

## Application Procedure and Requirements

Please note that Enterprise Property Management is an agent of the property owner and has been engaged to gather and process rental applications. All decisions related to accepting or declining an application will be made by the property owner (not Enterprise Property Management) upon their receipt of the completed application and supporting documents.

1. **Payment of Security Deposit and First Month's rent must be in the form of a cashier's check drawn from a local California Bank. There will be no exceptions.**
2. Each applicant should have a good credit rating, which will be verified through a credit reporting agency. An adverse report such as delinquent accounts, unpaid judgments or prior evictions will disqualify the application. Any extraordinary circumstance should be explained in a cover letter and submitted along with the application in order to be taken into consideration.
3. Each applicant must include two (2) copies of the most recent (weekly/ monthly) paycheck stubs. If recently employed and paycheck stubs are unavailable, please provide a copy of the employment agreement or contract. If applicant is self-employed, we require a copy of last year's tax returns that verify stated income.
4. Applicant's employment and/or other sources of income will be verified. Length of employment or stability will be a factor of consideration. A combined gross income ratio of three (3) times the amount of the monthly rent is generally required. Outstanding debts and monthly obligations will also be taken into consideration. If Applicant's previous or current employer uses a website that requires some type of payment to verify employment, Applicant will be responsible for obtaining the employment verification, paying all fees required by the employment verification website, and submitting the employment verification to Enterprise Property Management.
5. Current and prior landlord references will be verified. Any prior eviction, failure to pay rent on time, or thirty (30) day notice to vacate actions will disqualify applicant.
6. Additional factors that will be taken into consideration will include stability of residency, such as frequency of moves, history of violent behavior and criminal convictions for violent crimes.
7. Applicants must be at least 18 years of age to sign a rental agreement. Each applicant must provide a copy of his/her driver's license.
8. An application and application fee must be submitted for every person 18 years of age or older that will reside in the property. There is a \$47.50 application fee per person. This amount must be paid by check or money order and is non-refundable.
9. Any rental applications submitted other than the authorized form from Enterprise Property Management will not be accepted.

Thank you.



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## Receipt for Application Fee Authorization to Obtain Credit Information Privacy Disclosure Statement

Dear Applicant(s):

You have applied to rent a residential property that is managed by Enterprise Property Management. Enterprise Property Management will process your application and provide it to the property owner for a decision. The processing of your application requires Enterprise Property Management to obtain and review certain information about you including a credit report.

Enterprise Property Management has received a non-refundable application screening fee of \$47.50 per person. This fee consists of a credit report fee of \$13.75 and a process and review fee of \$33.75.

### PRIVACY NOTICE

Enterprise Property Management does not disclose and does not intend to disclose non-public personal information to non affiliated third parties, except as permitted by law.

Enterprise Property Management collects and utilizes your non-public information for reviewing your rental application. We collect information about you from the following sources:

- A) Information on your rental application and other information that you provide us during the course of our relationship.
- B) Information obtained from consumer reporting agencies.

Enterprise Property Management restricts access to your non-public personal information to the following parties:

- A) Property Owners and their agents;
- B) Consumer reporting agencies;
- C) Enterprise Property Management employees when needed to carry out the services for which they were engaged; and
- D) To third parties as necessary to complete the review and processing of your rental application or as required by law.

Enterprise Property Management maintains safeguards to protect the privacy of your non-public personal information.

By signing this document, you are authorizing Enterprise Property Management to obtain your credit report and to check other references and information as is necessary to process your rental application. **You are also acknowledging that once the services are performed, the fees you pay will not be refunded to you, even if your application is later declined or canceled by you.**

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

All sections must be completed.  
 Individual applications required from each occupant 18 years of age or older.

LAST NAME		FIRST NAME		MIDDLE NAME		SOCIAL SECURITY NUMBER	
DATE OF BIRTH		DRIVER'S LICENSE NO.		STATE		HOME PHONE NUMBER	
EMAIL ADDRESS							
1	PRESENT ADDRESS			CITY		STATE	ZIP CODE
DATE IN		DATE OUT		OWNER/MGR NAME		OWNER/MGR PHONE NO.	
REASON FOR MOVING							
2	PREVIOUS ADDRESS			CITY		STATE	ZIP CODE
DATE IN		DATE OUT		OWNER/MGR NAME		OWNER/MGR PHONE NO.	
REASON FOR MOVING							
3	NEXT PREVIOUS ADDRESS			CITY		STATE	ZIP CODE
DATE IN		DATE OUT		OWNER/MGR NAME		OWNER/MGR PHONE NO.	
REASON FOR MOVING							

PROPOSED OCCUPANTS	NAME		NAME	
	LIST ALL IN ADDITION TO YOURSELF			

WILL YOU have pets?	List types of animal (s) AND breed (s):	WILL YOU HAVE liquid-filled furniture?	DESCRIBE
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A	PRESENT OCCUPATION		EMPLOYER NAME	
	How long with this employer?	PHONE NUMBER ( )	EMPLOYER ADDRESS	
	Name of your supervisor			
B	PRIOR OCCUPATION		EMPLOYER NAME	
	How long with this employer?	PHONE NUMBER ( )	EMPLOYER ADDRESS	
	Name of your supervisor			

CURRENT GROSS INCOME \$	PER	CHECK ONE
		<input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year

NAME OF YOUR BANK	BRANCH OR ADDRESS	ACCOUNT NUMBER
		CHECKING
		SAVINGS

NAME OF CREDITOR	ADDRESS	PHONE NUMBER	MO. PAYMENT AMT.
		( )	
		( )	
		( )	
		( )	
		( )	
		( )	

IN CASE OF EMERGENCY, NOTIFY:	ADDRESS	PHONE	CITY	RELATIONSHIP
1.		( )		
2.		( )		
PERSONAL REFERENCES	ADDRESS	PHONE	LENGTH OF ACQUAINTANCE	OCCUPATION
1.		( )		
2.		( )		

Mother's maiden name: \_\_\_\_\_

Automobile: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License # \_\_\_\_\_

Automobile: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License # \_\_\_\_\_

Motorcycles (other vehicles) \_\_\_\_\_

Have you ever filed for bankruptcy? \_\_\_\_\_

Have you ever been evicted or asked to move? \_\_\_\_\_

Applicant represents that all the above statements are true and correct and hereby authorizes verification of the above items including, but not limited to, the obtaining of a credit report and agrees to furnish additional credit references upon request.

APPLICATION FEE \$ \_\_\_\_\_ DEPOSIT \$ \_\_\_\_\_

The undersigned makes application to rent housing accommodations designated as:

Apt. No. \_\_\_\_\_ located at \_\_\_\_\_

the rental for which is \$ \_\_\_\_\_ per \_\_\_\_\_ and upon approval of this application agrees to sign a rental or lease agreement and pay all sums due, including deposits, before occupancy.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

**CALIFORNIA APARTMENT ASSOCIATION CODE FOR EQUAL HOUSING OPPORTUNITY**

The California Apartment Association supports the spirit and intent of all local, state and federal fair housing laws for all residents without regard to color, race, religion, sex, marital status, mental or physical disability, age, familial status, sexual orientation, or national origin.

The California Apartment Association reaffirms its belief that equal opportunity can best be accomplished through effective leadership, education, and the mutual cooperation of owners, managers, and the public.

Therefore, as members of the California Apartment Association, we agree to abide by the following provisions of this Code for Equal Housing Opportunity:

- We agree that in the rental, lease, sale, purchase, or exchange of real property, owners and their employees have the responsibility to offer housing accommodations to all persons on an equal basis.
- We agree to set and implement fair and reasonable rental housing rules and guidelines and will provide equal and consistent services throughout our residents' tenancy.
- We agree that we have no right or responsibility to volunteer information regarding the racial, creed, or ethnic composition of any neighborhood, and we do not engage in any behavior or action that would result in "steering".
- We agree not to print, display, or circulate any statement or advertising that indicates any preference, limitations, or discrimination in the rental or sale of housing.