

MGR

Property Management

APPLICANT SCREENING POLICY

Application Processing Requirements

1. All applicants must present valid government-issued photo identification.
2. All proposed occupants 18 years of age or older and emancipated minors must submit a completed rental application.
3. All applicants must provide proof of legal and verifiable income:
 - a. 2-3 recent copies of verifiable pay records and/or documentation of any other sources of legal and verifiable income (including but not limited to, alimony, child support, trust accounts, social security, disability, welfare, retirement or investment income, student grants, and/or loans or any other legal, verifiable income).
 - b. If you are employed, employment verification will be made either by FAX on the company letterhead or by phone.

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

1. Rental History:
 - a. No negative rental history. Negative rental history includes more than one violation sent to you during a tenancy, more than one pay or quit or cure notice sent to you during a tenancy, or if you received a notice asking you to move due to lease violations.
 - b. Rental references will also be verified.
 - c. Applicants with an eviction within the last 7 years will be declined.
2. Income:
 - d. Your monthly gross income has to be at least 2.5 times the amount of the rent.
3. Credit History:
 - a. Credit: This will be determined by your credit history and FICO score (Risk Predictor Score), which are reported by the Credit Bureau.
 - i. Applicants with unpaid civil judgments of \$500 or more (excluding student loan and medical debt) will be declined.
 - ii. Applicants with landlord debt within the past 7 years will be declined.
 - iii. Applicants with eviction filings or judgements within the past 7 years will be declined.
 - iv. Applicants with unpaid collections totaling more than \$1,000 (excluding medical and educational debt) within the last 7 years will be declined.
 - v. Applicants with 55% or more delinquent credit within the past 60 days will be declined.
 - vi. Applicants with a FICO score under 600 will be declined.
 - vii. Conditional Approval: Applicants with no credit history who meet all other rental criteria will be permitted to rent by paying an additional security deposit.
 - b. Bankruptcy: Applicants with a pending bankruptcy which has not been dismissed or discharged will be declined.
 - c. Conditional Approval: Applicants with discharged Chapter 7 or Chapter 13 bankruptcies within the past 3 years who meet all other rental criteria will be permitted to rent by paying an additional deposit.
 - d. Foreclosures within the last 6 months will be declined.

"Serving Southern California - Treating your property like it's our own."

Corporate: 3800 E. Concourse St., Suite 100, Ontario, CA 91764 / Phone: (909) 581-6600 • Fax: (909) 981-0081
15428 Civic Drive, Suite 150 • Victorville, CA 92392 / Phone: (760) 269-0400 • Fax: (760) 269-0415
5950 La Place Ct., Suite 155 • Carlsbad, CA 92008 / Phone: (760) 683-8102

Rev 12/10/2019

www.mgrmgmt.com • BRE# 01841920

— MGR — Property Management

THERE IS A **\$35.00** APPLICATION FEE PER PERSON (CERTIFIED FUNDS ONLY (NO CASH OR PERSONAL CHECKS.)) APPLICATION FEES ARE NOT REFUNDABLE AFTER SCREENING REPORTS ARE PROCESSED. WE CHECK CREDIT REPORT, COURT RECORDS, AND CRIMINAL RECORDS. APPLICANTS CONVICTED OF A FELONY FOR THE MANUFACTURE OR DISTRIBUTION OF A CONTROLLED SUBSTANCE WILL BE DENIED RESIDENCY.

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

If you have any questions or concerns regarding your application requirements, please feel free to contact

Crown Point Apartments

Phone: 626-912-4519

Fax: 626-912-4510

Email: crownpoint@mgrmgt.com

MGR Property Management, Inc., License #01841920

Parking and pet policies vary at each property. Assistive animals for persons with disabilities are not considered to be pets, but do require advance written approval of management. Management will handle requests for assistive animals consistent with relevant fair housing laws, which may require written verification from a reliable third party of a disability and disability-related need for an assistive animal.

Please ask if you have any questions before submitting the application.

PLEASE SIGN THE APPLICATION WHERE INDICATED ON THE SECOND PAGE. THANK YOU.

Applicant authorizes the Owner/Agent to obtain reports that may include credit reports, criminal background reports, unlawful detainer (eviction) reports, bad check searches, social security number verification, fraud warnings, previous tenant history and employment history.

Signature

Date

Print Name

MGR Property Management does not discriminate on the basis of race, color, religion, national origin, sex, handicap/disability, familial status, marital status, age, ancestry, sexual orientation, medical condition, gender, gender identity, gender expression, genetic information, source of income, citizenship, immigration status, primary language spoken, any arbitrary characteristic, perception, association, or any other basis protected by Federal, California, or local law.

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Tenant
 Guarantor

Name of Applicant: _____

APPLICATION TO RENT

(All sections must be completed) **Individual applications required from each occupant 18 years of age or older.**

Last Name		First Name		Middle Name		Social Security Number or ITIN		
Other names used in the last 10 years				Work phone number ()		Home phone number ()		
Date of birth		E-mail address				Mobile/Cell phone number ()		
Photo ID/Type		Number		Issuing government		Exp. date	Other ID	
1. Present address			City		State		Zip	
Date in		Date out		Landlord Name		Landlord phone number		
Reason for moving out					Current rent \$ /Month			
2. Previous address			City		State		Zip	
Date in		Date out		Landlord Name		Landlord phone number		
Reason for moving out					Rent at move-out \$ /Month			
3. Next previous address			City		State		Zip	
Date in		Date out		Landlord Name		Landlord phone number		
Reason for moving out					Rent at move-out \$ /Month			
Proposed Occupants: List all in addition to yourself	Name			Name				
	Name			Name				
	Name			Name				
Do you have pets?		Describe			Do you have a waterbed?		Describe	
How did you hear about this rental?								
A. Current Employer Name				Job Title or Position		Dates of Employment		
Employer address				Employer/Human Resources phone number ()				
City, State, Zip				Name of your supervisor/human resources manager				
Current gross income		Check one						
\$		Per		<input type="checkbox"/> Week		<input type="checkbox"/> Month <input type="checkbox"/> Year		
B. Prior Employer Name				Job Title or Position		Dates of Employment		
Employer address				Employer/Human Resources phone number ()				
City, State, Zip				Name of your supervisor/human resources manager				
Other income source _____ Amount \$ _____ Frequency _____								
Other income source _____ Amount \$ _____ Frequency _____								



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- Tenant
- Guarantor

Name of Applicant: _____

Name of your bank	Branch or address	Account Number	Type of Acct

Please list ALL of your financial obligations below.

Name of Creditor	Address	Phone Number	Monthly Pmt. Amt.
		()	
		()	
		()	
		()	
		()	
		()	

In case of emergency, notify:	Address: Street, City, State, Zip	Relationship	Phone
1.			
2.			

Personal References:	Address: Street, City, State, Zip	Length of Acquaintance	Occupation	Phone
1.				
2.				

Automobile: Make: _____ Model: _____ Year: _____ License #: _____

Automobile: Make: _____ Model: _____ Year: _____ License #: _____

Other motor vehicles: _____

Have you ever filed for bankruptcy? _____ Have you ever been evicted or asked to move? _____



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Tenant
 Guarantor

Name of Applicant:

NOTICE REGARDING CALIFORNIA INVESTIGATIVE CONSUMER REPORTING AGENCIES ACT

Landlord does not intend to request an investigative consumer report regarding the Applicant.

Unless the box above is checked, Landlord intends to request an investigative consumer report regarding the Applicant's character, general reputation, personal characteristics, and mode of living. Under Section 1786.22 of the California Civil Code, the files maintained on you by the investigative consumer agency shall be made available to you during business hours and on reasonable notice, provided you furnish proper identification, as follows: (1) You may appear at the investigative consumer reporting agency identified below in person, (2) you may make a written request for copies to be sent by certified mail to a specified addressee, or (3) you may make a written request for a summary of the file to be provided over the telephone. The agency may charge a fee, not to exceed the actual duplication costs, if you request a copy of your file. The agency is required to have personnel available to explain your file to you, and the agency must explain to you any coded information appearing in your file. If you appear in person, a person of your choice may accompany you, provided that this person furnishes proper identification. If you are accompanied by a person of your choosing, the agency may require you to furnish a written statement granting permission to the investigative consumer reporting agency to discuss your file in the other person's presence. The agency that will prepare the report(s) identified in this section is listed below:

CoreLogic Rental Property Solutions, LLC

Name of Agency

3001 Hackberry Rd., Irving, TX 75063 / 1-888-333-2413

Address of Agency

If you would like a copy of the report(s) that is/are prepared, please check the box below:

I would like to receive a copy of the report(s) that is/are prepared

If the box above is checked, Landlord agrees to send the report to Applicant within three (3) business days of the date the report is provided to Landlord. Landlord may contract with another entity to send a copy of the report.

Applicant represents that all the above statements are true and correct, authorizes verification of the above items, and agrees to furnish additional credit references upon request. Applicant authorizes Landlord to obtain reports that may include credit reports, unlawful detainer (eviction) reports, bad check searches, social security number verification, fraud warnings, previous tenant history and employment history. Applicant consents to allow Landlord to disclose tenancy information to previous or subsequent Landlords.

Landlord will require a payment of \$ 35.00 , which is to be used to screen Applicant.

The amount charged is itemized as follows:

- | | |
|---|-----------------|
| 1. Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports | \$ <u>21.00</u> |
| 2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) | \$ <u>14.00</u> |
| 3. Total fee charged | \$ <u>35.00</u> |

The undersigned Applicant is applying to rent the premises designated as:

Apt. No. _____ Located at _____ S. Nelson St. West Covina, CA 91792

The rent for which is \$ _____ per Month. Upon approval of this application, and execution of a rental/lease agreement, the applicant shall pay all sums due, including required security deposit of \$ _____, before occupancy.

Date

Applicant (signature required)



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Tenant
 Guarantor

Name of Applicant: _____

RECEIPT FOR TENANT SCREENING AND/OR CREDIT CHECKING FEES

On _____, Landlord received \$ _____ from the undersigned, hereinafter called "Applicant,"
(Date)
who offers to rent from Landlord the premises located at:

_____, S. Nelson St. _____, Unit # (if applicable) _____
(Street Address)
_____, West Covina _____, CA _____ 91792 _____
(City) (Zip)

Payment is to be used to screen "Applicant". The amount charged is itemized as follows:

- | | |
|---|----------------|
| 1. Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports | \$ _____ 21.00 |
| 2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) | \$ _____ 14.00 |
| 3. Total fee charged (cannot exceed the amount fixed by law) | \$ _____ 35.00 |

For Landlord Use Only
Screening fees paid by: Cash Personal Check Cashier's Check Money Order
 Credit Card # (Last 4 digits only) _____ MC/VISA/AMEX Expiration Date: _____

Harris- Frizelle LP _____ by _____, MGR Property Management Inc. Agent for Landlord
Landlord Individual Signing for Landlord Management Co. (If Applicable)

Date

CALIFORNIA APARTMENT ASSOCIATION CODE FOR EQUAL HOUSING OPPORTUNITY

The California Apartment Association supports the spirit and intent of all local, state and federal fair housing laws for all residents without regard to color, race, religion, sex, marital status, mental or physical disability, age, familial status, sexual orientation, or national origin.

The California Apartment Association reaffirms its belief that equal opportunity can best be accomplished through effective leadership, education, and the mutual cooperation of owners, managers, and the public.

Therefore, as members of the California Apartment Association, we agree to abide by the following provisions of this Code for Equal Housing Opportunity:

- We agree that in the rental, lease, sale, purchase, or exchange of real property, owners and their employees have the responsibility to offer housing accommodations to all persons on an equal basis.
- We agree to set and implement fair and reasonable rental housing rules and guidelines and will provide equal and consistent services throughout our residents' tenancy.
- We agree that we have no right or responsibility to volunteer information regarding the racial, creed, or ethnic composition of any neighborhood, and we do not engage in any behavior or action that would result in "steering."
- We agree not to print, display, or circulate any statement or advertisement that indicates any preference, limitations, or discrimination in the rental or sale of housing.



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EMPLOYMENT VERIFICATION FORM

- This form is used to obtain information regarding the employment history of Applicants for rental housing. The information provided by the current or former Employer may be used solely for the purpose of evaluating the application for rental housing.
- The Landlord requesting this information must receive authorization from the Applicant before obtaining the information. Such authorization is granted if Applicant's signature is provided in Section 1. Copies of this form and of the Applicant's signature are acceptable. The Applicant may be contacted to verify the authenticity of this request. **Please mail or fax this form to the person listed in section 2 as soon as possible (within 24-48 hours)**

TO BE COMPLETED BY APPLICANT

1. Authorization by rental Applicant for the release of information

I hereby authorize the release of the information requested on this Employment Verification Form to the Landlord listed below.
I hereby acknowledge that the Landlord can make copies of this executed page in order to obtain the information requested.

Name _____ Phone number (_____) _____

Signature _____ Date _____

TO BE COMPLETED BY LANDLORD

2. Person requesting the employment reference

Name of Landlord _____

Address _____ Unit # _____

City _____ State _____ Zip _____

Phone number (_____) _____ Fax number (_____) _____

3. Applicant's employment information:

Present OR Prior Occupation (check one)

Employer Name _____

Employer Address _____

City _____ State _____ Zip _____

Supervisor's/HR Manager's Name _____ Employer/HR Phone number (_____) _____

Beginning and Ending Dates of Employment _____

Current Gross Income (if applicable) \$ _____

TO BE VERIFIED BY CURRENT OR FORMER EMPLOYER

4. Employment information verification

Is the information provided in Section 3 above correct?

Employer Name Yes No
Employer Address Yes No
Supervisor's/HR Manager's Name Yes No
Employer/HR Phone Number Yes No
Beginning and Ending Dates of Employment Yes No
Current Gross Income (if applicable) Yes No

Verification provided by:

Name: _____

Title: _____

Phone: (_____) _____

If No, please explain: _____

Verification obtained by:

Phone Mail Fax



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RENTAL APPLICANT REFERENCE FORM

- This form is used to obtain information regarding the rental history of Applicants for rental housing.
- The Owner/Agent requesting this information must receive authorization from the Applicant before obtaining the information. Such authorization is granted if Applicant's signature is provided in Section 1. Copies of this form and of the Applicant's signature are acceptable. The Applicant may be contacted to verify the authenticity of this request. **Please mail or fax this form to the person listed in section 2 as soon as possible (within 24-48 hours)**

TO BE COMPLETED BY APPLICANT

1. Authorization by rental Applicant for the release of information

I hereby authorize the release of the information requested on this Rental Applicant Reference Form. I hereby acknowledge that the Owner/Agent can make copies of this executed page in order to obtain the information requested.

Name _____ Phone number (_____) _____

Signature _____ Date _____

TO BE COMPLETED BY OWNER/AGENT

2. Person requesting the rental reference

Name of Owner/Agent _____

Address _____ Unit # _____

City _____ State _____ Zip _____

Phone number (_____) _____ Fax number (_____) _____

3. Applicant's rental information

Name of rental community (if any) _____

Address of rental unit _____ Unit # _____

City _____ State _____ Zip _____

Name of Owner/Agent _____

Phone number (_____) _____ Fax number (_____) _____

Move-in date: Month _____ Year _____ Move-out date: Month _____ Year _____ or current resident

TO BE COMPLETED BY FORMER OR CURRENT OWNER/AGENT

4. Rental reference information

Did Applicant live at your property during the period indicated above? Yes No. Last effective monthly rent? \$ _____

If no, what were the dates of occupancy? From (month/year): _____ / _____ To (month/year): _____ / _____

How many times during the past 12 months did Applicant pay the rent late? 0 1-2 3-5 6 or more

Was any check from Applicant returned due to non-sufficient funds (NSF)? Yes No

Did you ever file for an unlawful detainer against Applicant for unpaid rent? Yes No

If yes, what was the result? _____

Does Applicant owe any amount for delinquent rent, utilities or damage to unit? Yes No

Did Applicant provide notice for ending tenancy according to the terms of the rental agreement? Yes No

Did you ever serve a Three Day Notice to Applicant Not applicable because Applicant still resides at unit Yes No

If yes, please explain: _____

Information provided by: Name _____ Phone number (_____) _____

Information obtained by: Phone Mail Fax



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