

Landmark Property Management
Rental Application Instructions

- 1) To begin the application process, print the Landmark Property Management application and fill out completely. Be sure to include the address of the property you are applying for. Also include your proposed move-in date in the space provided. **Special Instructions:** please write the advertised rent amount somewhere in the upper right-hand corner of the application, and include your initials.
- 2) Be sure to sign and date the application. There are two areas that ask for a signature and date (per applicant). Applications cannot be processed without signatures and dates.
- 3) Return the completed application to Landmark Property Management via e-mail, regular mail, fax, or in person. Our contact information is as follows;

Landmark Property Management
1307 W 6th Street, Suite 132
Corona, CA 92882
E-mail: yoshiko.proulx@gmail.com
Fax: 951-582-3898

- 4) Your application will be processed 1-2 business days after received, assuming that we are able to obtain timely responses from the sources listed by you on your application that can provide adequate information verification. The application process involves a review of your credit history, a criminal background check, verification of rent history, employment history and income. Applications that are not completed in full or contain false or misleading information are subject to automatic and immediate rejection. Applications are reviewed in the order received. Landmark will offer the courtesy of not charging a fee to process ONE application per family (or household). Any additional applications processed per family (or household) are subject to a \$39.00 pre-paid charge (each). Landmark does NOT require that all occupants over the age of 18 per family (or household) be screened through our standard application process.
- 5) If your application is denied for any reason, you will be notified by mail and / or by phone.
- 6) If your application is approved, your Security Deposit amount will be determined by the owner / landlord. The amount of your Security Deposit could be as much as double one month's rent, depending on the details contained in your credit report. Income and Pet accommodations will also influence the final determination of your Security Deposit. If you are unwilling to pay the required Security Deposit, a lease will not be signed, and your application will be dead-filed.
- 7) If your application is approved AND you are in agreement with the Security Deposit obligation, you will be contacted to schedule an appointment to sign your lease. Items to bring with you for this appointment include a payment towards your security deposit (in the form of a cashier's check or money order - made payable to Landmark Property Management, with the amount equal to at least the equivalent of one month's rent), a government-issued photo I.D. (such as a driver's license), social security card and proof of income (such as pay stubs and possibly bank statements and tax returns). Prior to taking possession of the property, a move-in inspection will be scheduled. You - the leaseholder - must be present for this move-in inspection. This inspection is typically scheduled the day on or before your lease commences.
- 8) On or before the day of your move-in inspection, you will be expected to have had all utilities established under your name (if applicable). The details of this topic will be discussed at the time of your lease-signing. Please bring proof that all (applicable) utilities are established under your name to the move-in inspection.
- 9) Upon completion of the move-in inspection, all remaining (unpaid) funds are to be paid to the Landmark Agent or Broker who performed the inspection while you were in attendance. Payment must be in the form of a cashier's check or money order - made payable to Landmark Property Management. Upon completion of the move-in inspection and after all funds have been received, you will be given keys to the property.

LEASE APPLICATION

Landmark Property Management, 1307 W. 6th St., #132, Corona, CA 92882

Attn: Yoshiko Proulx

951-371-6700 | 800-590-0212 | Fax 951-582-3898

Which property are you interested in? (street name) _____

Today's date _____ Proposed or desired move-in date _____

APPLICANT #1

Name _____

Social Security Number

Date of Birth

Driver License Number / State

Contact information:

Home phone

Work phone

Cell phone

E-mail

Current Residence

Address _____

City/State _____ Zip _____

Move-in date _____

Your current Property Management / Landlord information:

Name _____

Address _____

City/State _____ Zip _____

Phone Number(s) _____

Previous Residence

Time at this residence - From (Date) _____ To (Date) _____

Address _____

City/State _____ Zip _____

Your previous Property Management / Landlord information:

Name _____

Address _____

City/State _____ Zip _____

Phone Number(s) _____

Most Recent Employer _____

Address _____

City/State _____ Zip _____

Position _____ Monthly Gross Income _____

From (Date) _____ To (Date) _____

HR Dept's Phone Number _____

Previous Employer _____

Address _____

City/State _____ Zip _____

Position _____ Monthly Gross Income _____

From (Date) _____ To (Date) _____

HR Dept's Phone Number _____

Credit information (active accounts only)

Name of Creditor	Acct #	Monthly payment
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Name of Creditor	Acct #	Monthly payment
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Name of Creditor	Acct #	Monthly payment
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Name of Creditor	Acct #	Monthly payment
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Name of Creditor	Acct #	Monthly payment
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APPLICANT #2

Name _____

Social Security Number _____ Date of Birth _____ Driver License Number / State _____

Contact information:

Home phone _____ Work phone _____ Cell phone _____ E-mail _____

Current Residence (if same as Applicant #1, put an “X” in this space _____)

Address _____

City/State _____ Zip _____

Move-in date _____

Your current Property Management / Landlord information (leave blank if same as Applicant #1):

Name _____

Address _____

City/State _____ Zip _____

Phone Number(s) _____

Previous Residence (if same as Applicant #1, put an “X” in this space _____)

Time at this residence - From (Date) _____ To (Date) _____

Address _____

City/State _____ Zip _____

Your previous Property Management / Landlord information (leave blank if same as Applicant #1):

Name _____

Address _____

City/State _____ Zip _____

Phone Number(s) _____

Most Recent Employer _____

Address _____

City/State _____ Zip _____

Position _____ Monthly Gross Income _____

From (Date) _____ To (Date) _____

HR Dept's Phone Number _____

Previous Employer _____

Address _____

City/State _____ Zip _____

Position _____ Monthly Gross Income _____

From (Date) _____ To (Date) _____

HR Dept's Phone Number _____

Credit information (active accounts only)

Name of Creditor	Acct #	Monthly payment
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Name of Creditor	Acct #	Monthly payment
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Please list 3 personal references:

Name	Address / City / State / Phone Number	Years known

In case of emergency, notify:

Name	Address / City / State / Phone Number

Would this property be used for a home-based type of business? Yes | No

If so, what type of business? _____

Has either applicant ever been a party to an unlawful detainer (i.e., eviction), or filed bankruptcy? Yes | No

If so, please explain (when, where, and reason). Attach a separate sheet if necessary.

Names of all other proposed occupants:

Will anyone be smoking in the house? Yes | No

Describe each pet, regardless if they are considered “indoor” or “outdoor” pets (if there are dogs, please list each dog with name of Breed):

Automobile / motor vehicle information (please mention Year, Make and Model of each):

Does applicant or any proposed occupant plan to use liquid-filled furniture? Yes | No

If yes, please describe _____

Has either applicant or any proposed occupant ever been convicted of selling, distributing or manufacturing illegal drugs? Yes | No

If yes, please describe (attach a separate sheet if necessary) _____

APPLICANT #1

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

I certify that all information provided in this application is true and complete. I understand that untruthful and / or incomplete information in this application may be sufficient cause for rejection, resulting in the denial of this application.

Date

Name (Signature)

Name (Print)

APPLICANT #1

I hereby grant permission for Landmark Property Management to perform a background check as a basis for consideration in this application process. This background check consists of a credit report, judgment report, employment and rental verifications (i.e., evictions, foreclosures and/or criminal history).

Date

Name (Signature)

Name (Print)

To submit application, fax to 951-582-3898, OR, mail to Landmark Property Management, 1307 W. 6th St., Suite 132, Corona, CA 92882, OR, e-mail to yoshiko.proulx@gmail.com. For any questions, comments or concerns, contact our Corona office at 951-371-6700.

APPLICANT #2 – IF THERE IS NO APPLICANT #2, PUT AN “X” HERE _____

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

I certify that all information provided in this application is true and complete. I understand that untruthful and / or incomplete information in this application may be sufficient cause for rejection, resulting in the denial of this application.

Date _____
Name (Signature)

Name (Print)

APPLICANT #2

I hereby grant permission for Landmark Property Management to perform a background check as a basis for consideration in this application process. This background check consists of a credit report, judgment report, employment and rental verifications (i.e., evictions, foreclosures and/or criminal history).

Date _____
Name (Signature)

Name (Print)

To submit application, fax to 951-582-3898, OR, mail to Landmark Property Management, 1307 W. 6th St., Suite 132, Corona, CA 92882, OR, e-mail to yoshiko.proulx@gmail.com. For any questions, comments or concerns, contact our Corona office at 951-371-6700.

IMPORTANT! PLEASE NOTE THAT THERE ARE SEVEN (7) PAGES TO THIS APPLICATION. ALL SEVEN (7) PAGES MUST BE SUBMITTED FOR CONSIDERATION, REGARDLESS IF THERE IS ONLY ONE APPLICANT. IF THERE IS NO APPLICANT #2, SIMPLY WRITE “X” IN THE SPACE PROVIDED (FIRST SENTENCE, SECOND PARAGRAPH OF THIS PAGE (PAGE 7)).

FAILURE TO SUBMIT ALL SEVEN (7) PAGES OF THIS APPLICATION CAN AND WILL BE CAUSE FOR DENIAL.