



5775 E. Los Angeles Ave., Suite #100
Simi Valley, CA 93063
(818) 998-0546 / Fax: (818) 998-0595
DRE Firm #00868571
E-mail: Applications@hammondmanagement.com
Website: www.HammondManagement.com
Office Hours: M-F 9:00am-5:00pm

APPLICATION INSTRUCTIONS

Please read the following. If you feel you meet the guidelines for qualifying, we encourage you to submit an application. Applications with the highest and best terms will be processed in the order they are received. Only one application will be processed at a time. **An incomplete application will not be considered.**

APPROVAL GUIDELINES FOR YOUR APPLICATION

The following items are all considered when approving an application, and any unsatisfactory item followed by • could be cause for an automatic application decline. These guidelines have been established to ensure that all prospective applicants will be treated equally.

- ❖ Applicants all have a FICO score of 650 or above
- ❖ No bankruptcy that has not been discharged •
- ❖ No collection filed by a landlord or property management company •
- ❖ No collections showing an outstanding balance. The collection has been paid in full and proof provided
- ❖ No unsatisfied judgments or liens •
- ❖ Not more than 60 days late on any account opened or closed within the last 2 years
- ❖ No unlawful detainer or eviction actions •
- ❖ Landlord references are for at least the past 3 years
- ❖ All landlord references are verifiable and favorable •
- ❖ Applicants combined income level is at least two and half times the amount of the rent of the property •
- ❖ Applicants income or ability to pay rent is verifiable •
- ❖ Applicants all have a valid photo ID such as driver's license, Military ID, State ID, Passport •
- ❖ Applicants with pet(s) have reviewed and agree to our pet policies • See H&H pet policies on website
- ❖ Application is fully complete without misrepresentations •
- ❖ Businesses (in most cases) cannot be operated from the property
- ❖ Applicants agree this is a non-smoking property including but not limited to tobacco, vape, marijuana •

OFFERS

- o Any offers or specific requests must be attached to the application.

APPLICANTS

- o **An application must be completed & signed by each adult (18 years of age and older) that will be residing in the property.** Incomplete applications will not be considered.
- o All applications must meet the minimum requirements to be approved. Co-signers will not be accepted.
- o To be processed and considered, a \$45.00 non-refundable screening fee must accompany all applications. If your application is not processed, this \$45.00 screening fee will be refunded.
- o Each application **must** be accompanied by the **signed** Application Instructions.
- o The applications will not be considered with missing or false information.

SCREENING FEES

- o \$45.00¹ per adult (18 years of age and older) applied as follows:
 - o \$15.00 for credit reports prepared by Appfolio
 - o \$25.00 for screening
 - o \$ 5.00 3rd party payment processing fee
- o Payable to Hammond & Hammond, Inc. by check or money order or online through our website.
- o Screening fees are **non-refundable** once the application has been processed.

1 - Screening fees may not exceed \$30.00, adjusted annually from 1/1/98 commensurate with the increase in the Consumer Price Index. A CPI inflation calculator is available on the Bureau of Labor Statistics website, www.bls.gov

Applicant's Initials



5775 E. Los Angeles Ave., Suite #100
Simi Valley, CA 93063
(818) 998-0546 / Fax: (818) 998-0595
DRE Firm #00868571
E-mail: Applications@hammondmanagement.com
Website: www.HammondManagement.com
Office Hours: M-F 9:00am-5:00pm

CREDIT

- o Hammond & Hammond, Inc. will obtain a credit report for each applicant (18 years of age or older). Reports supplied by applicant(s) **will not** be accepted.

INCOME GUIDELINES/PROOF OF INCOME:

- o Rent-To-Income ratio should be 40% or less, or your income must be 2-1/2 times the rent (meaning the rent should not be more than 40% of combined gross income).
- o Phone number for Employer H/R Department or Business Owner (please include extensions).
- o 2 current paycheck stubs with a year-to-date salary total.
- o If your employer requires your employment verification to be done through "The Work Number," please obtain the verification yourself and provide it to us along with a copy of your most recent check stubs. The verification must be current & have "The Work Number's" logo and information.
- o Self-employed persons are required to provide latest filed Personal and Business Income Tax Return including Schedule E or C or any other attachments, and Personal and Business Bank Statements (most recent six (6) months).
- o Unverifiable income **will not** be considered.

CONDITIONS OF MOVE IN (IF APPLICATION IS APPROVED)

LEASE SIGNING

- o **Lease Documents must be signed within 48 business hours of approval. Property will remain on the market until the documents are signed.**
- o Security deposit must be paid at lease signing. First month's rent may be paid at lease signing or by move in date.
- o Lease will be sent electronically for signature.

MOVE IN FUNDS

- o All **Move-In Funds** (First Month's Rent & Security Deposit) must be paid before keys are provided. **No Exceptions!**
- o Payment must be in the form of a cashier's check or money order.
- o If move in is more than 14 days after lease signing, and Hammond & Hammond is managing the property, electronic ACH payment will be accepted (no credit card payments).

PROOF OF IDENTITY

- o Applicant **must** provide a Government Issued Photo ID or Driver's License at the time the lease agreement is signed. A copy will be made and maintained in your file.

INSURANCE

- o All approved applicants **MUST** supply a copy of their Renter's Insurance Policy (minimum \$500,000 Liability Coverage) prior to taking possession of the property. Hammond & Hammond, Inc. and/or the Owner of the property must be listed as "Additionally Insured" on the policy.

Acceptance of Application, Conveyance of Approval or Submission of Lease Terms & Signing Instructions are not binding and do not guarantee the applicant(s) rights to the property until the Lease Agreement is signed. Additional offers to lease may be accepted or entertained by the owner until the Lease Agreement is executed.

The undersigned has read and understands the Application Instructions and acknowledges receipt of a copy. Please sign & submit with your application.

Applicant Signature

Date

Applicant Signature

Date