

## **Rental Application Instructions**

- 1. Each applicant age 18 and older shall apply. Fill out applications completely. Please include the property you are applying for, move in date, and rent amount on the top of the application.**
- 2. Applications will not be processed without signatures.**
- 3. Please return completed application to the following address: Online, Email or Fax:**  
  
**4160 Temescal Canyon Rd. #500, Corona, CA 92883**  
**Ken@ProGroupPM.com**  
**Fax: (951) 710-9732**
- 4. (\$35.00 per application)**
- 5. Once the fully completed applications have been received, Applications will then be processed. This takes 1-3 business days. We pull a credit report and criminal background check, plus check all references listed on the application.**
- 6. If your application is denied for any reason, you will be notified by mail and or by phone. NOTE: Security deposit could be as much as double as one month's rent, depending on credit, and the landlord reserves the right to establish the total amount of the security deposit - up to double one month's rent.**
- 7. Once the application has been approved, you will be contacted to set up the appointment to sign your lease. (items needed for this appointment: Cahiers check or money order for full Deposit, drivers license, social security card and proof of income) This day will be the day you sign your lease and pay your deposit. We will also schedule a move in inspection one day before your lease begins.**
- 8. On the day of your move in appointment, please have all utilities switched to your name. Please bring proof that utilities are in your name to the appointment. We will also need a cashier's check or money order for the first month's rent in full. You will get the keys on this day.**