3
- 4) Do you have/had any judgments against you or have/had any accounts that have gone to collection? No ___ Yes _____. If yes please explain on Pg.3

Residence History

Current Address _____ Previous Address _____
City/State/Zip _____ City/State/Zip _____
From _____ To _____ From _____ To _____
Name of landlord _____ Name of landlord _____
Landlord's phone# _____ Landlord's phone# _____
Reason for leaving _____ Reason for leaving _____
Current Rent _____

Employment History

Current Employer _____ Supervisor _____ From _____ To _____
Address _____ Supervisor's phone# _____
Position or Title _____ Phone# to verify employment _____
Employment gross income _____ per month.

Any other income _____ Amount _____ per month.

Previous employer _____ From _____ To _____
Supervisor _____ Phone# _____ Position _____

Debt

Name of creditor _____ Amount owed _____ Monthly payment _____
Name of creditor _____ Amount owed _____ Monthly payment _____
Total debt _____ Total monthly payments _____

Assets

Name of bank _____ Account# _____ Type of account _____
Account balance _____

Name of bank _____ Account# _____ Type of account _____
Account balance _____

Personal References

Name _____ Address _____
Phone# _____ Length of acquaintance _____ Occupation _____

Name _____ Address _____
Phone# _____ Length of acquaintance _____ Occupation _____

Nearest Relatives

Name _____ Address _____
Phone# _____ Relationship _____

Name _____ Address _____
Phone# _____ Relationship _____

Name _____ Address _____
Phone# _____ Relationship _____

Explain Credit Problems Here And Any Other Issues:

Applicant understands this is an application to rent only and does not guarantee that applicant will be offered the premises. **LCL Rental Property Management** may receive multiple applications and maintains the right to choose the best applicants. Applicant represents the above information they provided is true and complete and understands that **LCL Rental Property Management** will process only those applications that are complete and have been submitted with a money order or cashiers check to cover costs.
Applicant's signature _____ Date _____



Credit Report Authorization

Date: _____

Name: _____

Social Security # _____ - _____ - _____

Name: _____

Social Security # _____ - _____ - _____

Current Address: _____

City: _____ **State:** _____

Zip Code: _____

I/We hereby authorize LCL Rental Property Management to obtain information regarding my/our credit. I/we are aware that this information is only for a pre-check and may not at this time be completely accurate. LCL Rental Property Management is authorized to provide a copy of our report to prospective landlords and/or sellers. All parties are aware that LCL Rental Property Management makes no determination as to credit worthiness of the parties. The parties hereto agree to **HOLD HARMLESS** LCL Rental Property Management for information contained in said reports or any inquiries as a result.

Buyer/Tenant

Buyer/Tenant

Received: _____

Date

Application Instructions And Hand Delivering Your Application

To expedite matters and increase your chances of getting the property you should try to hand deliver the applications, all supporting documents (be sure to review the instructions on top of pg. 1 as to what we need), and a money order or a cashiers check. Cash is acceptable but it is at your risk, **We are not responsible for the money until we provide you a written receipt.** No personal checks will be accepted. Remember, we need an application for anyone over 18 and the fee is \$40 each.

Driving directions: Take 215 Freeway and get off at the McCall Blvd. exit. If you are coming from the north make a right on McCall Blvd. If you are coming from the South make a left on McCall Blvd. Make your 1st Left on Bradley Rd. (Coco's on the corner). Our office is on the right side of the road directly across the street from McDonald's. Our office hours are 9 AM to 5 PM Monday thru Saturday The address is 28115 Bradley Rd. Unit #1 Sun City CA. 92586 Please be sure to make copies of your license, bank statements, pay stubs etc. Remember to include everything or we will be unable to thoroughly process your application. If you are unable to provide these items you will need to explain why, which may cause delays in the processing of your application.

AGENT COMMISSION FORM

FAX COMPLETED FORM TO (951)301-5020 – ATTN: LCLRPM

Licensed agents leasing a LCLRPM property off the MLS must complete this form for payment. Please note, there is no set commission amount and incentives may vary per property. Commission amounts for outside agents do not apply to LCLRPM employees. Agents must physically show the home to an applicant to qualify for commission and prospective tenants must have completed a LCLRPM application, paid the \$40 per person screening fee, and deposit plus 1st month's rent must be received before checks are cut. Checks are cut once the tenants take occupancy and made payable to the licensed broker of record by the DRE. Checks cannot be made payable to agents.

AGENT / BROKER INFO

Agent's Name:	License #:	
Tel:	Fax:	Email:
Broker Name:		
Address:		
City:	State:	Zip:

PROPERTY / TENANT INFO

Property Address:		
MLS ID/AD ID:	Date of showing:	Time:
Prospective applicants:	Commission Amount: \$	

Broker Compensation Agreement

Broker and or agent agree to terms listed above as well as terms of commission listed on the MLS. Commission payments are made in accordance to state and federal housing laws. Incomplete form will not be processed. I (agent or broker) Agree to all terms and conditions:

Signature: _____ Date: _____

PLEASE CALL (951) 260-0711 WITH ANY QUESTIONS