

RENTAL APPLICATION

The following policies are used when approving persons for residency at any property managed by Guardian Properties. The criteria apply to every applicant who wishes to reside at this property. Applications must be filled out completely and are considered on a first come first served basis. If negative information is found in any category, the application is subject to denial.

**ALL APPLICANTS PROCESSED BY GPMS WILL BE TREATED EQUALLY.
PHOTO IDENTIFICATION IS REQUIRED APPLICANTS**

- ✓ Each person 18 years of age or older must complete and sign an application and only the applicants may reside in the property.
- ✓ If a co-signer is necessary, the co-signer must also complete and sign an application. The acceptance of a cosigner is not normal policy and is subject to individual approval or denial by Alpine Property Management.
- ✓ To be processed and considered, a **\$25 non-refundable processing fee** must accompany all applications for each adult over 18 years of age.
- ✓ The application will not be considered with missing or false information.

1. CREDIT HISTORY

- a. All applicants must be 18 to rent at any property managed by Guardian Properties.
- b. Any bankruptcy proceedings must be finalized prior to signing a Rental Agreement. Discharged bankruptcies are acceptable.

2. INCOME

- a. All applicants must prove their actual income from legitimate sources.
- b. Income must be at least three times the rental amount for the property of interest.
- c. Self-employed applicants must provide their most recent tax return and 3 months bank statements.
- d. Unverifiable income will NOT be considered.

3. RENTAL/LANDLORD HISTORY

- a. All applicants must provide positive landlord references from a non-family source for at least the previous year.
- b. All applicants must prove that previous rental payments were made on time and without demand for the previous year.
- c. All applicants must prove they respect their neighbors and show care for the landlord's property.
- d. All applicants must have satisfactorily completed their existing contract.

4. CRIMINAL RECORD

- a. A criminal record verification is made on all persons over the age of 18 who will occupy the property. Cause for the application to be rejected includes conviction (and then release from incarceration within the last seven years) for:
 1. Illegal drug activity or gang involvement of any kind.
 2. Any violent act against another person.
 3. Vandalism, Arson, etc.
 4. Burglary
 5. Criminal Trespass
 6. Stalking
- b. Anyone ever convicted of child abuse, child molestation or negligence involving a child is denied.

GUARDIAN PROPERTIES & MANAGEMENT SERVICES

PO Box 2696, Paso Robles, CA 93447-2696

(805) 238-6467 / (805) 239-9380 FAX

APPLICATION TO RENT

Contact: _____ Telephone: (805) 238-6467 Fax: (805) 239-9380

AGENT TO COMPLETE

Property Address: _____ Move-in Date: ____ / ____ / ____

Monthly Rent: \$ _____ Security Deposit: \$ _____ Pet Fee (if applicable) \$ _____

Examined picture identification? ___ Yes ___ No Type of identification? _____

PERSONAL INFORMATION

Full Name: _____ Phone: (____) _____

S.S.#: _____ Birth Date: ____ / ____ / ____ Drivers License # & State: _____

Cell Phone: (____) _____ E-mail: _____

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

Since: ____ / ____ / ____ Why are you moving? _____

Current Landlord: _____ Rent Amount \$ _____ Telephone (____) _____

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

Since: ____ / ____ / ____ Why are you moving? _____

Previous Landlord: _____ Rent Amount \$ _____ Telephone (____) _____

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

Since: ____ / ____ / ____ Why are you moving? _____

Previous Landlord: _____ Rent Amount \$ _____ Telephone (____) _____

Have you ever: Been evicted? ___ Yes ___ No; been sued by Landlord? ___ Yes ___ No; Filed Bankruptcy? ___ Yes ___ No

Been convicted, pleaded guilty, or no contest to a crime? ___ Yes ___ No

If yes to any of these, please explain: _____

EMPLOYEMENT / INCOME

Applicant's Employer: _____ how long? _____

Supervisor: _____ Telephone: (____) _____

Job Title: _____ Take home pay (per month): \$ _____ Full-time ___ Part-time ___

Previous Employer: _____ how long? _____

Supervisor: _____ Telephone: (____) _____

Job Title: _____ Take home pay (per month): \$ _____ Full-time ___ Part-time ___

Other Income (per month) \$ _____ Source: _____ Telephone: (____) _____

Other Income (per month) \$ _____ Source: _____ Telephone: (____) _____

PERSONAL REFERENCES

Next of kin name: _____ Telephone: _____
Address: _____ Relationship: _____
Emergency contact: _____ Telephone: _____
Other: _____ Telephone: _____

PERSONAL PROPERTY

Automobile: Make _____ Model: _____ Year: _____ License # _____ State: _____
Automobile: Make _____ Model: _____ Year: _____ License # _____ State: _____
Automobile: Make _____ Model: _____ Year: _____ License # _____ State: _____
Do you own any of the following: Piano/Organ? ___ Yes ___ No Water filled furniture? ___ Yes ___ No
Fish tank/aquarium? ___ Yes ___ No

PET #1
Type: _____ Weight _____ #
Has pet ever injured anyone or damaged anything?
___ Yes ___ No

PET #2
Type: _____ Weight _____ #
Has pet ever injured anyone or damaged anything?
___ Yes ___ No

APPLICANT'S COMMENTS & EXPLANATIONS: _____

MEMBERS OF HOUSEHOLD

For purposes of identification only, please list names and either ages or dates of birth of other persons to occupy unit:

APPLICANT'S SCREENING CHARGE DISCLOSURE

1. Agent may obtain a tenant screening or credit report which generally consists of:
- a) Credit history including credit standing
 - b) Public records, including but not limited to judgments, liens, evictions and status of collection accounts
 - c) Information verification
 - d) Current obligations and credit ratings
 - e) Criminal records.

2. Agent is requiring payment of an Applicant Screening Charge of \$25-- none of which is refundable unless the Agent does not screen the applicant. Application is valid for up to two weeks from date of receipt by Agent.

I understand I have the right to dispute the accuracy of any information provided to the Agent by a screening service or credit reporting agency. I am aware that an incomplete application may cause delays or result in denial of tenancy. I certify the above information is correct and complete and hereby authorize you to make inquiries you feel necessary to evaluate my tenancy and credit standing (including, but not limited to credit checks). If Agent is requiring payment of an applicant screening charge, applicant acknowledges receiving a copy of or reading Agent's Screening Guidelines. Any deposit paid to hold a unit is deemed non-refundable and will be transferred to the security deposit upon completion of the move-in process.

Applicant Signature

Date