

COLDWELL BANKER ALLIANCE REALTY

Listing Agent: Roseann Oesterreich

DIRECT 562-714-4121

FAX 562-698-4199

REQUIREMENTS FOR APPLICATION AND CHECKLIST:

Equal Housing Opportunity: All applicants/applications are considered equally

Sufficient Income – We request that your income be *at least two-one half (2-1/2) times the rental amount per month*. Income may be combined by multiple applicants for the same rental unit. Permanent employment of at least 2 years at the same job is preferred. If the income is not sufficient, a guarantor can be accepted.

- 1. Verifiable Good Credit** – CREDIT REPORTS RUN BY THIS OFFICE/**NO EXCEPTIONS**
- 2.** Credit reports will be checked with a credit bureau. We request a FICO score of at least 620. We don't accept applicants with a previous unlawful detainer.
- 3. Good Previous Rental History** – Coldwell Banker Alliance will make a reasonable attempt to contact previous landlord(s) submitted by Applicant; However, the ultimate responsibility for supplying this information to Coldwell Banker Alliance lies with the applicant. Coldwell Banker Alliance Reserves the right to decline tenancy on the basis of our inability to contact the references provided.
- 3. Application Completion** – It is imperative that the application is completed in its entirety. Failure to complete the entire application may delay processing or result in a denial of the application. Complete applications will be processed in the order in which received.
- 4. Documentation** – Application must include a copy of your driver's license, Social security card and proof of income (pay stubs, **last year's Federal tax return- all pages & Schedules if self-employed**) Award letter, social security, or a copy of your most recent bank statement for each bank account if you are a business owner).

Applicant(s), please remember to:

- ** *Initial the bottom of the first page*
- ** *Sign the application two (2) places on the back page*
- ** Read through the Entire Application carefully
- ** *Supply ALL Necessary Phone #'s and Addresses*
- ** Complete Each Page of the Application and Sign Where Noted
- ** Fill in Each Blank (if Not Applicable, write N/A)
- ** Be sure to include the *telephone number of your current landlord*
- ** *Current Pay stubs, W-2's, 1099's Schedule "C" of Federal Tax Return whichever is applicable.*
- ** Include a Copy of *Your Drivers License or Valid State Identification*

Pay the \$25 Application Fee per applicant (anyone residing in the rental that is 18 years or older must complete an application). If the premises will be rented to more than one person subsequent applicants need to pay \$25.00 each. If there is a guarantor or co-signer, pay an additional \$25.

**APPLICATION FEES ARE PAYABLE BY:
CASH, CASHIER CHECK OR MONEY ORDER ONLY**

Revised 06/08/14