



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.
- 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  
Department of Fair Employment and Housing (DFEH) at [www.dfeh.com](http://www.dfeh.com)

# of Applicants: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

M/O: \_\_\_\_\_

Signed: \_\_\_\_\_

Mangold Property Management, Inc BRE#01226102

575 Calle Principal, Monterey, CA 93940

(831)372-1338 Fax: (831) 372-1488

[info@mangoldproperties.com](mailto:info@mangoldproperties.com)

## 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: \_\_\_\_\_

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

### TENANT APPLICATION FEE RECEIPT

Consumer Credit Report \$21.25 Job Verification \$10.00 Previous Residence Verification \$10.00 Office Expense \$3.75 Total=\$45.00 # of applicants: \_\_\_\_\_

Mangold Property Management, Inc.

Total Amount Paid: \$ \_\_\_\_\_

# of Applicants: \_\_\_\_\_

Mangold Property Management, Inc.