

# APPLICATION CHECKLIST

521 Montana Ave #312 Santa Monica CA 90403

**LEASE APPLICANTS: Please comply with the following checklist for a prompt review of your application – only complete documentation will be considered:**

- 1) \_\_\_\_\_ Submit a **COMPLETE** & legible Lease Application for *each Adult Occupant*
- 2) \_\_\_\_\_ Provide a clear color photo copy of a state/government issued photo ID for *each Applicant & Adult Occupant*
- 3) \_\_\_\_\_ Provide a cashiers check or money order payable to Coldwell Banker Residential Brokerage for the designated Credit Report(s) --OR-- furnish a full & recent credit report from the 3 major credit reporting agencies for *each Applicant & Adult Occupant*
- 4) \_\_\_\_\_ Provide the FICO score page for *each Applicant*
- 5) \_\_\_\_\_ Provide proof of income for *each Applicant*
- 6) \_\_\_\_\_ Provide a brief cover letter about *the Applicants*
- 7) \_\_\_\_\_ If pets are to be considered, please provide a photo of the pet, their breed, gender, age, name, proof of current vaccinations & license number
- 8) \_\_\_\_\_ If applicable, include a copy of your real estate agent's business card

**Upon acceptance of the Application, a Residential Lease Agreement & all required Addenda/Disclosures will be prepared for signatures.**  
*(Brokers: please include an Agency Disclosure signed by you & your client.)*

Please hand deliver all of the above to Coldwell Banker Residential Brokerage  
12930 Ventura Blvd., 2<sup>nd</sup> Floor Studio City CA 91604 818.788.5400  
Southwest corner at Coldwater Canyon

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There is ample parking &/or complimentary valet service under the building

**THANK YOU!**

Jessyca Nygren, Broker Associate cell/text 818.416.0130