



Thank you for the interest in our community. We are looking forward to working with you very soon. Below is a list of documents that are needed before setting up an interview to begin the process of the application. **All documents must be brought into the office for a copy to be made or neatly scanned. No pictures will be accepted.** Once we have received what is needed, a zoom call will be set up with our remote leasing agent and you will complete the application together. You will then be sent an email to electronically sign the application through DocuSign.

- ✓ \$30 background check fee per adult (can be paid with money order, or PayPal)
- ✓ Household information questionnaire completed and returned
- ✓ IDs for each adult in the home and birth certificates for each minor
- ✓ 5 paystubs (4 consecutive and the very first one of the current year.)
- ✓ If you receive Social Security or VA benefits, we must have a letter dated within the last 30 days stating how much you receive.
- ✓ If you have been divorced, we will need your full divorce decree.
- ✓ If both parents of the child(ren) are not in the home we will need a copy of any and all legal custody paperwork.
- ✓ If your minor will be 18 in the next year, is currently 18 or older and is attending school we will need a copy of their school schedule.

Please bring the above listed items to the Laguna office or email them to the property manager.
Fees can be paid by using the QR code below.



BD Size _____

THE APPLICANT

THE APPLICANT

If yes, list the type of pet(s)

CURRENT RESIDENCE **Include City, State and zip code**

Landlord Phone: #

PREVIOUS RESIDENCE **Include City, State and Zip code**

Landlord Phone: #

CURRENT EMPLOYER

Supervisor Phone: #

PREVIOUS EMPLOYER

Supervisor Phone: #

OTHER INCOME INFORMATION

Child Support	☐ Yes ☐ No	If yes, please list monthly amount _____
Alimony	☐ Yes ☐ No	If yes, please list monthly amount _____
SSI/SS	☐ Yes ☐ No	If yes, please list monthly amount _____
Gift Income	☐ Yes ☐ No	If yes, please list monthly amount _____
Disability	☐ Yes ☐ No	If yes, please list monthly amount _____
Unemployment	☐ Yes ☐ No	If yes, please list monthly amount _____

ASSET INFORMATION

Checking Account ☐ Yes ☐ No	Savings Account ☐ Yes ☐ No
Name of Bank: _____	
Pre-Paid Card(s) ☐ Yes ☐ No	Name of Pre-Paid Card(s): _____

BACKGROUND INFORMATION

Have you ever been evicted or a defendant in an eviction action?	☐ Yes ☐ No
If yes, describe: _____	
Have you ever filed, or are you in the process of filing bankruptcy?	☐ Yes ☐ No
If yes, describe: _____	
Do you have any outstanding balances with past landlords?	☐ Yes ☐ No
If yes, describe: _____	
Have you ever been asked to move for a lease violation of any kind?	☐ Yes ☐ No
If yes, describe: _____	
Have you ever been convicted of a crime?	☐ Yes ☐ No
If yes, describe: _____	

Signature of Applicant: _____

Printed Name of Applicant: _____

Date: _____

Resident Selection Criteria

1. Head of household applicant must be a minimum of 18 years of age
2. Government issued picture identification is required of all applicants over the age of 18
3. Birth Certificates are required for all children
4. Copy of Current benefit letter from Social Security (if applicable)
5. Divorcee Decree if you have ever been divorced
6. Copy of any court ordered child support case
7. Copy of all Pre-Paid Cards and Balance Inquiry of all Prepaid Cards

All Verifications must be dated within the last 30 days

Reason(s) for Denial of Housing

1. Any felony convictions of a crime within the last 5 years.
2. A history of violent activity to persons or property including themselves. This includes but not limited to the possession, sale or use of illegal substances, prostitution or any illegal activity for the past 5 years from the date of conviction or date of release (Whichever is later). Discharge paperwork must be provided.
3. Any domestic Abuse violations.
4. False statements, orally or in writing.
5. A derogatory rental history, including but not limited to late rent payments, any unpaid rent or utilities, any housekeeping issues, noise complaints, illegal activity and evictions within the last 5 years. All balance due to current and previous landlords must be paid in full or half of the amount with a payment agreement within 72 hours of being notified of any unpaid balances.
6. A history of disturbance of neighbors, destruction of property or derogatory housekeeping issues.
7. Does not meet minimum income limits of 2 times the amount of resident's portion or responsibility of rent except when applicant can provide proof of monetary assistance or verifiable assets to sustain 2 times rent for 12 months. Unless one of the following exceptions applies.
 - Applicant is a former active military member getting off of active duty within the past 90 days.
 - Applicant can show an accumulative 6 months worth of rent in savings/checking account.

- 8. Total household income exceeds the current limit for their household size.
- 9. Application is not completed and/or corrected within 24 hours of application being returned.
- 10. It is possible that a household consisting of full-time students may not be eligible unless they meet an “exception” rule.
- 11. Maximum household size is 2 per bedroom.
- 12. Once application is approved the Security Deposit is to be paid in full within 24 hours of being notified of approval.
- 13. For any reason the applicant decides to not take the home, the Security Deposit will be forfeited.
- 14. Once the Security Deposit is paid in full to hold a home for 7 days of the home being move- in ready, it is nonrefundable until my lease is fulfilled.

Laguna Management Services makes no guarantee of an official occupancy date for any home

Applicant

Date

Applicant

Date

Applicant

Date

Applicant

Date

TENANT RELEASE AND CONSENT

I/We _____, the undersigned hereby authorize all persons or companies in the categories listed below to release without liability, information regarding employment, income, and/or assets to, for purposes of verifying information on my/our apartment rental (owner or agent) application.

INFORMATION COVERED

I/We understand that previous or current information regarding me/us may be needed. Verifications and inquiries that may be requested include, but are not limited to: personal identity; employment, income, and assets; medical or child care allowances. I/We understand that this authorization cannot be used to obtain any information about me/us that is not pertinent to my eligibility for and continued participation as a Qualified Tenant.

GROUPS OR INDIVIDUALS THAT MAY BE ASKED

The groups or individuals that may be asked to release the above information include, but are not limited to:

Past and Present Employers	Welfare Agencies	Veterans Administration
Previous Landlords (including	State Unemployment Agencies	Retirement Systems
Public Housing Agencies)	Social Security Administration	Banks and other Financial
Support and Alimony Providers	Medical and Child Care Providers	Institutions

CONDITIONS

I/We agree that a photocopy of this authorization may be used for the purposes stated above. The original of this authorization is on file and will stay in effect for a year and one month from the date signed. I/We understand I/we have a right to review this file and correct any information that is incorrect.

SIGNATURES

_____ Applicant/Resident	_____ (Print Name)	_____ Date
_____ Co-Applicant/Resident	_____ (Print Name)	_____ Date
_____ Adult Member	_____ (Print Name)	_____ Date
_____ Adult Member	_____ (Print Name)	_____ Date

NOTE: THIS GENERAL CONSENT MAY NOT BE USED TO REQUEST A COPY OF A TAX RETURN. I A COPY OF A TAX RETURN IS NEEDED, IRS FORM 4506, "REQUEST FOR COPY OF TAX FORM" MUST BE PREPARED AND SIGNED SEPARATELY.