

## Application Procedure and Requirements

1. Each applicant should have a good credit rating, which will be verified through a credit-reporting agency. An adverse report such as delinquent accounts, unpaid judgments or prior evictions will disqualify the application. Any extraordinary circumstance should be explained in a cover letter in order to be taken into consideration.
2. Applicant's employment and/or other sources of income will be verified. Length of employment and/or stability will be a factor of consideration. We require a combined gross income ratio of three (3) times the amount of the monthly rent. Outstanding debts and monthly obligations will also be taken into consideration.
3. Current and prior landlord's references will be verified. Any prior eviction, failure to pay rent on time, or thirty (30) days notice to vacate actions will disqualify applicant.
4. Additional factors that will be taken into consideration will include stability of residency, such as frequency of moves, history of violent behavior and criminal convictions for violent crimes.
5. Applicant must be at least 18 years of age to sign a rental agreement. Every applicant 18 years and older must complete an application.
6. Each applicant must include a copy of his or her last two (2) paycheck stubs. If recently employed and paycheck stubs are unavailable, please provide a copy of the employment agreement or contract. If applicant is self-employed, we require a copy of last year's tax returns that verify stated employment.
7. Each applicant must provide a copy of his or her driver's license.
8. There is a \$35.00 credit check fee per person. \$15.95 for credit report, \$19.05 for Enterprise Property Management's processing and review. This is non-refundable.
9. Payment of Security Deposit and First Month's rent must be in the form of a cashier's check drawn from a local California Bank. There will be no exceptions.

Thank you.



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epm@ocpropertymanagement.com

## Receipt for Application Fee Authorization to Obtain Credit Information Privacy Disclosure Statement

Dear Applicant(s):

You have applied to Enterprise Property Management to rent a residential property. The processing of your application requires Enterprise Property Management to obtain and review certain information about you including a credit report. Once the services are performed, the fees you pay will not be refunded to you even if your application is later declined or canceled by you.

Enterprise Property Management has received a non-refundable application screening fee of \$35.00. This fee consists of a credit report fee of \$15.95 and a process and review fee of \$19.05.

**By signing this document, you are authorizing Enterprise Property Management to obtain your credit report and to check other references and information as is necessary to process your rental application.**

### PRIVACY NOTICE

Enterprise Property Management does not disclose and does not intend to disclose non-public personal information to non-affiliated third parties, except as permitted by law.

Enterprise Property Management collects and utilizes your non-public information for reviewing your rental application. We collect information about you from the following sources:

- A) Information on your rental application and other information that you provide us during the course of our relationship.
- B) Information obtained from consumer reporting agencies.

Enterprise Property Management restricts access to your non-public personal information to the following parties:

- A) Property Owners and their employees;
- B) Consumer reporting agencies;
- C) Enterprise Property Management employees who need the information to provide services to you;
- D) To third parties as necessary to complete your rental application or as required by law.

Enterprise Property Management maintains safeguards to protect the confidentiality of your non-public personal information.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



# 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	
DATE OF BIRTH		DRIVER'S LICENSE NO.		STATE		HOME PHONE NUMBER	
1	PRESENT ADDRESS			CITY		STATE	ZIP CODE
DATE IN		DATE OUT		OWNER/MGR NAME		OWNER/MGR PHONE NO.	
REASON FOR MOVING							
2	PREVIOUS ADDRESS			CITY		STATE	ZIP CODE
DATE IN		DATE OUT		OWNER/MGR NAME		OWNER/MGR PHONE NO.	
REASON FOR MOVING							
3	NEXT PREVIOUS ADDRESS			CITY		STATE	ZIP CODE
DATE IN		DATE OUT		OWNER/MGR NAME		OWNER/MGR PHONE NO.	
REASON FOR MOVING							

PROPOSED OCCUPANTS	NAME	NAME
LIST ALL IN ADDITION TO YOURSELF		

WILL YOU have pets?	List type of animal(s) AND breed(s):	WILL YOU HAVE liquid-filled furniture?	DESCRIBE
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A	PRESENT OCCUPATION	EMPLOYER NAME	
	How long with this employer?	PHONE NUMBER ( )	EMPLOYER ADDRESS
	Name of your supervisor		
B	PRIOR OCCUPATION	EMPLOYER NAME	
	How long with this employer?	PHONE NUMBER ( )	EMPLOYER ADDRESS
	Name of your supervisor		

CURRENT GROSS INCOME \$	PER	CHECK ONE
		<input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year

NAME OF YOUR BANK	BRANCH OR ADDRESS	ACCOUNT NUMBER
		CHECKING
		SAVINGS

NAME OF CREDITOR	ADDRESS	PHONE NUMBER	MO. PAYMENT AMT.
		( )	
		( )	
		( )	
		( )	
		( )	
		( )	

IN CASE OF EMERGENCY, NOTIFY:	ADDRESS	PHONE	CITY	RELATIONSHIP
1.		( )		
2.		( )		
PERSONAL REFERENCES	ADDRESS	PHONE	LENGTH OF ACQUAINTANCE	OCCUPATION
1.		( )		
2.		( )		

Mother's maiden name: \_\_\_\_\_

Automobile: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License # \_\_\_\_\_

Automobile: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License # \_\_\_\_\_

Motorcycles (other vehicles) \_\_\_\_\_

Have you ever filed for bankruptcy? \_\_\_\_\_

Have you ever been evicted or asked to move? \_\_\_\_\_

**Applicant represents that all the above statements are true and correct and hereby authorizes verification of the above items including, but not limited to, the obtaining of a credit report and agrees to furnish additional credit references upon request.**

APPLICATION FEE \$ \_\_\_\_\_ DEPOSIT \$ \_\_\_\_\_

The undersigned makes application to rent housing accommodations designated as:

Apt. No. \_\_\_\_\_ located at \_\_\_\_\_

the rental for which is \$ \_\_\_\_\_ per \_\_\_\_\_ and upon approval of this application agrees to sign a rental or lease agreement and pay all sums due, including deposits, before occupancy.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

**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 advertising that indicates any preference, limitations, or discrimination in the rental or sale of housing.