



Dear Applicant:

The congressional passage of the Gramm-Leach Bliley Act requires that we notify you of our policies regarding privacy of non-public personal information that we may collect in the process of providing services to you.

As a management company we collect:

- Information provided by you from your application, copies of identification cards, and paycheck or bank account information.
- Information we develop in the process of approving your application.

We are required to keep all information about your application confidential. Therefore, we will not disclose any information about you unless we have your approval or are required to do so by law. This applies even if you are no longer a tenant or never become a tenant.

We are committed to the safekeeping of your confidential information. We maintain physical, electronic and procedural safeguards to protect your information.

We appreciate your confidence in our service and will continue to work hard to maintain that confidence.

Mangold Property Management

Qualifications for Residency

Application To Rent

- Applications are processed on first qualified, first approved and valid for 90 days.
- All applicants 18 years of age and older must complete and sign the Application to Rent.
- A fee for application processing, which includes a credit check, is \$45.00 per applicant, payable in either cash or money order.
- All information on the application must be legible, factual and verifiable.
- If any application provides FALSE information, the application will be considered void, and the applicants will be denied rental.
- An original, valid Driver's License or Identification Card must accompany each application for the Leasing Office to copy. Applicants may be asked to provide a Social Security Card.

Minimum Qualifying Criteria

Income

- Household income be at least 3 times the rent.
- Two recent pay stubs must be submitted with each application. The Leasing Office will do verbal and/or written employment verification.
- Other verifiable income (social security, pension, trust fund, etc.) will require supporting documentation.
- Self-employed applicants must provide recent tax returns, a W-2 form or profit/loss statement.

Rental History

- Two most current rental references.
- Mortgage payment history is acceptable as rental history
- Any lawful detainer action (eviction) filed against an application will be reason for denial.

Credit History

- Applicant/s credit will be reviewed to verify no collections, prompt payment history of reoccurring bills, and no past unlawful detainer actions

General Standards

- Household occupancy guidelines are: 1-bedroom units not to exceed 3 residents; 2 bedrooms not to exceed 5 residents; and 3 bedrooms units not to exceed 7 residents.
- Pets must have prior written approval.
- Residents are responsible for payment of all utilities on their lease.
- All move-in fees must be paid by Cashier's check or Money Orders Only

Conditional Acceptance of Applicant/s Who Do Not Otherwise Qualify

- Most applications that do NOT meet our qualifying criteria will be denied.
- In some rare circumstances, if the applicant/s do not meet our minimum qualifying criteria applicant/s may be offered the unit with a guarantor, a higher security deposit or a higher rent as allowed by all Federal, State, and Local Laws.

We are an Equal Opportunity Housing provider and follow all fair housing laws. For more information on fair housing laws contact Department of Fair Employment and Housing (DFEH) at www.dfeh.com

Mangold Property Management, Inc BRE#01226102
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(831)372-1338 Fax: (831) 372-1488
info@mangoldproperties.com

of Applicants: _____
Amount Paid: _____
M/O: _____
Signed: _____

Rental Application

Property Address: _____ Apt# _____

Name of Applicant: _____ D.O.B. (for TRW) _____ Telephone: _____
Social Security#: _____ Driver's License#: _____ Email: _____

of Children: _____ Name(s) & D.O.B: _____
of pets/type/weight _____ Service Animal: ☐ Yes ☐ No

Current Address: _____ City/Zip _____
Move-In Date: _____ Move-Out Date: _____ Rent: _____ Reason for Leaving: _____
Name of Owner/Agent: _____ Telephone#: _____ email: _____

Previous Address: _____ City/Zip _____
Move-In Date: _____ Move-Out Date: _____ Rent: _____ Reason for Leaving: _____
Name of Owner/Agent: _____ Telephone#: _____ email: _____

Applicant's Employer: _____ Telephone#: _____ Date of Hire: _____
Address: _____ Supervisor Name: _____ email: _____
Employed As: _____ Salary: _____ Per: _____

Secondary Employer: _____ Telephone#: _____ Date of Hire: _____
Address: _____ Supervisor Name: _____ email: _____
Employed As: _____ Salary: _____ Per: _____

Do you have a housing voucher: ☐ Yes. (Must complete Housing Voucher Application page) ☐ No

Other Income: _____ Source: _____

Bank Account: Checking: \$ _____ Savings: \$ _____
Bank Name: _____ Address: _____

Of Automobiles: _____ License Plate #'s _____ State of Registry: _____
Make(s) & Model(s): _____ Color(s): _____ Year: _____

Emergency Contact: _____ Relationship: _____

Address: _____ City: _____ Telephone: _____

Have you ever filed for petition for Bankruptcy? ☐ YES ☐ No If yes, When? _____

Have you ever been evicted from any tenancy or been served an unlawful detainer action? ☐ Yes ☐ No _____

Have you ever willfully & intentionally refused to pay any rent when due or been asked to move? ☐ Yes ☐ No _____

Have you ever engaged in or been convicted of illegal drug use or manufacture? ☐ Yes ☐ No If yes, Convicted? _____

Do you have any service animal(s) or emotional support animal(s) ☐ Yes ☐ No

Have you ever been convicted of a felony? ☐ Yes ☐ No Offense: _____

Year of conviction: _____ Court _____; Please Explain: _____

I agree that the landlord may terminate any agreement entered into a reliance on any misstatement made above. I agree that you may verify the information contained in this application with any third party and that you may contact credit reporting agencies in regard to my credit. I acknowledge receiving a detailed receipt of my application fee. I declare the foregoing to be true under penalty of perjury.

Date: _____ Anticipated Move-In Date _____ Applicant Signature: _____

PLEASE RETURN THIS FORM COMPLETED WITH \$45.00 (CASH OR MONEY ORDER PER ADULT) NON-REFUNDABLE APPLICATION FEE

Housing Voucher - Additional Information

Additional Information Required:

Housing Authority Caseworker (Name): _____ (Caseworker email address): _____

Voucher Size (# of bedrooms): _____ Voucher Expiration Date: _____

Current Portion of Rent You Pay (If any): \$ _____

Consideration of Credit History: *Under California law, applicants with a government rent subsidy have the option, at the applicant's discretion, of providing lawful, verifiable alternative evidence of the applicant's reasonable ability to pay the portion of the rent to be paid by the tenant, including, but not limited to, government benefit payments, pay records, and bank statements. If an eligible applicant elects to submit such alternative evidence, Landlord will consider that alternative evidence instead of the applicant's credit history.*

Option 1: Consideration of Credit History

Have a government rent subsidy but are not choosing to submit alternative evidence of your ability to pay rent to be considered instead of credit history

Applicant: read and check the box below.

Applicant authorizes the Landlord to obtain reports that may include credit reports, unlawful detainer (eviction) reports, bad check searches, social security number verification, fraud warnings, previous tenant history and employment history.

☐

Option 2: Alternative Evidence of Ability to Pay

Are choosing to submit alternative evidence of your ability to pay rent to be considered instead of your credit history

Applicant: read and check the box below.

Applicant authorizes the Landlord to obtain reports that may include credit reports, unlawful detainer (eviction) reports, bad check searches, social security number verification, fraud warnings, previous tenant history and employment history. Landlord will consider alternative evidence in lieu of the applicant's credit history.

Minimum Alternative Evidence Required:

- At least 6 months of bank statements.
- AND**
- At least two (2) utility or service bills (such as phone, cable, or electricity) covering the past six (6) months.

Applications will not be considered complete until Applicant submits their verifiable alternative evidence of ability to pay.

☐

While the landlord will cooperate with the Housing Authority during the application process, it is ultimately the applicant's responsibility to communicate directly with their caseworker to ensure all required steps, including processing and inspections, are completed in a timely manner.

By signing below, Applicant represents that all the above statements are true and correct.

Applicant's Signature

Date