



RENTAL APPLICATION REQUIREMENTS & INSTRUCTIONS

**** EACH APPLICANT TO SIGN A SEPARATE FORM ****

Property Address: [5238 Auckland Ave, North Hollywood, CA 91601](#)

Applicant Name: _____ (print name)

(if checked) – Property owner does NOT accept pets

(if checked) – Property owner may consider a pet (subject to owner's approval)

(if checked) – Property is NON-SMOKING

(if checked) – See additional "Landlord's Rental Application Submission Requirements"

(if checked) – Renter's Insurance policy will be required (minimum **\$20,000** Liability Coverage) – Approved applicant(s) must provide a copy prior to taking possession of the property. The owner of the property **AND** (if checked) Aiello & Associates must be listed as "Additionally Insured" on the policy.
If the property allows pets – your policy would have to include pet liability coverage. (See note on Page 4)

Rental Application Process:

1 – Start the process by applying online:

[You will receive an email with the property flier containing the website link and QR Code.](#)

2 – Complete the Application Process – Follow the instructions and complete the online rental application and obtain your credit report (provided by TransUnion).

3 – Aiello & Associates will receive access to your reports for review and will get back to you with any questions. You will also receive a copy of all submitted reports.

[Afterwards, we will send you a secure email to upload your documents.](#)

THE FOLLOWING ITEMS ARE REQUIRED FOR APPROVAL OF ALL APPLICATIONS AND ARE ESTABLISHED TO ENSURE THAT ALL PROSPECTIVE APPLICANTS WILL BE TREATED EQUALLY.

Please read the following. If you feel you meet the guidelines for qualifying, we encourage you to apply. **An incomplete application will NOT be considered.**

- **Applying first does not give you a priority in acceptance**
- **Only the best of all Applicants will be considered and accepted**

COMMITMENT TO EQUAL HOUSING – Landlord and Landlord's agents are committed to providing equal housing opportunities to all rental applicants regardless of race, color, religion, national origin, sex, handicap, familial status, or other protected status.

Application Does Not Create a Lease – This application, even if accepted, shall under no circumstances be considered a lease agreement between Applicant and Landlord, or an offer to lease. No lease shall exist between

Applicant and Landlord unless and until the parties enter into a formal Lease Agreement and Applicant pays all required fees, deposits, and advance rent.

Security Deposit Requirements – (Subject to owner discretion with applicant’s compensating factors)

- Furnished – no more than 3 month’s rent
- Un-furnished – no more than 2 month’s rent

Falsification of Application – Any falsification in Applicant’s paperwork will result in the automatic denial of Application. In the event that an Applicant falsifies his/her paperwork, owner has the right to hold all application deposits and fees paid to apply towards liquidated damages. Owner may also terminate the lease.

Bankruptcies – Applicants with open Chapter 13 bankruptcies will be declined. Applicants with evidence of Bankruptcy(s) in the last 7 years are subject to owner approval.

Offers – Any offers or specific requests must be attached to the application.

Applicants – An application must be completed & signed by EACH ADULT (18 years of age and older) that will be residing in the property. Incomplete applications will not be considered.

- If a Guarantor is necessary, the Guarantor must also complete and sign an application. The acceptance of a Guarantor is not normal policy and is subject to individual approval or denial by the owner of the property.
- For an application to be processed and considered, a **\$39.99** non-refundable screening fee for each applicant will be required. Fee is paid directly to RentSpree / TransUnion (Please see: **Screening Fee**” below). If application is accepted, there will be a **\$18.00** application processing fee for each applicant.
- This signed “**Rental Application Requirements & Instructions**” form and all requested documentation/information **must** be submitted along with the application.
- **Applications with missing or false information will NOT be considered.**

Credit – A credit report will be required for each applicant and co-signer (18 years of age or older). A minimum credit FICO score of **650** is required. Slightly lower credit scores are subject to landlord approval and with compensating factors.

INCOME GUIDELINES / PROOF OF INCOME – Please submit Legible Copies of the following:

Debt-to-Income ratio should be no more than **50%** of your total gross income (subject to owner’s discretion).

Unverifiable income will not be considered.

- ___ Phone number for H/R Department or Supervisor or Owner: () _____
(please include extensions)
- ___ Most recent W-2
- ___ 2 most recent paycheck stubs with a year-to-date salary total (with company name & address)
- ___ (if applicable) – Other supporting Income documents
- ___ Most recent Bank Statement(s) [all pages] showing enough funds for total move-in costs
- ___ Current residence: Most recent Canceled Rent Check or Automated Payment confirmation

Note: If your employer requires your employment verification to be requested through “The Work Number,” please obtain the verification yourself and provide it to us along with a copy of your most recent check stub. The verification must be dated on or around the same date as your rental application and must have “ The Work Number” logo and information on it.

For Self-employed persons: (using self-employment income only to qualify OR using self-employment income in addition to other income to qualify):

In order to consider self-employment income, we will require the following information:

___ Most current year filed Income Tax Return including all Schedules, 1099 forms, etc. [FEDERAL only]

___ Most recent Bank Statement(s) [all pages]

___ Active Business License

Proof of Identity – AFTER APPROVAL OF APPLICATION: Each Applicant **must** provide the following:

___ Government Issued Photo ID or Driver's License

Please note: Valid state issued Identification must be submitted for any applicant and/or occupant over 18 years of age. Copies will be made and maintained in your file.

Screening Fee – Each Applicant (18 years of age and older) shall pay a non-refundable screening fee. Applicant will provide screening information and fee directly to Landlord/Manager/Agent's authorized screening service at: www.RentSpree.com and Aiello & Associates will receive access to your reports for review.

(The screening fee is adjusted annually from 1-1-98 commensurate with the increase in the Consumer Price Index. A CPI inflation calculator is available on the Bureau of Labor Statistics website, www.bls.gov. California law allows a property owner to charge you out-of-pocket expenses, and the cost adjusts yearly. (Cal. Civ. Code § 1950.6) In California, as of 2023, you may have to pay up to \$50.94 for the landlord's screening). In California, the maximum application fee you can charge is **\$59.67** per applicant.

Application Processing – We want to give everyone an opportunity to submit their applications. It is our office policy that homes continue to be shown until an applicant is approved. If any references are unable to be verified, the application will go into a hold status until proper verifications are completed. Once an application is approved, applicants will have 48 hours to bring in certified funds to pay the security deposit and sign a lease.

Evaluating Lease Applications – The property owner/property manager must evaluate each lease application on the same terms. The property owner/property manager must base the decision to lease (extend credit) on sound financial reasons. Generally, the applicant must show proof of income, submit to a credit check, and not be excessively encumbered by debt. The property owner/property manager may deny credit for many reasons, such as:

- Unverifiable credit references
- Insufficient income
- Temporary or irregular employment
- Insufficient length of employment
- Excessive debt
- Too many unpaid bills
- Collection accounts

CONDITIONS OF MOVE IN (IF APPLICATION IS APPROVED)

Lease Signing – Lease Documents must be signed within 48 business hours of approval. Property will remain on the market until the documents are signed.

Security deposit – must be paid at lease signing and funds must clear prior to lease start date.

First month's rent – may be paid at lease signing along with the security deposit or at least 1 week prior to move in date and funds must clear prior to lease start date and move-in date.

Certified Funds – All Move-In Funds (First Month’s Rent, Security Deposit & Application Processing Fee) must be paid in the form of a Certified Check, Money Order, or EFT (Electronic Funds Transfer via Zelle) and **funds must clear before keys are provided and before moving in. No Exceptions!**

We reserve the right to review all outstanding debts when determining our credit decision.

Acceptance of Application, Conveyance of Approval or Submission of Lease Terms & Signing Instructions are not binding and do not guarantee the applicant(s) rights to the property until the Lease Agreement is signed. Additional offers to lease may be accepted or entertained by the owner until the Lease Agreement is executed.

The undersigned has read and understands the Application Requirements/Instructions, Conditions of Move-In and Screening Fee Disclosure and acknowledges receipt of a copy. **Please sign & submit with your application.**

If your rental application is accepted, we will prepare your lease and miscellaneous disclosures and addendums for you to sign.

NOTICE TO APPLICANTS

A Disclosure named the “MEGAN'S LAW DATA BASE DISCLOSURE” (Regarding Registered Sex Offenders) will be one of the disclosures.

Notice: Pursuant to Section 290.46 of the Penal Code, information about specified registered sex offenders is made available to the public via an Internet Web site maintained by the Department of Justice at www.meganslaw.ca.gov. Depending on an offender's criminal history, this information will include either the address at which the offender resides or the community of residence and ZIP Code in which he or she resides.

Neither Landlord nor Brokers are required to check this website. If Tenant(s) want(s) further information, Broker recommends that Tenant(s) obtain information from this website **prior to submitting your rental application.** Brokers do not have expertise in this area.

Please submit all supporting documents along with this signed form, via the secured email that we will send you.

PLEASE NOTE: If emailing documents from your personal unsecured email provider, be sure to password protect all your sensitive files!

Note: Regarding Renters Insurance – Even though the owner of the property may not require Tenant to carry renter’s insurance, Tenant is advised to carry Tenant’s own insurance (Renter’s Insurance) to protect Tenant from loss or damage. If the property allows pets – your policy would also have to include pet liability coverage.

By signing below, Applicant hereby acknowledges receipt of this 4-page “Rental Application Requirement & Instructions”

Applicant name (Printed)

Applicant Signature

Date