



L. Kirk Realty, Inc.
247 Redondo Avenue
Long Beach, CA 90814
(Mailing & Office Address)

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L. Kirk Realty, Inc. Screening Policy

It is the management policy of L. Kirk Realty, Inc. located at 247 Redondo Avenue in the City of Long Beach, State of California, to screen all applicants for an apartment according to the guidelines set forth below:

I. Identification

1. Each applicant applying for residency must use all known & complete: first, middle, and surname.
2. Each applicant applying for residency must present a valid government issue photo I.D.
3. Upon acceptance as a resident, a photocopy of EACH residents' photo I.D. will be kept on file.

II. Rental Application

1. EACH applicant, 18-years-old and/or emancipated minor must complete a rental application.
2. **The rental application must be completed in full and delivered to L. Kirk Realty, Inc.** Any lines left blank, and/or incomplete information, will cause the application to be returned for completion.
3. L. Kirk Realty, Inc. will not consider application until applicant has viewed prospective property in person.
4. Applicant Screening Fee(s) (\$30.00 per applicant, cash or money order) must be paid at time of rental application delivery. **Applicants will not be considered until any and all screening fees are received.**
5. Any fraudulent, incomplete, or illegible information may result in rejection of rental application.
6. We reserve the right to verify information by phone, fax, electronic media, in writing, or in person. By signing and submitting a rental application, the applicant gives permission for screening process to begin.
7. L. Kirk Realty, Inc. processes credit checks directly from the reporting agency of our choosing on all applicants to include: credit history, eviction history and NSF checks.
8. Rental applications are processed in order received. If an approved applicant does not sign an offer to rent and submit payment of at least \$500 within 24 hours, we reserve the right to rent to the next approved applicant.
9. L. Kirk Realty, Inc. will allow applicant up to two weeks to pay move in total, sign rental agreement, and take possession of property.
10. The time frame for processing applicants may vary. We will do all we can to make this process go as quickly as possible.

III. Rental History

1. We reserve the right to deny an application if rental history cannot be verified.
2. Applicant must have at least 1 previous landlord which must be verifiable from a source unrelated to applicant. or 2 years of timely mortgage payments to a California mortgage lending agency.
3. Any & all previous evictions, or an eviction filing, will result in automatic rejection of application.

IV. Income Requirements

1. Applicant must verify a monthly gross income of 3 times or more the monthly rent.
2. Applicant must present 2 consecutive, most recent, and original pay stubs.
3. A self-employed applicant must present **all** of the following criterion:
 - a. Income tax return for most recent tax year, prepared by a tax-preparer service.
 - b. Bank records for previous 6 months.

V. Credit Record

1. Credit score (FICO) must be no less than 620.
2. No evictions/unlawful detainers or collections from a management company or landlord.
3. No unsatisfied judgments.

VI. Density Limit

L. Kirk Realty, Inc. has an established density limit of no more than: 3 persons for a 1-bedroom residence, 5 persons for a 2-bedroom residence, and 7 persons for a 3-bedroom residence.

VII. Exclusionary Policy

1. Assistance/Comfort Animals excepted, L. Kirk Realty, Inc. will not accept applicants with pets.
2. L. Kirk Realty, Inc. will NOT accept applicants who are presently on probation, or have felony/misdemeanor convictions for sex offenses, drug-related charges, dishonesty, or violence.
3. L. Kirk Realty, Inc. will NOT accept guarantors/co-signers.
4. L. Kirk Realty, Inc. will NOT accept third-party checks.

VIII. Initial Payment

1. The first month’s rent must be paid by cashier’s check or money order.
2. The total of all security deposits must be paid by cashier’s check or money order.
3. The total of rent, \$30 document-processing-fee, and security deposits combined are due and payable, in full, **prior** to occupancy.
4. All monies must be drawn on an in-state banking institution.

In compliance with Federal, State, and Local Fair Housing Laws, Kirk Realty Inc is an Equal Opportunity Housing Provider and does not discriminate on the basis of Race, Color, Religion, Gender, (physical or mental) Disability, Familial Status, National Origin, Ancestry, Sexual Orientation, Age, Marital Status, Arbitrary, Source of Income, or Genetic Information. According to the Fair Housing Congress, landlords have the right to select the best rental applicant that will:

- Be able to pay rent in a timely, regular manner
- Not disturb other residents
- Maintain the unit in a reasonable condition

The undersigned Applicant(s) acknowledges having read and understood the foregoing, and receipt of a duplicate original.

Applicant’s Signature	Date
Applicant’s Signature	Date
Applicant’s Signature	Date
Applicant’s Signature	Date

Applicant Check List (each applicant initial per item)

Application Completed and Signed: _____

Screening Policy Completed and Signed: _____

Government Issue Photo I.D.: _____

Two consecutive, most recent and original pay stubs: _____ **Screening**

Fee - \$30.00 per Applicant (Cash or Money Order): _____

