



RENTAL DOCUMENTS NEEDED

Each person over 21 years of age is required to fill out a separate application and provide the following documents: (DO NOT submit original documents as they will not be returned.)

1. Rental Application - Please be thorough and write neatly. **Do not leave out any information, or leave anything blank.** If there are credit issues, please provide an explanation on the applicable pages. **It is important for us to present your application in the best light possible.** When potential Landlords see that you take the time and care to prepare your application carefully, they will get the feeling that you will treat their house the same way. **INCOMPLETE APPLICATION PACKETS WILL BE REJECTED.**

2. Copy of Driver's License or State I.D.

3. Copy of last Two Paycheck Stubs (or last 2 years of Tax Returns if self-employed)

4. Copies of last Two Bank Statements

5. \$40 fee, per applicant, will be due upon pre-approval of application
(Screening fees are non-refundable.)

Send Application & All supporting documents TOGETHER in only ONE Fax or Email

Email complete packet to: Meniffee4Rent@gmail.com

Or fax to: (951) 742-4697

Or hand-deliver to:
RE/MAX Diamond Realty
26910 Newport Rd, Suite C
Meniffee, CA 92584
(951) 301-9993 phone

Please note: if your employer requires verification through THE WORK NUMBER, you will need to pay an extra \$36.00, as this is the cost they charge us.

****Do Not Write in this Box – Management Use Only****

Tenant Financial Obligation prior to Occupancy		CONTACT CHECKLIST
		Landlord approved on _____
First Month's Rent	\$ _____	Current Landlord Contacted – Timely Remittance
Security Deposit	\$ _____	[] Yes [] No
Pet Deposit	\$ _____	Current Employment Verified
Application Fee	\$ _____	[] Yes [] No
Credit Report Fee	\$ _____	Credit Report Determination
Other (specify)	\$ _____	[] Yes [] No
		Income Verified (pay stub/bank statements)
TOTAL	\$ _____	[] Yes [] No

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APPLICATION TO RENT/SCREENING FEE

of Applicants: _____ Applying as (check one): ___tenant ___tenant with co-tenant(s) ___guarantor/co-signer

PROPERTY INFORMATION

Address of property to be rented: _____

Monthly rent amount \$ _____ Proposed move-in date: _____

PERSONAL INFORMATION

Full name of applicant _____ Age _____

Date of Birth _____ Social Security # _____ Do you smoke? _____

Driver's license number _____ State _____ Expires: _____

Home phone _____ Work phone _____ Cell _____

Email address _____

Other individuals who will be living in the home:

Name	DOB	Age	Relationship
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Pets (include Age/BREED/spayed/neutered) _____

RESIDENCE HISTORY

Current Address _____ City _____ State _____ Zip _____

Dates of occupancy From _____ To _____ Name of Landlord _____

Landlord Phone _____ Landlord Email _____

Reason for Leaving _____ Rent Amt _____

Previous Address _____ City _____ State _____ Zip _____

Dates of occupancy From _____ To _____ Name of Landlord _____

Landlord Phone _____ Landlord Email _____

Reason for Leaving _____ Rent Amt _____

EMPLOYMENT / INCOME HISTORY

Current employer _____ From _____ To _____
Address _____ City _____ State _____ Zip _____
Position _____ Gross INCOME per month _____
Supervisor _____ Work phone _____
Employer FAX: _____ Other Sources of Income _____

If not currently employed, or if retired, please provide details of ALL your monthly SOURCES OF INCOME including payor and amounts: _____

Previous employer _____ From _____ To _____
Address _____ City _____ State _____ Zip _____
Position _____ Gross INCOME per month _____
Supervisor _____ Work phone _____

MONTHLY DEBT (MUST BE FILLED OUT COMPLETELY)

Creditor _____ Amount owed _____ Monthly payment _____
Creditor _____ Amount owed _____ Monthly payment _____
Creditor _____ Amount owed _____ Monthly payment _____
Creditor _____ Amount owed _____ Monthly payment _____

Total Debt _____ **Total monthly payments toward debt** _____

ASSETS

Bank _____ Account # _____ Account balance \$ _____
Bank _____ Account # _____ Account balance \$ _____

PERSONAL REFERENCES

Name _____ Address _____
Phone _____ Years Known _____ Occupation _____

Name _____ Address _____
Phone _____ Years Known _____ Occupation _____

NEAREST RELATIVES

Name _____ Phone _____
Address _____ Relationship _____

Name _____ Phone _____
Address _____ Relationship _____

OCCUPANT VEHICLES

Make _____ Model _____ Year _____ Plate _____
Make _____ Model _____ Year _____ Plate _____
Make _____ Model _____ Year _____ Plate _____

In case of emergency, please notify _____ *Relationship* _____
Address _____ *Phone* _____

(If you answer "YES" to any of the following questions, provide details on "Explanation of Issues" page)

Have you ever been a party to an unlawful detainer action? No _____ Yes _____

Have you ever been evicted? No _____ Yes _____

Have you filed for bankruptcy in the past 7 years? No _____ Yes _____

Have you or any proposed occupant ever been convicted or plead "no contest" to a felony?

No _____ Yes _____

Have you or any proposed occupant ever been asked to move out of a residence? No _____ Yes _____

Do you have any current judgments or accounts in collection? No _____ Yes _____

Have you had any judgments against you or had any accounts go to collection within the past 3 years?

No _____ Yes _____

EXPLANATION OF ISSUES AND/OR CREDIT PROBLEMS:

LETTER OF AUTHORIZATION

To Whom It May Concern:

In compliance with the Fair Credit Reporting Act, State and Federal laws, this is to inform you and your household members that an investigation involving the statements made on this application for tenancy are being initiated by RE/MAX DIAMOND REALTY and I/We certify that to the best of my/our knowledge all statements are "true and complete". I/We further authorize RE/MAX Diamond Realty, AVERIS PROPERTY MANAGEMENT and/ or

to obtain CREDIT REPORTS, EMPLOYMENT REFERENCES, COURT, CRIMINAL & JUVENILE RECORDS, ARREST DETENTION INFORMATION and CHARACTER REFERENCES, GENERAL REPUTATION, MODE OF LIVING, and RENTAL REFERENCES as needed to verify all information put forth on this application, and otherwise available, regarding all applicants identified on this application (for minor children, the undersigned parent/guardian authorizes the above-information to be obtained on their behalf.)

Further I/We warrant the accuracy of all information contained on this rental application, including that relating to the other intended occupants of the subject property. I/We understand and agree that if subsequently a determination is made that I/We provided false or inaccurate information on the rental application it is a breach of any terms of any rental agreement signed based on that information and Owner and/or his/her agent may take legal action to terminate said Agreement.

APPLICATION SCREENING FEE OF \$40 PER PERSON IS NON-REFUNDABLE

Applicant understands and agrees that this is an application to rent ONLY and does not guarantee that applicant will be offered the Premises. Landlord or Manager or Agent may accept more than one application for the Premises and, using their sole discretion, will select the best qualified applicant.

Applicant represents the above information to be true and complete, and hereby authorizes Landlord or Manager or Agent, to whom this application is submitted, the right to verify the information provided and to obtain credit reports on applicant.

Applicant's signature _____

Date _____

RENTAL VERIFICATION FORM

Instructions: **Part 1 to be completed by applicant.** Part 2 to be completed by verifying landlord or property manager. (We must receive this form back from the verifying company, not the applicant.)

PART 1

Tenant's Full name: _____

Address being verified: _____

Current Property Manager/Landlord: _____

Landlord Phone: _____ Landlord Email/Fax: _____

I hereby give my consent to release my rental history information to RE/MAX Diamond and/or AVERIS PROPERTY MANAGEMENT

Tenant Signature: _____ Date: _____

Tenants: DO NOT write below the dotted line. This is to be completed by your Landlord.

PART 2

*****THIS SECTION TO BE COMPLETED BY LANDLORD ONLY*****

Monthly Rental Amount: \$ _____ Dates occupied: From _____ to _____

of Late Payments: _____ (Late payments made 3 days past grace period)

of NSF Checks: _____ # of 3 Day Notices Served: _____

Did Tenants take good care of property? _____

Did Tenants give proper notice to move? _____

Did tenants have a pet(s)? _____ Any problems with pet(s)? _____

Any problems during tenancy: _____

Would you re-rent to tenant(s)? _____

Would you like us to help you find a new tenant for your property? _____ (special discount rate available)

Verifier's Name: _____ Title: _____

Verifier's Best Contact Number: _____

LANDLORD - Please fax this page to: 951.742.4697 or email to: Menifee4Rent@gmail.com

RE/MAX Diamond Realty, 26910 Newport Rd., Suite C, Menifee, CA 92584 (951) 301-9888 Menifee4Rent@gmail.com

EMPLOYMENT VERIFICATION FORM

Instructions: **Part 1 to be completed by applicant.** Part 2 to be completed by verifying employer.
(We must receive this form back from the verifying company, not the applicant.)

PART 1

Tenant's Full name: _____

Employer Name: _____

Employer's Phone: (____) _____ Employer's Fax: (____) _____

Employer's Email: _____

I hereby give my consent to release my employment information to RE/MAX Diamond and/or AVERIS PROPERTY MANAGEMENT

Tenant Signature: _____ Date: _____

Tenants: DO NOT write below the dotted line. This is to be completed by your Landlord.

PART 2

*****THIS SECTION TO BE COMPLETED BY EMPLOYER ONLY*****

Applicant's position with your company: _____

Employed from: _____ to _____

Starting salary: \$ _____ Ending salary: \$ _____

Currently employed _____ -OR- Reason for leaving: _____

Would you rehire? (circle one) YES NO

If no, please explain: _____

Verifier's Name: _____ Title: _____

Verifier's Best Contact Number: _____

EMPLOYER - Please fax this page to: 951.742.4697 or email to: Menifee4Rent@gmail.com

CREDIT CARD AUTHORIZATION FORM

1. Complete this form with credit card billing information
2. Print and SIGN name where indicated
3. Submit via FAX (951) 742-4697 or by email to: Menifee4Rent.com

Date: _____

Cardholder Name: _____ VISA _____ MasterCard _____

Card Number: _____

Expiration Date: _____ CVV Number on back: _____ (3-4 digit security code)

Billing Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Email Address: _____

I hereby authorize RE/MAX Diamond and/or AVERIS Property Management
to charge my credit card in the amount of

(\$40 per person) \$ _____ (U.S. Dollars)

Printed Name: _____

Signature: _____ Date: _____