



APPLICATION CHECKLIST

IN ORDER TO BEGIN THE APPLICATION PROCESS, WE WILL NEED THE FOLLOWING ITEMS ALONG WITH YOUR COMPLETED APPLICATION:

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- PAY CHECK STUBS THE MOST RECENT 90-DAY PAY PERIOD
 - BANK STATEMENTS COVERING THE MOST RECENT 90-DAY PERIOD
 - 12 MONTHS PROOF OF INCOME AND PREVIOUS YEAR'S TAX FORM (1099, W-2) IF SELF-EMPLOYED
 - COPY OF DRIVER'S LICENSE/PHOTO IDENTIFICATION
 - PROOF OF CURRENT ADDRESS
 - \$35 NON-REFUNDABLE APPLICATION FEE PER PERSON OVER 18 (CASH, CASHIERS CHECK, MONEY ORDER OR ONLINE)
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PLEASE ALLOW 3-5 BUSINESS DAYS FOR APPLICATION PROCESSING. A SECURITY DEPOSIT MUST BE PAID WITHIN 24 HOURS OF APPLICATION ACCEPTANCE TO SECURE THE HOME, ALONG WITH A SIGNED HOLDING DEPOSIT AGREEMENT.

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APPLICATION TO RENT

Tenant
 Guarantor

(All sections must be completed) **Individual applications required from each occupant 18 years of age or older.**

Last Name		First Name		Middle Name		Social Security Number or ITIN	
Other names used in the last 10 years			Work phone number ()		Home phone number ()		
Date of birth		E-mail address			Mobile/Cell phone number ()		
Photo ID/Type		Number		Issuing government		Exp. date	Other ID
1.	Present address			City		State	Zip
	Date in	Date out	Owner/Agent Name		Owner/Agent Phone number		
	Reason for moving				Current rent \$ /Month		
2.	Previous address			City		State	Zip
	Date in	Date out	Owner/Agent Name		Owner/Agent Phone number		
	Reason for moving						
3.	Next previous address			City		State	Zip
	Date in	Date out	Owner/Agent Name		Owner/Agent Phone number		
	Reason for moving						
Proposed Occupants: List all in addition to yourself	Name		Name				
	Name		Name				
	Name		Name				
Will you have pets?	Describe			Will you have a waterbed?	Describe		
How did you hear about this rental?							
A.	Present occupation or source of income			Employer name			
	Dates of employment		Supervisor's phone number ()		Employer address		
	Name of your supervisor			City, State, Zip			
B.	Prior occupation			Employer name			
	Dates of employment		Supervisor's phone number ()		Employer address		
	Name of your supervisor			City, State, Zip			
Current gross income \$		Per		Check one <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year			
Other income source _____ Amount \$ _____ Frequency _____							
Other income source _____ Amount \$ _____ Frequency _____							



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Name of your bank	Branch or address	Account Number

Please list ALL of your financial obligations below.

Name of Creditor	Address	Phone Number	Monthly Pymt. Amt.
		()	
		()	
		()	
		()	
		()	
		()	

In case of emergency, notify:	Address: Street, City, State, Zip	Relationship	Phone
1.			
2.			

Personal References:	Address: Street, City, State, Zip	Length of Acquaintance	Occupation	Phone
1.				
2.				

Automobile: Make: _____ Model: _____ Year: _____ License #: _____

Automobile: Make: _____ Model: _____ Year: _____ License #: _____

Other motor vehicles: _____

Have you ever filed for bankruptcy? _____ Have you ever been evicted or asked to move? _____

Have you ever been convicted of selling, distributing or manufacturing illegal drugs? _____

Applicant represents that all the above statements are true and correct, authorizes verification of the above items and agrees to furnish additional credit references upon request. Applicant authorizes the Owner/Agent 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. Applicant consents to allow Owner/ Agent to disclose tenancy information to previous or subsequent Owners/Agents.

Owner/Agent will require a payment of \$ _____, which is to be used to screen Applicant.

The amount charged is itemized as follows:

1. Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports \$ _____
2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) \$ _____
3. Total fee charged \$ _____

The undersigned is applying to rent the premises designated as:

Apt. No. _____ Located at _____

The rent for which is \$ _____ per _____. Upon approval of this application, and execution of a rental/lease agreement, the applicant shall pay all sums due, including required security deposit of \$ _____, before occupancy.

_____ **Date**

_____ **Applicant (signature required)**



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CALIFORNIA APARTMENT ASSOCIATION CODE FOR EQUAL HOUSING OPPORTUNITY

The California Apartment Association supports the spirit and intent of all local, state and federal fair housing laws for all residents without regard to color, race, religion, sex, marital status, mental or physical disability, age, familial status, sexual orientation, or national origin.

The California Apartment Association reaffirms its belief that equal opportunity can best be accomplished through effective leadership, education, and the mutual cooperation of owners, managers, and the public.

Therefore, as members of the California Apartment Association, we agree to abide by the following provisions of this Code for Equal Housing Opportunity:

- We agree that in the rental, lease, sale, purchase, or exchange of real property, owners and their employees have the responsibility to offer housing accommodations to all persons on an equal basis.
- We agree to set and implement fair and reasonable rental housing rules and guidelines and will provide equal and consistent services throughout our residents' tenancy.
- We agree that we have no right or responsibility to volunteer information regarding the racial, creed, or ethnic composition of any neighborhood, and we do not engage in any behavior or action that would result in "steering."
- We agree not to print, display, or circulate any statement or advertisement that indicates any preference, limitations, or discrimination in the rental or sale of housing.

Property that you are applying for:

