



PROFESSIONAL PROPERTY MANAGEMENT

396 S. Euclid Avenue Upland, CA 91786
Phone# (909) 946-6701 Fax# (909) 949-0343
DRE #01051926

**Thank you for your interest in a property that is managed by Professional Property Management.
Please read through this packet to answer our most 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 approved even if they are not going to be on the lease. We do limit the number of occupants in a unit/home – depending on factors such as number of bedrooms and size of property.

EMPLOYMENT VERIFICATION: As a basic guideline, you must be on your job for at least 6 months, we must be able to verify gross monthly income of at least 3 times the monthly rent amount. Your income MUST BE verifiable. 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 balance due to a previous landlord is an automatic denial.

CREDIT HISTORY & BACKGROUND CHECK: We will run a credit report and a thorough background and or criminal background check. We do not require perfect credit - but as a general rule we look for good credit - a mid FICO score of 575 – with some consideration for compensating factors.

PETS: For most of our properties, NO PETS OF ANY KIND are allowed, however, if pets are allowed, a weight & breed restriction will apply. Additional pet rent and security deposit maybe required. A color picture, current license and proof of current vaccinations for animals is required with application.

TENANT INSURANCE: We require ALL tenant(s) to carry renter's insurance – proof must be submitted prior to move in. If you need a referral to a reputable insurance carrier, ask us.

WHAT IS NEEDED – You MUST supply the below requested information for your application to be processed:

1. Attached Application – One per adult living in home. Be sure to sign where indicated.
2. Copy of State Issued Identification AND Social Security Card or U.S. Passport.
3. 2 most recent paystubs from your current employer showing year to date earnings. If your employer charges to verify employment, be prepared to submit bank statements as proof of income.
4. A copy of your previous year W-2/1099 or your year end-paystub showing previous Year-to-Date.
5. Only IF you are self-employed: 3 months of full personal and business bank statements, a copy of your business license AND two years tax returns. We qualify based on your adjusted gross income.
6. If applicable, Pets: Picture of Pet, Copy of License and RECENT Verification of Vaccinations. If an Emotional Support Animal – name and phone number of prescribing local doctor.
7. Application and Processing Fee: Cashier's Check or Money Order only for \$40.00 for each applicant. This fee is a NON-REFUNDABLE fee.

**APPLICATION TO RENT/SCREENING FEE
AUTHORIZATION TO RUN CREDIT & PROCESS APPLICATION**

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 the enclosed pages and return to our office with the above information. All move-in funds – first full 30 days rent, security deposit, pet deposit etc. (as applicable) – must be in cashier's check or money order only payable to Professional Property Management.

OUR APPLICATION PROCESS: Prospective tenants must call our office and make an appointment to bring in the application and documents above to our office. Please call ahead so we can expect you. It takes us a minimum of 2-4 weekdays to process an application. We accept applications until one is accepted. From the time you are informed you have been accepted, you have 2 days to bring in your security deposit in the form of a cashier's check or money order payable to Professional Property Management, and a maximum of 2 weeks from your approval date to take possession of the property, no exceptions. Your second rent payment is prorated.

Any questions: Please call (909) 946-6701.

Signature (I have read and understand Pages 1 and 2)

Your Full Legal Name: _____

Total Number of Occupants (Including Children): _____

SECTION 1 - PREMISES INFORMATION

I am applying for the property at: _____

The advertised monthly lease amount is: \$ _____

Proposed Move in date: _____

SECTION 2 - 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: _____

Are you currently serving in the US Military Service, or have you ever served in the US Military? _____

SECTION 3 - LIST ALL OCCUPANTS

Full Name	Relationship	Date of Birth	Age
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SECTION 4 - PETS (If Applicable)

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

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

SECTION 5 – MISCELLANEOUS INFORMATION

In Case of Emergency, person to contact/notify:

Name: _____ Address: _____

Phone: _____ City/State/Zip: _____

Does applicant or any proposed occupant plan to use liquid furniture: Yes: _____ No: _____

Has Applicant or any proposed occupant ever been convicted of or pleaded no contest to a felony? If yes, please explain in Section 9. Yes: _____ No: _____

Has applicant or any proposed occupant ever been asked to move out of a residence or been evicted? If yes, please explain in Section 9 Yes: _____ No: _____

SECTION 6 - RESIDENCE HISTORY -MUST GO BACK 7 YEARS

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

From: _____ To: _____

Landlord/Property Manager/Parent: _____ Phone: _____

Do/did you own this property: _____

Current Rent/Mortgage Paid: \$ _____

Please explain why you are moving from your current residence.

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

From: _____ To: _____

Landlord/Property Manager/Parent: _____ Phone: _____

Do/did you own this property: _____

Current Rent/Mortgage Paid: \$ _____

Please explain why you are moving from your current residence.

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

CURRENT EMPLOYER: _____
Address: _____
City/State/Zip: _____
Title or Position: _____

Start Date: _____
Supervisors Name: _____
Phone Number: _____
Monthly Salary: \$ _____

PREVIOUS EMPLOYER: _____
Address: _____
City/State/Zip: _____
Title or Position: _____

Start Date: _____
Supervisors Name: _____
Phone Number: _____
Monthly Salary: \$ _____

SECTION 8 – PERSONAL REFERENCES

Name: _____
Phone: _____
How Long have you known them? _____

Address: _____
City/State/Zip: _____
Their Occupation: _____

Name: _____
Phone: _____
How Long have you known them? _____

Address: _____
City/State/Zip: _____
Their Occupation: _____

Name: _____
Phone: _____
How Long have you known them? _____

Address: _____
City/State/Zip: _____
Their Occupation: _____

SECTION 9- 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!

SECTION 10 – AUTHORIZATIONS

Applicant understands and agrees: (1) this is an application to lease only and does not guarantee that the applicant will be offered the Premises and 2) Landlord and/or Professional Property Management may accept more than one application for the Premises and, using their sole discretion, will select the best qualified applicant.

Applicant represents that the above information is true and complete, and hereby authorizes Landlord and/or Professional Property Management to 1) verify the information provided including but not limited to employment verification, income verification, check and savings verification, payment history and other personal, rental and financial information and 2) obtain a credit report, full background and or criminal back ground check on applicant.

Professional Property Management has received a NON REFUNDABLE application/credit check fee of \$40.00. This fee consists of a credit report fee and or criminal background fee and a fee to process and review the application.

If application is not fully complete (missing information 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. Applicant agrees that the above information on is true and correct and the attached documents are made part of.

Applicants Signature

Date

Print Name

To return your completed application and processing fee. Please drop off your application and all documents through the night drop at Professional Property Management 396 S. Euclid Avenue Upland, CA 91786.



