

REQUIREMENTS FOR RENTAL APPLICATION APPROVAL
BY VALLEJO REALTY MANAGEMENT, INC

The following requirements must be met before your application can be accepted

Your application must be filled out completely and include a fee of **\$25.00** payable in **CASH** or **MONEY ORDER ONLY** for the processing of the application. **This is an application screening fee which is NON-REFUNDABLE once processing has begun.** All prospective residents over the age of 18 must complete an application and include the \$25.00 fee.

We will be running a credit report through a Credit Bureau. We will also be checking job and rental history. A negative credit report, incorrect information on your application, or a negative rental history may cause your application to be denied.

You must have valid identification which shows your picture, signature and current address. This identification is required of all occupants over the age of 18 who will reside in the unit.

We must be able to verify a total monthly combined NET income of at least twice the monthly rent. We will need to take a copy of your photo identification and one month's most recent pay stub(s) (original documents only).

We will be contacting your current and/or previous Landlord for a reference. Negative references may cause your application to be denied.

It is critical that the information you supply is accurate. Discrepancies found in information may result in your application being denied. If your application is denied based in part or in whole on its content you will be notified of the denial and where to write for a copy of your credit report.

Immediately following acceptance of your application by VRM the full amount of the Security (Holding) Deposit will be due. We reserve the right to require additional security deposit to a maximum of twice the monthly rent based on information acquired during our credit checking process or due to pets. Until the deposit has been received the property will remain on the market for rent. Applicant may not move in until the full security deposit and rent have been received by VRM.

Deposit and first month's rent must be paid by money order or cashiers check only
NO PERSONAL CHECKS WILL BE ACCEPTED!!

If you feel you cannot meet our requirements or do not wish to supply the required information, please spare yourself the expense of paying the application fee.

I have read and understand the requirements above _____
Signature

TENANT APPLICATION

VALLEJO REALTY MANAGEMENT, INC
1209 TENNESSEE STREET
VALLEJO CA 94590

Received by: _____
Date _____ Time _____
Sec8 Yes No

Print clearly to avoid delays - Answer all questions

_____ \$ _____ \$ _____
(Rental Address) (Apt#) (Rent) (Sec Dep) (Move in Date)

NAME _____
(First) (Middle) (Last) (Soc. Sec. # or ITIN)

Photo ID/Type _____ # _____ Expires _____ Date of Birth _____

=====
Present
Address _____
(Street) (Apt#) (City) (State) (Zip) (From - To)

Landlord's
Name _____ \$ _____ ()
(First) (Last) (Rent Paid) (Phone #)

Landlord's
Address _____
(Street) (Apt#) (City) (State)

=====
Previous
Address _____
(Street) (Apt#) (City) (State) (Zip) (From - To)

Landlord's
Name _____ \$ _____ ()
(First) (Last) (Rent Paid) (Phone #)

Landlord's
Address _____
(Street) (Apt#) (City) (State)

=====
Present
Employer _____
(Company Name) (Street) (City) (State) (ZIP)

(From - To) (Supervisor's Name) () - Phone *Land line* ONLY (Position) \$ (Monthly Income)

Other Income: _____ Amount \$ _____ Contact _____
=====

Reason for moving: _____

Have you ever been: Evicted? ___ Yes ___ No Filed Bankruptcy ___ Yes ___ No

Do you have pets? ___ Yes ___ No ___ Size/Type: _____

How did you hear about this property? ___ Times Herald ___ VRM List ___ Website
___ Craig's List Other _____

OCCUPANTS WHO WILL RESIDE IN THE UNIT:

Name _____ DOB _____ Name _____ DOB _____
Name _____ DOB _____ Name _____ DOB _____
Name _____ DOB _____ Name _____ DOB _____

VEHICLES THAT WILL BE PARKED ON THE PROPERTY

Make _____ Model _____ Year _____ Plate# _____ State _____
Make _____ Model _____ Year _____ Plate# _____ State _____
Make _____ Model _____ Year _____ Plate# _____ State _____

PERSONAL REFERENCES (known for 3 years or more and not related to applicant)

Name _____ () - _____
(First) (Last) (Relationship) (Phone #)

Address _____ (Street) _____ (City) _____ (State) _____ (Zip)

Name _____ () - _____
(First) (Last) (Relationship) (Phone #)

Address _____ (Street) _____ (City) _____ (State) _____ (Zip)

IN CASE OF EMERGENCY: Closest Relative NOT Living With You.

Name _____ () - _____
(First) (Last) (Relationship) (Phone #)

Address _____ (Street) _____ (City) _____ (State) _____ (Zip)

APPLICATION FEE: This application must be accompanied by \$25.00 in cash or money order ONLY. Every occupant over the age of 18 must fill out an application. There is no fee for children under the age of 18. This application will not be processed if it is not filled out completely and signed.

PETS: If pets are allowed the owner reserves the right to require additional security deposit up a total of two times the monthly rent.

AUTHORIZATION TO VERIFY INFORMATION:

I, the undersigned, authorize Vallejo Realty Management to verify the above information, including but not limited to obtaining a credit report, unlawful detainer check, job verification, social security number check, criminal background check, rental history, etc. If this application is approved the undersigned agrees to execute a residential lease or month to month rental agreement.

If your application is denied based in part or in whole on its content you will be notified of the denial and where to write for the specific reasons. See attached Rental Application Requirements.

Date _____ 20 _____ Signature _____

Email _____

Work () - _____ Home () - _____ Cell: () - _____

Do you carry Renters Insurance? _____ It is the responsibility of each resident to carry their own renters Insurance. The owner is not responsible for a resident's personal property or liability.