Simi Valley Property Management
4212 E. Los Angeles Ave, #3056, Simi Valley, CA 93063
Phone: 805-522-9991 * 805-300-9991 * 805-208-1640
Email: svpm@hotmail.com
Website: www.SimiValleyPropertyManager.com

Application to Rent

Applicant Packet

This packet includes: 2 applications to rent, receipt of application screening fee, qualification criteria for renting, credit grading information, rental history verification and verification of employment.

APPLICATION TO RENT OR LEASE

APPLICANT *Each Applicant over the age of 18 must complete their own application form* ***PLEASE PRINT***

First, Middle, Last Name	Date of Birth	Social Security #	Driver's License Number & State
Other Names Used in the Last 10 Years	Home Phone	Cell Phone	Email Address

ADDITIONAL OCCUPANTS *List everyone who will live with you:*

First, Middle, Last Name	Date of Birth	Relationship to Applicant

EMPLOYMENT

	Current Employment	Prior Employment
Employer		
Address		
Employer Phone		
Job Title		
Name of Supervisor		
Dates of Employment	From: To:	From: To:
Income Per Month	$	$

RESIDENCE

	Current Residence	Previous Residence	Previous Residence
Street Address			
City			
State & Zip			
Dates of Stay			
Owner/Manager And Phone number			
Reason for Leaving			
Last Rent Paid	$	$	$

VEHICLES

Automobiles	Make	Model	Color	Year	License No.
Motorcycles					

PERSONAL REFERENCES

In Case of Emergency, Notify	Address/City	Phone	Relationship
Close Friend			
Nearest Relative Living Elsewhere			

CREDIT INFORMATION *Please list all your financial obligations*

Name of Bank or Savings & Loan	Branch or Address	Account No.	Balance
		Checking	$
		Savings	$

Credit Accounts	Account No.	Address/City	Phone	Balance	Due Monthly

GENERAL INFORMATION (*Check the answer that applies)*

- Are you using a rent subsidy and submitting alternative verifiable proof of ability to pay the rent? ☐ YES ☐ NO
- Do you smoke or vape? ☐ YES ☐ NO
- Do you have any pets/animals? ☐ YES ☐ NO
- Do you have any musical instruments? ☐ YES ☐ NO
- Do you have any water-filled furniture/equipment, or do you intend to use water filled furniture/equipment in the unit? ☐ YES ☐ NO
- Have you or any proposed occupant ever been asked to move out of a residence? ☐ YES ☐ NO
- Have you or any proposed occupant ever been convicted of or pleaded no contest to a felony within the last seven years? ☐ YES ☐ NO
- Have you or any proposed occupant been a party to an unlawful detainer action or filed bankruptcy within the last seven years? ☐ YES ☐ NO
- Do you owe any outstanding rent to your current landlord? ☐ YES ☐ NO

Please explain any "yes" answers to the above questions: (After completing a credit review, Owner may consider the nature of the felony and the length of time since it occurred so long as the felony is directly related to the applicant's ability to meet its obligations under the lease terms, and any other relevant mitigating information pursuant to 2 CCR §12266.) _____

_____

_____

Why are you leaving your current residence? _____

_____

The applicant hereby applies to rent/lease Unit #_____at_____ _____for $_____ per month, and upon owner's approval agrees to enter into a Rental Agreement and/or Lease and pay all rent and security deposits required before occupancy.

An application fee of $_____ is hereby submitted for the cost of processing this application, to obtain credit history and other background information.

Applicant represents that all information given on this application is true and correct. Applicant hereby authorizes verification of all references and facts, including but not limited to current and previous landlords and employers, and personal references. Applicant hereby authorizes owner/agent to obtain Unlawful Detainer, Credit Reports, Telechecks, Income Verification Reports, and/or investigative criminal background reports in connection with Applicants' application for rent or lease. Applicant agrees to furnish additional credit and/or personal references upon request. Applicant understands that incomplete or incorrect information provided in the application may cause a delay in processing which may result in denial of tenancy. In the event that a material misstatement or misrepresentation is discovered after Applicant is accepted as a Resident, and whether or not a Lease or Month to Month Rental Agreement is executed, Owner may, at Owner's sole discretion, deem such misstatement or misrepresentation to be a material and non-curable breach of any subsequent Lease or Month-to-Month Rental Agreement and grounds for rescission of the contract and immediate eviction. Applicant hereby waives any claim and releases from liability any person providing or obtaining said verification or additional information.

Applicant: _____ Date: _____
(Signature required)

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City			
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Last Rent Paid	$	$	$

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Applicant: _____ Date: _____
(Signature required)

Qualification Criteria for Renting

Below are the requirements for renting at the property located at:

_____.

Applicant Requirements:
All applicants (18 years or older) applying must have:

- A favorable credit history with a minimum credit score of 680, or, for rent subsidy recipients, alternative verifiable proof of ability to pay rent.
- Verifiable household income source that is at least 2.5 times the monthly rent
- Copy of a photo ID
- No prior unlawful detainers, evictions, collection records for non-payment of rent, or undischarged bankruptcies
- No more than 1 negative items on the credit report
- Renter's Insurance (must present prior to move-in)
- Favorable references from current and previous landlords
- A fully completed and signed rental application for each applicant 18 years or older
- Applicant must not have any criminal or civil misconduct convictions for crimes considered harmful to people or property (Unless exempted by local law)

Required Documents – ***Please bring the following with your completed application to rent.***

1. **Photo ID:** All applicants must provide photo identification and Social Security card. Acceptable photo identifications include, but not limited to: state issued identification card or driver's license; passport, any other government issued photo identification. *(Note: Military ID cards may not be copied)*

2. **Proof of Income** –
   - Three recent pay stubs, proof of child and/or spousal support payments; proof of social security income, disability or other government income, proof of retirement or trust fund account; etc.
   - Three months both savings and checking account bank statements
   - Combined gross monthly income of all lease holders must be at least 2.5 times the monthly rent. *Self-employed applicants must bring copies of the past three year's tax returns.*

3. **Application Fee** – An application fee *(cash, money order, Zelle, or cashier's check)* in the amount of $ 42 for the purpose of obtaining tenant screening reports is required for EACH application.

4. **Proof of Renter's Insurance** - Prior to moving in, you must provide the Declaration Page showing:
   - Liability Coverage Amount: ☐ $100,000 ☐ $250,000 ☐ $500,000
     ☐ Liability Coverage including EV Car Charger: 10X Annual Rent
   - Policy equal to or greater than the term of the lease
   - The property and address added as additional insured (to notify landlord, in case policy is terminated)

If you have any questions, please call us at 805-522-9991.

WE FOLLOW ALL FEDERAL & STATE HOUSING LAWS AND DO NOT DISCRIMINATE AGAINST ANY PERSON BASED ON RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, FAMILIAL STATUS OR HANDICAP.

RECEIPT OF APPLICATION SCREENING FEE

This will acknowledge receipt of the sum of $_____ by

Owner/Agent: Simi Valley Property Management _____ from

Applicant(s): _____

for the purpose of a rental application screening fee for the rental property located at

Address: _____ Unit _____

City _____, CA Zip _____

Per California Civil Code Section 1950.6, below is an itemization of how the above screening fee is applied:

Cost of obtaining Applicant(s) credit/eviction reports: $_____

Administrative costs of obtaining reports and reference and background checks: $_____

Total Screening Fee: $_____

Applicant _____ Date: _____

Applicant: _____ Date: _____

Owner/Agent _____ Date: _____

AUTHORIZATION AND VERIFICATION OF EMPLOYMENT

Employer:_____ Fax/Email To: svpm@hotmail.com

I,_____, hereby grant you permission to disclose my work history to Simi Valley Property Management, in order that they may determine my income eligibility for rental of a home.

_____

Prospective Tenant's Signature Date

The above referenced employee has applied to rent a home at _____.

Please indicate below the employee's current annual income from wages, overtime, bonus, commissions, or any other form of compensation received on a regular basis.

Base Annual Income:_____

Overtime:_____

Bonus:_____

Commission:_____

Other:_____

Total:_____

I hereby certify that the statements above are true and correct and complete to the best of my knowledge.

Employer:_____ Phone Number:_____

Address:_____ City:_____ State:_____ Zip:_____

Printed Name:_____ Title:_____

Signature:_____ Date:_____

If you have any questions, please feel free to contact us at: 805-300-9991 or 805-208-1640. ***Please return a copy of this verification to:***

Simi Valley Property Management

Mail: 4212 E. Los Angeles Ave #3056

Simi Valley, CA 93063

Fax: 805-620-3713

Email: SVPM@hotmail.com

Thank you so much for your time and your prompt response!

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San Fernando Valley (818) 988-9200 - Los Angeles (323) 937-8811 - Long Beach (562) 597-2422 - Garden Grove (714) 539-6000 - San Diego (619) 280-7007 - Northern California (510) 769-7521

RENTAL HISTORY VERIFICATION

TO BE FILLED OUT BY APPLICANT

I (We),_____, hereby grant you permission to disclose my rental history to Simi Valley Property Management in order that they may determine my eligibility for rental of a home.

_____

Applicant's Signature Date

Name of Residential Community:_____

Contact:_____ Phone Number:_____

Address:_____ City:_____ State:_____ Zip:_____

TO BE FILLED OUT BY PREVIOUS LANDLORD

Length of Residency?_____ Move-in:_____ Move-out:_____

Monthly Rental Amount:_____ # of Late Payments:_____

# of Returned Checks/NSF Checks:_____ # of 3 Day Notices to Pay Rent:_____

Any Other Notices or Violation Letters?_____

_____

Any Documented Complaints?_____

_____

_____

Tenant Gave Proper 30-Day Notice to Vacate: please circle one ☐ **YES** or ☐ **NO**

Would You Rent to This/These Tenant(s) Again? please circle one ☐ **YES** or ☐ **NO**

Name of Agent Doing Verification:_____

Title:_____ Date:_____

If you have any questions, please feel free to contact me at: _____

_____

Property Manager's Signature Date

Please return this form to: (Prospective Landlord) Simi Valley Property Management

Via mail: Please return by email.

Or email: svpm@hotmail.com

Thank you for your time and your prompt response.

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Grade Definitions for AOA's "ABC" Tenant Report

Application must meet all criteria for a particular grade. Example: All criteria may be perfect for an "A" rating, except that the **Credit History** may be less than 24-months old, so the rating would fall to a "B". Criteria for each grade is subject to change, so ask operator for any recent changes.



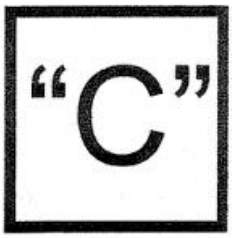
Criteria For Grade A:

- Credit Score Between 700 and Perfect
- Must have Credit Report
- **Credit History** Must Be at Least 36 Months Old
- No 30 Day Late Accts in the Last 12 Months
- No 60 Day Late Accts in the Last 12 Months
- No 90 Day Late Accts in the Last 12 Months
- No Collection Accounts in the Last 24 Months
- No Bankruptcies in the Last 48 Months
- No Legal Items in the Last 24 Months
- No Tax Liens in the Last 24 Months
- Must Have At Least 90% Positive Accounts



Criteria For Grade B:

- Credit Score Between 600 and 700
- Must have Credit Report
- **Credit History** Must Be at Least 24 Months Old
- No Collection Accounts in the Last 12 Months
- No Bankruptcies in the Last 18 Months
- No Legal Items in the Last 18 Months
- No Tax Liens in the Last 24 Months
- Must Have At Least 80% Positive Accounts



Criteria For Grade C:

- Credit Score Between 500 and 600
- Must have Credit Report
- Credit History Must Be at Least 12 Months Old
- No Collection Accounts in the Last 6 Months
- No Bankruptcies in the Last 12 Months
- No Legal Items in the Last 12 Months
- No Tax Liens in the Last 12 Months
- Must Have At Least 70% Positive Accounts



Criteria For Grade D:

- Credit Score Between 400 and 500
- Must have Credit Report
- Must Have At Least 60% Positive Accounts



Criteria For Grade F:

- Credit Score May Be Below 400
- Might Not Have Credit Report
- Has Below 60% Positive Accounts