

# Rental Policy

Applications are only accepted  
Monday - Friday  
8:30am-12pm & 1:30pm-4:30pm

- All applicants age 18 or older must submit an application. **ALL** applicants must be present and come together to turn in their applications in person with an original valid state ID or driver's license AND original social security card or ITIN card. (**Photo copies of ID/SS/ITIN cards are NOT accepted**). Applications can only be submitted in person at our corporate office in Gardena.
- **Screening Fees:** Two (2) **SEPARATE** payments required by money order or cashier's check: \$50.00 application screening fee (**NON-REFUNDABLE**) per applicant age 18 years and older **AND** a good faith hold deposit per applicant group of **\$100.00 (for apartment rentals) or \$500.00 (for house rentals)**. The good faith hold deposit holds the unit for you while your application is processing. **The good faith hold deposit is ONLY refunded if application is not approved.**
- **Screening Reports:** Background inquiries will be made for income/employment, credit, rent bureau and criminal reports. Applicant must have a verifiable credit history and credit report that demonstrates the ability to pay financial obligations in a responsible manner. Bankruptcies, collections, charge-offs, delinquencies, liens, judgements, high debt-to-income ratio, not having established credit and criminal history are subject to rejection.
- **Residential History:** Applicants must provide **a minimum of five (5) years** verifiable residency. Any record of eviction, unlawful detainer and monies owed to a landlord will not be approved.
- **Income Requirements:** Applicants household **NET** income **must be equal to or greater than 2.5 times** the monthly rent amount (**NET = income after taxes and deductions**):
  - A. **Employed Applicants** must be with current employer and net income based on a constant hourly wage (ex: 40/80-hour payroll period). **Overtime, tips, commissions, bonuses and cash are not accepted.**
    - If paid bi-weekly **or** monthly, provide the most recent (2) paycheck stubs.
    - If paid weekly, provide the most recent four (4) paycheck stubs.
  - B. **Unemployed Applicants** must provide verifiable income documentation in the absence of current employment (ex: Social Security, Retirement, etc). Call (310) 769-6669 for details and to inquire on documentation required.
  - C. **Self-Employed Applicants** must provide 1099 form(s), the most recent six (6) months bank statements, the most recent two (2) years of signed tax returns and proof of business license.
- **Section 8 Housing Voucher Applicants:** We process based on voucher unit size and current payment standards. A copy of the voucher & subsidy estimation worksheet are required at application submission.
- Fraudulent information is subject to automatic disqualification.
- We do not allow any form of subletting.
- Any restrictions involving children or pets will conform to current California law, applicable to the rental space being offered.
- **Renter's insurance required.** Proof of renter's insurance and \$100,000.00 in accidental/liability coverage is required at lease signing in order to release unit keys.
- Denied applicants may re-apply after 60 days from original application submission.
- **Prices, policy, terms, conditions, and availability are subject to change at any time without notice.**

We do business in accordance with the federal housing law and applicable California laws.  
"It is illegal to discriminate against any person because of race, color, religion, sex, marital status, disabilities or national origin."

**APPLICATION TO RENT****(All sections must be completed)****An application is required from each proposed occupant 18 years of age or older.****Applications are only accepted****Monday - Friday****8:30am-12pm & 1:30pm-4:30pm****ALL INFORMATION WILL BE VERIFIED. FALSE INFORMATION VOIDS APPLICATION.**

Apt. No. \_\_\_\_\_ Located at \_\_\_\_\_ Rent Amt \$\_\_\_\_\_ per month

How did you hear about the rental? \_\_\_\_\_ Expected Move-In Date: \_\_\_\_\_

**PERSONAL INFORMATION:** \_\_\_\_\_ E-mail \_\_\_\_\_Name \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_ -  
Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Social Security # or ITIN # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ State Driver's Lic/ID \_\_\_\_\_ Birthdate \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Name of Co-Applicant(s) \_\_\_\_\_

Names of Dependents (excluding Co-Applicants):

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Do you have any pets? \_\_\_\_\_ If yes, how many? \_\_\_\_\_ Type \_\_\_\_\_

**RESIDENTIAL HISTORY (must provide a minimum of five (5) years):****1. Current**

Address \_\_\_\_\_ Street \_\_\_\_\_ Unit \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Move-in Date \_\_\_\_\_ Move-out Date \_\_\_\_\_ Rent Paid \_\_\_\_\_

Landlord/Manager \_\_\_\_\_ Tel (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

**2. Previous**

Address \_\_\_\_\_ Street \_\_\_\_\_ Unit \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Move-in Date \_\_\_\_\_ Move-out Date \_\_\_\_\_ Rent Paid \_\_\_\_\_

Landlord/Manager \_\_\_\_\_ Tel (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

**3. Previous**

Address \_\_\_\_\_ Street \_\_\_\_\_ Unit \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Move-in Date \_\_\_\_\_ Move-out Date \_\_\_\_\_ Rent Paid \_\_\_\_\_

Landlord/Manager \_\_\_\_\_ Tel (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

**CURRENT EMPLOYMENT:** EMPLOYED FULL-TIME  EMPLOYED PART-TIME  STUDENT  RETIRED  UNEMPLOYED

Employer # 1 \_\_\_\_\_ Address \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Occupation \_\_\_\_\_

Company Phone # (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Monthly Net Pay \$ \_\_\_\_\_ Direct Deposit  Yes  No

Employer # 2 \_\_\_\_\_ Address \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Occupation \_\_\_\_\_

Company Phone # (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Monthly Net Pay \$ \_\_\_\_\_ Direct Deposit  Yes  NoIf there are **other verifiable sources of income**, please list income source:**ADDITIONAL INFORMATION:** \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

1. Have you ever had any credit problems?
2. Have you ever had an unlawful detainer/eviction filed against you?
3. Have you ever been convicted of or pleaded no contest to a felony within the last seven (7) years?
4. Are you a smoker?
5. Do you have a waterbed, aquarium or any other water filled furniture?

**EMERGENCY CONTACT:**

1. Name \_\_\_\_\_ Address \_\_\_\_\_  
 Home Phone (\_\_\_\_\_) - \_\_\_\_\_ Mobile (\_\_\_\_\_) - \_\_\_\_\_ Relationship \_\_\_\_\_
2. Name \_\_\_\_\_ Address \_\_\_\_\_  
 Home Phone (\_\_\_\_\_) - \_\_\_\_\_ Mobile (\_\_\_\_\_) - \_\_\_\_\_ Relationship \_\_\_\_\_

**VEHICLES (Operable & Registered Automobiles including trucks, van, motorcycles):**

1. Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ License Plate # \_\_\_\_\_ State \_\_\_\_\_
2. Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ License Plate # \_\_\_\_\_ State \_\_\_\_\_

To process your application to rent, the following items are **MANDATORY** and **MUST** be presented in person for verification by each applicant 18 years of age or older:

- A. Valid State Driver's License or State Identification Card (original only)
- B. Social Security Card or ITIN Card / Documentation (original only)
- C. Proof of Income – Refer to attached Rental Policy under Income Requirements
- D. Two (2) Separate Payments for screening fees – Refer to attached Rental Policy under Screening Fees

You may be requested to provide additional information. Any information which CAN NOT be verified may be grounds for denial. If approved the move-in costs for security deposit and 1<sup>st</sup> month rent are payable by MONEY ORDER / CASHIER'S CHECK ONLY. We DO NOT accept cash payments at anytime. No personal checks accepted for move-in costs.

**APPLICANT AUTHORIZATION:**

By signing below, applicant represents that all of the above statements are true and correct and hereby authorizes the verification of information provided, including, but not limited to, the obtaining of a credit report, and agrees to furnish additional documentation upon request. Owner/Agent is authorized to obtain a credit report, now and in the future, as evidenced by signing below. Applicant expressly authorizes Landlord to contact all persons or firms named as references, former landlords and employers to verify the contents of this application.

In connection with my application for rental, I understand that background inquiries will be made on myself including consumer (credit), criminal, rent bureau, driving and other reports. Employment verification may include information as to my hire date, income, character, work habit and performance. I understand that information will be requested from various federal, state and other agencies and entities, public and private, which maintain records concerning my past activities relating to residential history, driving, credit, criminal, civil and other experiences as well as claims involving me in insurance company files. I understand if my application is denied for any reason, I cannot re-apply for a minimum of 60 days from my original application submission date.

I authorize, without reservation, any party or agency contacted to furnish, completely and without limitation, any and all of the above-mentioned information and any other information related thereto. Further, I will release from liability and will defend and hold harmless all requesters and suppliers of information in accordance herewith.

You declare that all your statements on this *Application to Rent* are true and complete. If you fail to answer any questions or give false information, we will reject the application. Giving false information is a serious criminal offense. We may at any time furnish information to consumer reporting agencies and other rental housing owners regarding your performance of your legal obligations, including both favorable and unfavorable information about your compliance with the Lease Contract, the rules and financial obligations.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**SWAMI - OFFICE USE ONLY**

This application is:  APPROVED  NOT APPROVED

Reason(s) for Denial: \_\_\_\_\_

Applicant Notification By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Spoke to Applicant  Left Message  Unable to leave Message  Mailed Adverse Action Letter