

# RENTAL APPLICATION

**Each person over the age of 18 that will occupy the property must provide an individual application.  
A \$45.00 application and processing fee is required for each applicant.**

## PROPERTY INFORMATION

Property Address:	Desired Move-in date:
-------------------	-----------------------

## APPLICANT INFORMATION

Name:		Social Security #
Home Phone:	Cell Phone:	Email:

## ADDITIONAL OCCUPANTS

Name:	Over 18? Yes / No	Occupation:
	Over 18? Yes / No	
	Over 18? Yes / No	
	Over 18? Yes / No	
	Over 18? Yes / No	

## ADDRESS HISTORY

Current Address:	Dates:        /        /        to        /        /
Manager/Landlord:	Phone:
Previous Address:	Dates:        /        /        to        /        /
Manager/Landlord:	Phone:

## INCOME

Current Monthly Income from Employment:	Income from other sources:	
Current Employer:	Position:	Time on job:
Address:	Supervisor	Phone:
Previous Employer:	Position:	Time on job:
Address:	Supervisor:	Phone:

## PETS

Type:	Breed:	Weight:	Age:	Spayed or Neutered:	Yes / No
Type:	Breed:	Weight:	Age:	Spayed or Neutered:	Yes / No
Type:	Breed:	Weight:	Age:	Spayed or Neutered:	Yes / No
Type:	Breed:	Weight:	Age:	Spayed or Neutered:	Yes / No

## OTHER REQUIRED INFORMATION

Reason for vacating your current residence:		
Have you viewed the inside of the property?	Yes / No	Have you ever been evicted?    Yes / No    Reason:
Have you ever been convicted of a misdemeanor or a felony?	Yes / No	If yes please explain:
Explanation continued:		

## VEHICLE INFORMATION

Make:	Model:	Year:	Lic. #	Color:
Make:	Model:	Year:	Lic. #	Color:
Make:	Model:	Year:	Lic. #	Color:

## ACCEPTANCE AND AUTHORIZATION

I affirm that the statements and information I have provided in this application are true and complete. I understand that providing false, incomplete, or misleading information may result in the rejection of this application, termination of the right of occupancy for all occupants under a lease or rental agreement, forfeiture of deposits and fees, and could also constitute a criminal offense under the laws of this state. I authorize the release of information necessary to procure a background report, which may include my credit history, employment history, motor vehicle driving record, social security information, criminal record, and other relevant information for qualification purposes. I further authorize any person, company, corporation, government agency (including courts and law enforcement), or any other entity possessing information about me or my background to furnish such information to Authority Property Management. By submitting this application, I acknowledge that I have reviewed and agree to the rental statement policy available online at: <http://authoritypm.com/about-us/rental-policy/>.

© 1/2025



**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**2663 Victor Ave, Redding, CA 96002 • Phone: 530-410-6085 • Fax: 530-410-6086 • California RE Broker's License #01990823**

# STATEMENT OF RENTAL POLICY

Thank you for considering Authority Property Management for your next home! To establish residency in one of our rental properties, each applicant must meet specific criteria before being considered. We encourage you to take a moment to review our rental policy before submitting your application.

## Application Fees & Refund Policy:

- A \$45.00 application fee is required for each applicant over the age of 18.
- Application fees are non-refundable for applications that have been processed and considered for a property.
- If your application is not completed or considered—for example, if another applicant is approved first or the property becomes unavailable—you may:
  - a. Receive a refund within 7 days, or
  - b. Transfer your application to another available property.
- If your application is considered for the first property and you choose to transfer it, no refund will be due on the transferred application or any subsequent transfers.
- You may transfer an application to up to three properties within 60 days at no additional cost.
- If a refund is issued and you wish to be considered for another property, a new application and fee are required.

**Acknowledgment of Application Fees & Receipt:** By submitting this application, You acknowledge and agree to the application fee of \$45, which is allocated as follows:

Credit Report: \$15 per report from Experian (third-party service).

Staff Processing Labor: \$20-\$30 for a minimum of one hour of staff time, covering application processing, review, verification, and coordination with applicants, references, and property owners.

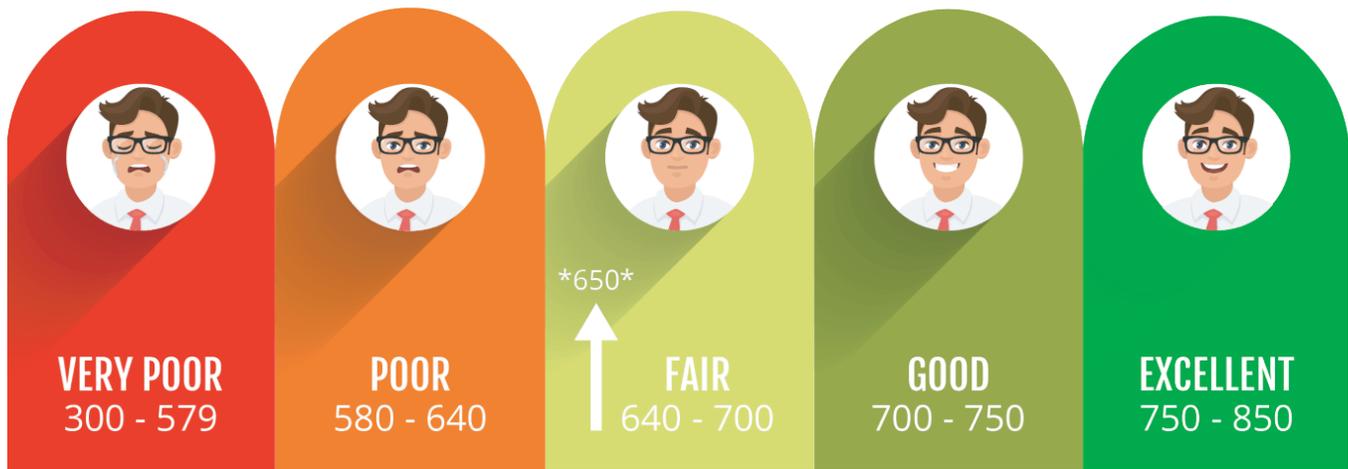
Online Application Fee: \$5 for processing by Appfolio (third-party service).

Administrative Costs: \$5 for business systems, data storage, email, software, and office supplies.

This acknowledgment serves as your receipt and provides the itemized breakdown of the application fee, as required by law.

**Age:** Applicants must be of legal age, 18 years and older. ALL occupants 18 years and older must fill out an application.

**Financial Responsibility:** Combined monthly **NET** income of applicant/applicants must be at least **THREE** times the monthly rent of the property you are interested in.



**Credit History:** Applicants are required to have a good credit history. Credit scores below 650 are considered poor as per the industry standard. With multiple applicants credit will be averaged out between everyone and must be 650 or higher to be considered. Credit history from the last five years will be considered. History of late payment and/or collection accounts and credit history showing a bankruptcy, unpaid state or federal tax liens, foreclosure, vehicle repossession utility or telephone collection, returned checks, can cause an applicant to not qualify for a lease of a rental property. If an applicant has a landlord/tenant, civil judgment or eviction, they will NOT qualify for the lease of a rental property. We do not allow Co-signers.

# STATEMENT OF RENTAL POLICY

**Criminal History:** Criminal background checks are automatically conducted as part of our credit history requests. An applicant may be denied if there is a history of serious criminal activity.

**Residential History:** Previous residency must be verifiable. A Verification form will be sent to the current or former landlord for a record of payment history and information regarding any damages or incidents while the applicant was living there.

**Employment/Income:** Employment history must be verifiable. If no employment history exists, applicant, must show means of financial support for a period of one year. Current check stubs equaling one month of pay will be accepted as verification. If the applicant is self-employed, tax records dated within one year will be reviewed. Other sources will be considered as income may include but not limited to trust funds, social security or disability benefits, child support, and alimony.

**Resident Application/Rental Requirements:** The Authority Property Management Resident Benefits Package (RBP) delivers savings and convenient, professional services that make taking care of your home Second Nature. By applying, Applicant agrees to be enrolled and to pay the applicable cost of \$46.95/month per unit, which includes; liability insurance, credit building, identity protection, HVAC air filter delivery, move-in concierge, and rewards program. To get the most out of the RBP, residents can upgrade to the premium RBP package which includes everything listed below for \$62.95/month.

**Liability Insurance Requirements if Approved:** The Landlord requires Tenant to obtain liability coverage of at least \$300,000 in property damage and legal liability from an A-rated carrier and to maintain such coverage throughout the entire term of the lease agreement. Tenant is required to furnish Landlord evidence of the required insurance prior to occupancy, at the time of each lease renewal period, and upon request. To satisfy the insurance requirement, Tenant may either:

- (1) be automatically enrolled into a policy that satisfies the coverage requirements as part of the Resident Benefits Package; or
- (2) obtain alternative liability coverage from an insurer of Tenant's choice. The option Tenant chooses will not affect whether Tenant's lease application is approved or the terms of Tenant's Lease.

**Pets:** An additional rent of \$50.00 per approved pet will be applied to the rent. Also, there are some breeds of dogs that will not be approved as the owner's insurance company will not allow them. Please review the following list: Staffords hire Terriers, Rottweilers, German Shepherds, Presa Canarios, Chows, Doberman Pinschers, Akita, Wolf-hybrids, Mastiffs, Cane Corsos, Great Danes, Alaskan Malamutes, Siberian Huskies.

**Mold Booklet for California Residential Properties:** As a housing provider here in California, we are happy to provide each potential resident a copy of the California Department of Public Health's "**Information on Dampness and Mold for Renters**" handbook. Copies are also available for pick up at our office location and or this download link.  
<https://bit.ly/3srlgUb>

**We are an equal opportunity housing provider.** We fully comply with federal fair housing laws as well as state and local fair housing laws. We do not discriminate against any person because of race, color, religion, sex, national origin, familial status, or handicap.

*Thank you for your cooperation,*

