

LCL Realty & Property Management
28057 Bradley Rd Menifee, Ca. 92586

APPLICANT SCREENING POLICY

The following is required with your application:

1. Copy of Social Security Card (used for documentation of identity for credit verification purposes)
Or any other documentation of identity for credit verification purposes.
2. Bring your I.D., to confirm identity.
3. Proof of income:
 - a. 2-3 recent copies of verifiable pay records
 - b. And/or documentation of any other source of income.

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

If you are employed you will need to be employed for at least (1) year. Employment verification will be made either by FAX, on company letterhead and/or phone. Your monthly gross income has to be at least (3) times the amount of rent. **Credit issues will be reviewed on an individual basis.** We will make a determination based on your credit history and **FICO** score (Risk Predictor Score) which are reported by the Credit Bureau. These scores will be weighed and considered based on the requirements of the individual property owner... **ANYONE EVICTED FROM A PRIOR UNIT OR HOUSE MAY BE DENIED RESIDENCY.**

****THERE IS A \$40.00 NON-REFUNDABLE APPLICATION FEE PER PERSON
(CERTIFIED FUNDS ONLY, NO PERSONAL CHECKS OR CASH.)**

****Fee includes: credit report, employment verification, eviction search, criminal court search, current and previous landlord verification, property management collection search**

If your application is approved all move-in fees (*Earnest Money Hold, Deposits and Rent*) must be in the form of a money order or cashier's check **ONLY.**

We are open 7 days a week to answer any questions or concerns regarding your application requirements, please feel free to contact **LCL Realty & Property Mgmt. at (951) 260-0711 or at (951) 301-5020**

Each property could have some separate or different rules regarding pets, number of parking spaces or credit requirements. The above is a basic guideline and could be subject to property owner review and approval.

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

**APPLICATIONS THAT ARE INCOMPLETE OR MISSING REQUESTED
INFORMATION WILL NOT BE ACCEPTED OR PROCESSED**

Application to Rent/Screening Fee

Read Carefully and Follow Directions

A separate application is required for anyone over 18, or an emancipated minor. There is a non-refundable \$40 fee per applicant.

Fees are to be paid with a money order or cashiers check only. Checks are to be made out to **LCL RPM**.

Applicant understands, as soon as **LCL Realty & Property Management** receives the application, payment for application will be owed even if tenant withdraws from the property or is not accepted to be the tenant.

LCL Realty & Property Management will not release any reports to applicants.

They will become sole possession of **LCL Rental Property Management**.

If you have credit problems or any other issues please include an explanation on Pg. 3.

You must also include with this application a

- Copy of your driver's license.
- Check stubs from your employer
- Bank statements or Last Year's Tax Fillings for Self Employed Tenants

Property Information

Property address to Rent: _____

Proposed move in date: _____

Personal Information

Full name of Applicant _____

Maiden Name _____

Applicant completing application as (check one) _____ tenant _____ tenant with co-tenant(s) or _____ guarantor/co-signor.

Total # of applicant's are _____. Section 8 _____

Age _____ Date of birth _____ Social Security # _____

Driver's License # _____ State _____ Expires _____

Phone: Home# _____ Work# _____ Cell# _____

Email Address _____

Names of all other proposed occupants and relationship to applicant (also include ages)

Pets (number and breed) _____

In case of emergency, person to notify _____ Relationship _____

Address _____ Phone# _____

- 1) Has applicant been a party to an unlawful detainer action/evicted or filed for bankruptcy in the past 7 years?
No _____ Yes _____. If yes please explain on Pg. 3
- 2) Has applicant or any proposed occupant ever been convicted of or pleaded no contest to a felony?
No _____ Yes _____. If yes please explain on Pg. 3
- 3) Has applicant or any proposed occupant ever been asked to move out of a resident?
No _____ Yes _____. If yes please explain on Pg.3
- 4) Do you have/had any judgments against you or have/had any accounts that have gone to collection?
No _____ Yes _____. If yes please explain on Pg.3

Residence History

Current Address_____

City/State/Zip_____

From _____ To _____

Name of landlord_____

Phone # _____

Reason for leaving_____

Current Rent _____

Previous Address_____

City/State/Zip_____

From _____ To _____

Name of landlord_____

Phone # _____

Employment History

Current Employer_____Supervisor_____From_____To_____

Address_____City_____State_____Zip_____

Position or Title_____Phone# to verify employment_____

Employment gross income_____per month

Previous employer_____From_____To_____

Supervisor_____Phone#_____Position_____

Any other income_____Amount_____Frequency_____

Type of other income_____

Assets

Name of bank_____Account#_____Type of account_____

Account balance_____.

Name of bank_____Account#_____Type of account_____

Account balance_____.

Personal References

Name_____Address_____

Phone#_____Work#_____Length of acquaintance_____

Name_____Address_____

Phone#_____Work#_____Length of acquaintance_____

Nearest Relatives

Name_____Address_____Phone#_____

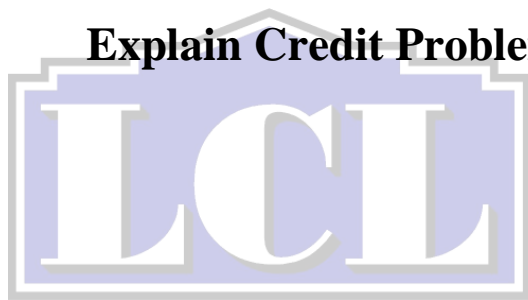
Relationship_____

Name_____Address_____Phone#_____

Relationship_____

Name_____Address_____Phone#_____

Relationship_____



Explain Credit Problems Here And Any Other Issues:

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Applicant understands this is an application to rent only and does not guarantee that applicant will be offered the premises. **LCL Realty & Property Management** may receive multiple applications and maintains the right to choose the best applicants. Applicant represents the above information they provided is true and complete and understands that **LCL Realty & Property Management** will process only those applications that are complete and have been submitted with a money order or cashiers check to cover costs.

Applicant's signature_____ **Date**_____



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Property
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REQUEST SENT TO:

Employer/Company _____

Attention: _____

Employer phone _____

Employer Fax _____

PLEASE RETURN TO:

LCL Realty/Property Management

28057 Bradley Rd.

Menifee Ca. 92586

951-260-0711-Office

Preferably by FAX

951-301-0020

The below referenced individual has recently submitted a rental application to our office. We are required to verify employment and income as part of the application review. Please provide the information requested and return the completed form to our office within **24 hours** as the approval of your employee's application is depended upon your response. Any information you provide will be held in strictest confidence and used only for determining the eligibility status of the prospective resident. If you have questions, please feel free to contact us.

RETURN COMPLETED VERIFICATION BY ABOVE FAX

Name of Applicant: _____ S.S. # XXX-XX-_____

(last four digits only)

Applicant Signature _____

Date _____

TO BE COMPLETED BY EMPLOYER

1) Is this individual currently employed? ____ YES ____ NO if no, please provide separation date: _____

2) Hire Date: _____ Current Position _____

3) Is this employment ____ Full-Time ____ Part-time

4) Is this employment ____ Permanent ____ Temporary – if temporary when will employment end? _____

5) Wages/Salary \$ _____ per ____ Monthly ____ Semi-monthly ____ Weekly ____ Hourly- Hrs per week _____

Signature: _____ Title/Department: _____

Printed Name: _____ Date: _____



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Release of Information Authorization

I/we hereby authorize LCL Realty/ Property Management to obtain information regarding my/our employment and rental history. All parties are aware that the information obtained will solely be used for the purpose of determining applicable tenancy. The parties hereto agree to HOLD HARMLESS LCL Realty/ Property Management for information contained in said reports or any inquiries as a result.



Buyer/Tenant

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Buyer/Tenant

Received: _____

Date



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Credit Report Authorization

Date: _____

Name: _____

Social Security # _____ - _____ - _____

Name: _____

Social Security # _____ - _____ - _____

Current Address: _____

City: _____ **State:** _____

Zip Code: _____

I/We hereby authorize LCL Realty & Property Management to obtain information regarding my/our credit. I/we are aware that this information is only for a pre-check and may not at this time be completely accurate. LCL Realty & Property Management is authorized to provide a copy of our report to prospective landlords and/or sellers. All parties are aware that LCL Realty & Property Management makes no determination as to credit worthiness of the parties. The parties hereto agree to **HOLD HARMLESS** LCL Realty & Property Management for information contained in said reports or any inquiries as a result.

Buyer/Tenant

Buyer/Tenant

Received: _____

Date

Application Instructions And Hand Delivering Your Application

To expedite matters and increase your chances of getting the property you should try to hand deliver the applications, all supporting documents (be sure to review the instructions on top of pg. 1 as to what we need), and a money order or a cashiers check. Cash is acceptable but it is at your risk, **we are not responsible for the money until we provide you a written receipt.** No personal checks will be accepted. Remember, we need an application for anyone over 18 and the fee is \$40 each.

Driving directions: Take 215 Freeway and get off at the McCall Blvd. exit.

If you are coming from the north make a right on McCall Blvd.

If you are coming from the South make a left on McCall Blvd. Make your 1st Left on Bradley Rd. (Coco's on the corner).

Our office is on the right side of the road directly across the street from McDonald's.

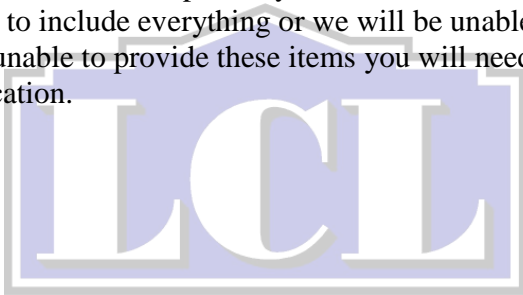
Our office hours are 9 AM to 5 PM Monday thru Sunday.

Our address is 28057 Bradley Rd. Menifee CA. 92586

Please be sure to make copies of your license, bank statements, pay stubs etc.

Remember to include everything or we will be unable to thoroughly process your application.

If you are unable to provide these items you will need to explain why, which may cause delays in the processing of your application.



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LCL Realty & Property Management
AGENT COMMISSION FORM

FAX COMPLETED FORM TO (951)301-0020 – ATTN: LCLRPM

Licensed agents leasing a LCLRPM property off the MLS must complete this form for payment. Please note, there is no set commission amount and incentives may vary per property. Commission amounts for outside agents do not apply to LCLRPM employees. Agents must physically show the home to an applicant to qualify for commission and prospective tenants must have completed a LCLRPM application, paid the \$40 per person screening fee, and deposit plus 1st month's rent must be received before checks are cut. Checks are cut once the tenants take occupancy and made payable to the licensed broker of record by the DRE. Checks cannot be made payable to agents.

AGENT / BROKER INFO

Agent's Name:	License #:	
Tel:	Fax:	Email:
Broker Name:		
Address:		
City:	State:	Zip:

PROPERTY / TENANT INFO

Property Address:		
MLS ID/AD ID:	Date of showing:	Time:
Prospective applicants:		Commission Amount: \$

Broker Compensation Agreement

Broker and or agent agree to terms listed above as well as terms of commission listed on the MLS. Commission payments are made in accordance to state and federal housing laws. Incomplete form will not be processed. I (agent or broker) Agree to all terms and conditions:

Signature: _____ **Date:** _____

PLEASE CALL (951) 260-0711 WITH ANY QUESTIONS

WHAT YOU NEED FOR YOUR LEASE SIGNING

1. Make appointment with LCL Realty/Property Management at least 48 hours in advance for your lease signing. Lease signings are only done at the office and during normal business hours 9am to 5pm.
2. **All individuals** listed on the lease **MUST** be present at the lease signing. Otherwise, arrangements must be made in advance. **Keys will not be issued until** all parties have signed the lease agreement and all addendums, move-in monies have been paid in full, **proof of renters insurance and proof that all utilities have been transferred** into tenants name is received by LCL Realty/Property Management.
3. **Prepare to be in the office for one hour.**
4. Copy of I.D. and Social Security card must be on file (or suitable identification)
5. All monies must be paid in certified funds (either cashier's check or money order) made payable to **LCL Rental Property Management or LCLRPM**
6. Work numbers for all occupants.
7. Cell numbers for all occupants.
8. New home phone number. If not available it must be provided with 5 days.
9. If you have been permitted to have a pet, a recent photo.



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