

The LaBrada Group

Real Estate Services



Thank you for your interest in a property that is managed by The LaBrada Group Real Estate Services & Property Management Services. **Please read this page to answer our most commonly asked questions.** Sorry, no smoking, no Section 8 and in most properties, no pets.

APPLICATION: **ALL ADULTS, 18 and over, anticipated to live in the property** must complete an application and be approved even if they are not going to be on the lease. We do limit the number of occupants in a unit/home – depending on factors such as number of bedrooms and size of property.

EMPLOYMENT VERIFICATION: As a basic guideline, you must be on your job for at least 6 months, we must be able to verify gross monthly income of at least 2.5 to 3 times the monthly rent. Your income **MUST BE** verifiable. We cannot include any sort of cash income. Questions about what is acceptable? Ask us.

RENTAL HISTORY: You must have good references from your current and/or previous landlords. Family is not considered a reference. NO past evictions.

CREDIT HISTORY: We do not require perfect credit - but as a general rule we look for a mid FICO score of 600 or better. We do obtain a full credit report on all applicants. We do not accept co-signors. **Please call to discuss or attach a detailed letter regarding your circumstances if you think you have questionable credit.** We will do our best to advise you & assist with qualifying. We are here to help. You may not have any past evictions.

BACKGROUND CHECK: We do a complete background check, if you have any questions, ask us.

PETS: For most of our properties, NO PETS OF ANY KIND are allowed, however, **if pets are allowed**, a weight & breed restriction will apply. Additional deposit is required - the amount depends on the property. **Tenants with pets must agree to an increased deposit, carry renters insurance for term of lease & provide office with proof every 6 months. A color picture and proof of current vaccinations for dogs is required with application.**

WHAT IS NEEDED – You MUST supply for your application to be processed:

1. ☐ Attached Application – One per adult living in home. Be sure to sign and initial where indicated.
2. ☐ Copy of Drivers License **AND** Social Security Card or Passport.
3. ☐ Most recent 30 days of your paystubs from your current employment **AND** a year to date statement.
4. ☐ A copy of your 2016 W-2.
5. ☐ **IF** self employed, 6 months of full bank statements and a copy of your business license. **AND** two years tax returns.
6. ☐ **If applicable**, Picture of Pet and recent Verification of Vaccination.
7. ☐ Cashiers Check or Money Order only - NO CASH for \$25.00 **for each applicant. This fee is NON REFUNDABLE**

To apply for tenancy, please fully complete these (4) pages and return ORIGINALS, no fax copies, to our offices with the above information. PLEASE CALL TO MAKE APPOINTMENT TO DROP OFF. **We are located at 155 "C" Street, Suite D in Upland.** We are located two blocks south of Arrow Highway and Two blocks east of Euclid Avenue. We are open Monday thru Friday from 9am to 5:30pm and some Saturdays from 10am to 4pm. **All move-in funds – first full months rent and security deposit – must be in cashiers check or money order only. NO CASH. Following that, you may pay by check.**

OUR APPLICATION PROCESS: Prospective tenants must bring in original application and documents above to our office during our regular office hours. Please call ahead so we can expect you. It takes us a minimum of 2-4 weekdays to process an application. From the time you are informed you have been accepted, you have 3 days to come in and sign the lease and bring in your security deposit in the form of a cashiers check or money order. Then you have a maximum of 2 weeks to take possession of the property and move in and pay the first 30 days rent. Your second rent payment is prorated. We can shorten the overall process to approximately 4-5 days, but in general, you have a maximum of 2 weeks from acceptance to take possession.

Any questions: Please call (909) 981-3500.



Signature (I have read and understand the above.)

APPLICATION TO RENT/SCREENING FEE AUTHORIZATION TO RUN CREDIT & PROCESS APPLICATION

SEPARATE APPLICATIONS TO RENT IS REQUIRED FOR EACH OCCUPANT 18 YEARS OF AGE OR OVER, OR AN EMANICIPATED MINOR IS REQUIRED.

YOUR FULL NAME (APPLICANT): _____

List Names of all Applicants:

PREMISES INFORMATION

Application to rent property at: _____ City: _____
Monthly Lease Amount: \$ _____
Term (Depends on Property): <input type="checkbox"/> 12 Month Lease <input type="checkbox"/> Month to Month Desired move in date: _____

PERSONAL INFORMATION

Date of Birth: _____			
Social Security No: _____	Driver's License: _____	State: _____	Expires: _____
Best Number to Reach You: _____	Work: _____	Cell: _____	
E-Mail Address: _____			
Name(s) of all other proposed occupant(s) and relationship to applicant:			
Full Name	Relationship	Date of Birth	Age
(If Applicable) Pet(s) or service animals (number/ type/breed): _____			
Auto Make/Model: _____	Year: _____	License #: _____	State: _____ Color of car: _____

Current address:	Previous address:
City/State/Zip	City/State/Zip
From: To:	From: To:
Name of Landlord/Manager:	Name of Landlord/Manager:
Landlord/Manager's phone:	Landlord/Manager's phone:
Do you own this property? ___No ___Yes	Did you own this property? ___No ___Yes
Current Rent Paid: \$	Rent Paid: \$
Please explain why you are leaving current address:	Please explain your reason for leaving this address:

Current employer:	Supervisor:	From:	To:
Employer's address:	Supervisor's Phone:		
Position or Title:	Phone number to verify employment:		
Employment gross income: \$_____per_____	Other: \$_____ per_____ Source_____		
Previous employer:	Previous Supervisor:	From:	To:
Previous Employer's address:	Previous Supervisor's Phone:		
Position or Title:	Employment gross income :\$_____per_____		

CREDIT INFORMATION

Name of Creditor	Account number	Monthly payment	Balance due

BANK ACCOUNTS – MUST BE COMPLETE

Name of bank/branch	Account number	Type of account	Account balance

PERSONAL REFERENCES

Name:	Address:	
Phone:	Length of acquaintance:	Occupation:
Name:	Address:	
Phone:	Length of acquaintance:	Occupation:

NEAREST RELATIVE(S)

Name:	Address:	
Phone:	Relationship:	
Name:	Address:	
Phone:	Relationship:	

**IF THERE IS ANYTHING YOU WANT THE OWNER AND PROPERTY MANAGER TO KNOW,
PLEASE USE THIS SPACE TO EXPLAIN OR ATTACH A SEPARATE SHEET.**

This is the perfect place to explain credit issues!

PLEASE MOVE ON TO NEXT PAGE FOR FINAL SIGNATURE

Page 5 of 5 next.

PLEASE READ AND SIGN AND INTIAL BELOW

Applicant understands and agrees: (i) this is an application to lease only and does not guarantee that applicant will be offered the Premises: and (ii) Landlord or Manager may accept more than one application for the Premises and, using their sole discretion, will select the best qualified applicant.

Applicant represents the above information to be true and complete, and hereby authorizes Landlord or Manager to: (i) verify the information provided including but not limited to employment verification, income verification, checking and savings verification, payment history and other personal, rental and financial information.; and (ii) obtain credit report and background check on applicant.

The LaBrada Group has received a **NON REFUNDABLE** application/credit check fee of \$25.00. This fee consists of a credit report fee, criminal background fee and a fee to process and review your application.

If application is not fully completed, or received without the screening fee: (i) the application will not be processed, and (ii) the application and any screening fee will be returned. Applicant agrees that the above information on pages 1-5 is true and correct and the attached documents are made partof.

✓

Applicants Signature

✓

Date

Print Name

Social Security Number

Last Updated: 06/29/2017

To return your completed application and application fee - call (909) 981-3500, for an appointment to drop off your application. Again, our address is 155 East "C" Street, Suite D, Upland, CA 91786.