

The LaBrada Group

Real Estate Services



The LaBrada Group, Inc.

Property Management & Real Estate Services (909)981-3500 REV 12/30/2024

Please read thru this packet to answer our most commonly asked questions. – DRE #02087854

SECTION 1 - COMMONLY ASKED QUESTIONS

APPLICATION: ALL ADULTS, 18 and over, anticipated to live in the property MUST view the property in person, must complete an application and be must approved even if they are not going to be on the lease. Number of occupants in a unit/home is limited to 2 occupants per bedroom plus 1. As an example, a two bedroom allows for maximum of 5 people; a three bedroom, 7 people.

EMPLOYMENT VERIFICATION: As a basic rule, you must be on your job for at least 6 months, we must be able to verify a combined household gross monthly income (before taxes) of at least 2.5 times the monthly rent. Your income MUST BE verifiable and deposited into a checking account. We cannot include any sort of cash income.

RENTAL HISTORY: You must have good references from your current and/or previous landlords. Family is not considered a reference. A past eviction or a balance due to a previous landlord is an automatic denial.

CREDIT HISTORY & BACKGROUND CHECK: We run a full factual credit report (a hard pull) and do a thorough background & criminal check. We do not require perfect credit - but we look for good credit from all adults occupying the home with NO lates in the last 12 months, little to no collection accounts and a mid-FICO score of at least 625. Please attach a detailed letter regarding your credit history & circumstances if you think any issues may arise. (Vouchered applicants, please see page 7 of 7)

PETS: For most of our properties, NO PETS OF ANY KIND are allowed, however, if pets are allowed, weight & breed restriction may apply - see the applicable notes in the advertisement. Additional pet rent and security deposit is required when allowed by law. A color picture, current license and proof of current vaccinations for any animal is required with this application.

TENANT INSURANCE: We require ALL tenants to carry renter's insurance – proof must be submitted PRIOR to move in and "The LaBrada Group, Inc." must be listed as additional insured. If you need a referral to a reputable insurance carrier, ask us.



_____ INITIAL - I have read the above.

CO-SIGNORS/GUARANTORS/3rd Party: We only accept co-signors/guarantors in one of two scenarios. 1) Parents assisting children in college where child can provide proof of being registered full time in a local college/university or 2) Adult children assisting senior parents (65+) with living expenses. In either case, the guarantor/co-signor combined with the applicant must have 5.5x rent in gross monthly income. We do not do 3rd party leases.

OUR APPLICATION PROCESS: Prospective tenants must call our office and make an appointment to bring in the original application with live signatures & required documents to our office - NO faxed or emailed applications. Please call ahead so we can expect you. We hold applications for a period of 7 days from the time we advertise that the property is available to give everyone an opportunity to view & apply. It takes us a minimum of 4-5 BUSINESS DAYS ON AVERAGE to process an application. We continue to show the property and accept applications until an applicant is accepted. From the time you are informed you have been approved, you have 24 hours to bring in your security deposit & non-refundable lease set up fee of \$150 and 48 hours from the time it is sent to you to sign and execute your lease. If you prefer to review and sign your lease in person, just let us know to coordinate. All move in funds (Security Deposit, Set Up Fee, First Months Rent, Pet Deposits etc.) must be in the form of a cashiers check or money order. We allow for a maximum of 2 weeks from your approval date to take possession of the property, no exceptions.

SECTION 2 - WHAT IS NEEDED?

Please supply the following... INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

1. ☐ Attached Application – One per adult living in home. PLEASE sign & initial where indicated.
2. ☐ Copy of State Issued Identification AND Social Security Card or U.S. Passport.
3. ☐ Income: a) Most recent 90 days of your paystubs from your current employer showing year to date earnings AND b) three months bank statements showing deposits of income into your account (NO exceptions, you MUST have a bank account). (Vouchered applicants, please see page 7 of 7)
4. ☐ Copies of all 2024 W-2's/1099's or the last paystub of 2024 showing year end gross income.
5. ☐ Only if self employed: a) 6 months of full personal AND business bank statements (NO exceptions, you MUST have a bank account), b) a copy of your business license & c) two years tax returns - both personal and business. We qualify on your Adjusted Gross Income.
6. ☐ VOUCHERS, If Applicable – Please include name and DIRECT phone number of your Case Worker, attach your commitment letter with the correct number of bedrooms you are approved for and verification from your case worker that your file can be processed for a 2 week move in from the time your application is approved – per company policy. Please see page 7 of 7.
7. ☐ PETS, If Applicable – A color picture of your pet, copy of their license and RECENT verification of vaccinations. If an Emotional Support – name/phone number of prescribing local doctor. A one-time nonrefundable \$25 pet set up fee per pet due at time of move in - ESA exempt.
8. ☐ Application and Processing Fee: Cashiers Check or Money Order only for \$45.00 for each applicant. This fee is a NON-REFUNDABLE fee if your application is processed.

➡ _____ INITIAL - I have read the above.

SECTION 3 - APPLICATION TO RENT

A separate application to rent is required for each occupant 18 years of age or over, or emancipated minors.

To apply for tenancy, please fully complete these sections and return with legible copies, no faxed or emailed copies, to our offices with the required information. All move-in funds – first full 30 days rent, security deposit, lease set up fee, pet deposit etc (as applicable) – must be in cashiers check or money order only.

PLEASE NOTE: All new tenants are charged a NON-REFUNDABLE lease set up fee of \$150 due at time security deposit is paid.

Your Full Legal Name: _____

Total Number of Occupants (Including Children): _____

SECTION 4 - PREMISES INFORMATION

I am applying for the property at: _____

The advertised monthly lease amount is: \$_____

SECTION 5 - PERSONAL INFORMATION

Date of Birth: _____

Social Security Number: _____

License or Identification No: _____ State: _____ Expires: _____

Cell Phone: _____ Work Phone: _____

Email Address: _____

Auto Make and Model: _____ Year and Color: _____

SECTION 6 - LIST ALL OCCUPANTS

Full Name	Relationship	Date of Birth	Age
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_____ INITIAL - I have read the above.

SECTION 7 - MISCELLANEOUS INFORMATION

In Case of Emergency, person to contact/notify:

Name: _____

Phone: _____

Address: _____

City/State/Zip: _____

Relationship: _____

1. Does applicant or any proposed occupant plan to use liquid furniture: Yes: _____ No: _____
2. Has Applicant or any proposed occupant ever been convicted of or pleaded no contest to a felony? If yes, please explain in Section 12. Yes: _____ No: _____
3. Has applicant or any proposed occupant ever been asked to move out of a residence or been evicted? If yes, please explain in Section 12. Yes: _____ No: _____

SECTION 8 - RESIDENCE HISTORY - Must Go Back 7 Years

CURRENT Address: _____

City/State/Zip: _____

From: _____ To: _____

Did/do you own this property? Yes: _____ No: _____

If you are a tenant.....

Name of Legal Owner of the Property You Reside? _____

Name & Phone Number to Verify Tenancy: _____

Is this person your (check one) _____ Landlord
_____ Property Manager _____ Parent
_____ Other (Please Explain)

Current Rent Paid: \$ _____

-->>MUST ANSWER - Please explain why you are moving from your current address:

PREVIOUS Address: _____

City/State/Zip: _____

From: _____ To: _____

Did/do you own this property? Yes: _____ No: _____

If you were a tenant.....

Name of Legal Owner of the Property You Reside? _____

Name & Phone Number to Verify Tenancy: _____

Was this person your (check one) _____ Landlord
_____ Property Manager _____ Parent
_____ Other (Please Explain)

Rent Paid: \$ _____

-->>MUST ANSWER - Please explain why you moved from this address:

SECTION 9 - EMPLOYMENT & INCOME HISTORY - Must Go Back 7 Years

CURRENT EMPLOYER: _____ Start Date: _____
Address: _____ Supervisors Name: _____
City/State/Zip: _____ Phone Number to Verify Employment: _____
Title or Position: _____
Before Tax Monthly Income: _____ Main Office Number: _____

ADDITIONAL INCOME: Do You Have Other Sources Of Income that you would like us to consider (Parent Support, Alimony, Child Support, SSI, Disability, Social Security, Rental Income)? YES_____ or NO_____. IF YES, please include documentation and describe:

Monthly Amount: \$ _____

ADDITIONAL OR PREVIOUS EMPLOYER: _____ Start Date: _____
_____ End Date: _____
Address: _____ Supervisors Name: _____
City/State/Zip: _____ Phone Number to Verify Employment: _____
Title or Position: _____
Before Tax Monthly Income: _____ Main Office Number: _____

SECTION 10 - REFERENCES (MUST COMPLETE)

Name: _____ Address: _____
Phone: _____ City/State/Zip: _____
How long have you known them? _____ Their Occupation: _____

Name: _____ Address: _____
Phone: _____ City/State/Zip: _____
How long have you known them? _____ Their Occupation: _____

SECTION 11 - PETS (If Applicable)

Name of Pet(s): _____ Breed/Color: _____ Age/Weight: _____ Indoor or Outdoor: _____

Name & Phone Number of Prescribing LOCAL Doctor if Emotional Support Animal: _____

SECTION 12 - EXPLANATIONS

IF THERE IS ANYTHING YOU WANT THE OWNER & PROPERTY MANAGER TO KNOW AS THEY REVIEW YOUR APPLICATION, PLEASE USE THIS SPACE TO EXPLAIN OR ATTACH A SEPARATE SHEET OR RELEVANT DOCUMENTS. This is the perfect place to explain credit issues that may arise!



_____ INITIAL

SECTION 13 - TURNING IN APPLICATIONS

To return your completed application and fee - call (909)981-3500 for an appointment to drop off your application at one of our two locations. One of the applicants must personally bring the application(s) with their own original drivers license to submit the application(s). We do not accept emailed or faxed submissions.

Upland Corporate Office

255 West Foothill Blvd., Suite 100

Upland, CA 91786

Open Monday-Friday, 9am-5:30pm and the 1st

Saturday of each month 10am to 1pm.

Just West of Euclid Avenue next to the Von's

Hemet Satellite Office

175 North Cawston Avenue, Suite 165

Hemet, CA 92545

By Appointment Only

Just North of Florida Avenue

SECTION 14 - AUTHORIZATIONS

Applicant understands and agrees: (1) this is an application to lease only and does not guarantee that the application will be fully processed or that the applicant will be offered the Premises and 2) Landlord and/or The LaBrada Group, Inc. (TLG) do accept more than one application for the Premises and, using their sole discretion, will select the best qualified application to process.

Applicant represents that the provided information & documentation is true and complete, and hereby authorizes Landlord and/or TLG to 1) verify the information provided including but not limited to employment verification, income verification, checking and savings verification, payment history and other personal, rental and financial information and 2) obtain a full factual credit report and full background check on applicant.

TLG has received a NON REFUNDABLE application/credit check fee of \$45.00. This fee consists of a credit report fee (\$19.75), criminal background fee (\$1-\$10) & staff time to process & review the application. Per Civil Code 1950.6, applicants may pick up a copy of their credit report without further cost. Each applicant must pick up in person & only their report will be released.

If application is not fully complete (missing information and/or documents), or received without the screening fee or proper documentation, 1) the application will not be processed or considered and 2) the application and any screening fee will be returned. NOTE: If incomplete or non-processed applications are NOT picked up with 30 days from date of notification by phone, all fees shall be considered nonrefundable. Applicant agrees that the attached documents are made part of. LASTLY, perceived angry, rude, aggressive or hostile behavior will not be tolerated and your application will be denied and returned. By signing below, I have read and fully understand the terms of this application.



Applicants Signature

Date

Print Name

Social Security Number

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SECTION 15 - HOUSING SUBSIDIZED TENANT INFORMATION SHEET

Please only sign if you have a voucher to include with your application.

SB267 Alternative Evidence to Verifiable Legal Means to Pay Your Portion of Rent

Under SB267, you have the option of 1) have us run your credit and use that as a qualifying factor OR 2) use alternate means described below as your alternate means qualifying factor without running your credit.

Please tell us which option you prefer us to use - I choose option 1 - use my credit: _____ (Initial) or 2) I choose option 2 - do not use my credit: _____ (Initial).  

If you choose OPTION 2 above, in addition to items under Section 2 (on page 2 of 7) of The LaBrada Group, Inc. Application to Rent, we will need the following: Section 2 – WHAT IS NEEDED, Item 3 on page 2 of this application to be amended as follows: 3. Income: a) Most recent 120 days of your paystubs from your current employer showing year to date income AND/OR 120 days of written, verifiable proof of aid program which you get assistance from AND b) 6 months bank statements showing deposit of income into your account AND your portion of rent paid to your current landlord – NO exceptions, you must have a bank account. We do not complete or execute leases without the security deposit and lease set-up fee.

For all vouchered applicants - There are multiple housing subsidized programs, LaBrada wants you to know and understand the following - Not all programs qualify under SB276. Further, our company policy is that any approved applicant must take possession within 14 days of their application being accepted without exception. It has been our experience that some case managers can move your file quickly thru the process and others not so quickly. Lastly, your approval letter must specifically say the follow:

- How many bedrooms are you approved for?
- If the rent is higher than the approved amount, you are able to pay the difference.

If your Case Manager can provide to us IN WRITING that they can process on their end your application with you being able to take possession within 2 weeks of your formal acceptance date, we will fully process your application and HOLD the property for you subject to the approval of the granting organization and you taking possession within 14 days. Remember, we can not hold any property longer than 14 days.

If we DO NOT have in writing from your Case Manager that they can process on their end your application with you being able to take possession within 2 weeks, we will partially process your application – WITHOUT a formal acceptance - and submit the RFTA to the granting authority as soon as possible. However, if a non-vouchered application comes in PRIOR to your application being fully processed by the granting authority, then we will fully process that application and move forward with those tenants. This method is not a guarantee to rent to you. Unfortunately, we can not refund your processing fee as we must spend time processing your application at minimum in order to move your application along in the process.

Note that any repairs required by the granting authority are at the sole option of the property's owner. If the owner does not agree to the repairs, then the property would be considered non-qualifiable.



Applicants Signature / Sign ONLY if you have a VOUCHER

Date

Print Name

Social Security Number