



# RENTAL APPLICATION

**Please note: Only fully COMPLETED applications will be considered.**



Address of Rental Property: \_\_\_\_\_ Rent Amt. Quoted \$ \_\_\_\_\_ Deposit Quoted \$ \_\_\_\_\_  
 Applicant Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Dr. Lic. # \_\_\_\_\_ SS# \_\_\_\_\_ E-Mail Address \_\_\_\_\_  
 Spouse's Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Dr. Lic. # \_\_\_\_\_ SS# \_\_\_\_\_ E-Mail Address \_\_\_\_\_  
 Applicant Home Phone: (\_\_\_\_) \_\_\_\_\_ Applicant Cell Phone: (\_\_\_\_) \_\_\_\_\_ Spouse/Roommate Phone: (\_\_\_\_) \_\_\_\_\_  
 List Names of ALL other proposed occupants: \_\_\_\_\_

CURRENT ADDRESS	PRIOR ADDRESS	PRIOR ADDRESS
Street		
City		
State/Zip		
Did you Rent or Own?		
Rent/Mortgage per Month		
How Long? (date/month/year) From to	From to	From to
Were you the Tenant of record? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Landlord/Lender Name		
Landlord/Lender Phone #		
Landlord/Lender Email:		

PRESENT OCCUPATION	PRIOR OCCUPATION	SPOUSE'S OCCUPATION
Occupation		
Employer Name		
Business Address		
Business Phone		
Type of Business		
Position		
Supervisor Name		
Supervisor Phone # How Long?		
Monthly Gross Income		

Other Income (List monthly amount and source):  
 \_\_\_\_\_  
 \_\_\_\_\_

BANK NAME	ADDRESS/LOCATION	ACCOUNT NUMBER	BALANCE
Checking Account			
Savings Account			
Other			

Have you ever had credit under another name?  Yes  No Other Name: \_\_\_\_\_

Name/Address/Phone Number of close friend or relative (Note: This is a personal reference and a contact that may be used in case of an emergency): \_\_\_\_\_  
 \_\_\_\_\_

Car Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ Lic # \_\_\_\_\_  
 2nd Car: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ Lic # \_\_\_\_\_

Do you have a pet?  Yes  No If yes, type and size: \_\_\_\_\_  
 Have you ever been evicted or been asked to move out?  Yes  No • Refused to pay rent?  Yes  No • Filed bankruptcy?  Yes  No  
 Are you, or have you ever been a member of the Armed Forces?  Yes  No • Do you own:  Piano/Organ?  Waterbed?  Aquarium?  
 Have you, or any other proposed occupant, been convicted for drug use, or for the distribution, sale or manufacture of illegal drugs?  Yes  No  
 Do you smoke?  Yes  No • If applicable, does your spouse/partner smoke?  Yes  No • Do any proposed occupants smoke?  Yes  No  
 If "Yes" to any of the above, please explain: \_\_\_\_\_

**PLEASE REVIEW OUR APPLICATION PROCEDURES AND VERIFICATION PROCESS**

IN COMPLIANCE with the Fair Credit Reporting Act we are informing you that information about your background, character, general reputation and mode of living is verified. You, as the prospective tenant, represent that the facts set forth in this application are true and complete, and you agree that a complete investigation of all the facts on this application will not constitute an invasion of privacy.

**APPLICANT STATEMENT:** I AM AWARE OF, and extend the privilege to West Coast Property Management to obtain credit reports and/or character and background reports as necessary. I understand that any misrepresentations will be sufficient cause for dismissal or voiding of this application.

SIGNED: \_\_\_\_\_ SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

# APPLICATION PROCEDURES AND VERIFICATION PROCESS

Updated September 2016

Thank you for your interest in renting from West Coast. We strive to provide professional services and maintain a cooperative relationship with our residents. This starts with a careful and thorough application screening process which is described below. If you have any questions please feel free to ask.

Hours: Our office hours are 8:00Am to 4:30PM Monday through Friday. Our staff is on call for emergencies at all time.

Qualifications - WCPM always seeks out the best tenant(s) possible. WCPM bases its decisions on the following policies:

Personal - An Applicant's most important qualification is their personality. It is important for us to have effective and friendly communication with each other while you are looking for a unit and later if you rent from us.

Income - An Applicant must be able to prove they can afford the rent for the unit. Combined gross monthly income for each household must be at least three times the rent. If you have other housing costs, these will be deducted from the household gross income prior to our calculating the income requirement.

References - It is important for us to be able to verify tenant and employment references. These references MUST be verified, and the verification results must be satisfactory - ie: employment and income must match the information provided, and prior tenancies must match and be free of any problems or late payments. Any addresses that show up on a credit report that are not explained by the applicant can be grounds for denial.

Credit - A good credit history is important. Although having no credit history is not a reason to deny an application, it certainly helps to have good credit references. A lack of credit history does not imply either good or bad credit, but it gives us nothing to reference in attempting to determine your credit-worthiness. However, any history of payments that have been over 90 days late is grounds for denial. More than 3 late payments in the previous 3 years is also unacceptable unless the applicant can verify that the late payments were actually made in a timely manner. An unpaid collection, or a history of multiple collections, is cause for denial of an application. If applicant can show that the item in collection is actually being paid as agreed the potential tenancy may be considered. There can be no bankruptcies filed within the past 5 years.

Evictions - We will not rent to you if you have been evicted from or asked to leave a previous residence. Our screening process includes a check of court records and verification of prior tenancies. If the applicant anticipates that we may discover a problem, then the applicant should discuss the issue(s) with us before the screening/verification process begins.

The Application form - Every adult who intends to live in the unit must fill out an application. Any potential guarantor must also submit an application. All applications must be fully completed and all fees paid.

The application processing fee - Each applicant must pay the processing fee that covers the cost of obtaining credit and background reports, and the administrative cost incurred in processing and verifying the application. This fee is NOT refundable unless the unit is rented to another individual prior to your application being processed. The fee is an estimation of the actual out of pocket expenses that are incurred while verifying and qualifying the submitted rental application. It is possible that another additional fee may be required to be paid at a later time if additional verifications or procedures become necessary. By paying the fee(s) the applicant acknowledges and understands that the application fee is a non-refundable charge to cover the cost of processing the application. The fee may be paid in cash, money order or personal check, although the process may be delayed if we have to wait for a personal check to clear the applicant's bank.

<b>Verification Procedure Costs</b>	<b>Single</b>	<b>Joint (married)</b>
Credit/Eviction Report	\$ 11.00	\$16.50
Review Credit Report ( 5 minutes @ \$50/hour)	\$ 4.25	\$ 6.00 ( 7 minutes)
Employment/Reference/History Verification (15 minutes @ \$50/hour)	\$12.50	\$16.50 (20 minutes)
Application Processing ( 5 minutes @ \$50/hour)	\$ 4.25	\$ 6.00 ( 7 minutes)
Office Costs (telephone, fax, etc.)	\$ 3.00	\$ 3.00
<b>TOTAL DUE UPON SUBMITTAL:</b>	<b>\$35.00</b>	<b>\$48.00</b>

The Application Process - Our application process must be thorough. WCPM is fair and wants to give you a decision quickly. However, it may take several working days to process an application considering there may be difficulties in reaching references and employers. We do not begin processing until:

1. The Application has been completely filled out;
2. Application fee(s) have been paid;
3. Every adult applying for the unit has seen the unit and completed the application;
4. Any additionally requested and/or guarantor information has been provided;
5. We have met and interviewed each applicant, either on the phone or in person. We would like the opportunity to meet any children who will live in the unit, as well.

Multiple applications per unit - When multiple applications are turned in at the same time, the applications that will be processed first are the ones that are complete, meet eligibility and verification requirements, and the application fees have been paid in full.

Roommates - We only rent to stable households or to people who have a commitment to living with each other, NOT a “revolving door” of roommates. In addition, we will accept only one rent check from each tenancy each month, not several checks from individual roommates. It is the tenants’ responsibility to pool all moneys and submit one rent payment. All initial roommates are considered a single tenancy, and those that are listed at the time of initial lease are the only official “original” residents of the rental property. Roommates will NOT be added to a lease if one original roommate moves out, pending current laws or regulations to the contrary. It is also customary to charge an administrative fee upon a change of roommates to cover our additional bookkeeping expenses.

Guarantors - We prefer to rent units without guarantors and therefore will rarely ask an applicant to provide one in most circumstances (a guarantor is usually only used in the case of a prospective tenant not meeting the minimum income requirements). However, should an applicant offer to provide a guarantor; the guarantor must also complete an application, pay the application fee and agree to be subject to the same application procedures as described above. Any approved guarantor must sign the Guarantor Agreement and must also understand that they will be liable for the tenancy in the event the applicant defaults in any way, and that this responsibility lasts throughout the entire tenancy. The applicant is responsible for sending a copy of the lease and the Guarantor Agreement to the guarantor so that it is signed and returned to our office before the proposed move-in date. The guarantor must have acceptable credit and must be able to show that they make 3 times the monthly rent over and above their own monthly housing costs. Guarantors must be residents of the USA.

The Lease Term - It is customary for us to lease our units on a one year basis. A six month term may be considered, but this must be discussed with us prior the start of our application screening process.

Move-in - If the apartment is offered to an applicant we require payment of the security deposit either in the form of a cashier's check or a money order within 24 hours, or no later than the end of the next business day. Otherwise, we will continue to show the unit to other potential applicants and to process other applications. You will be required to provide a copy of a photo ID at the time you sign the tenancy agreement. Move-in costs are generally just a little over two months rent.

How to Pay - All move in costs must be paid with either cashier's checks or money orders BEFORE the move in date. Thereafter, we will accept personal checks, money orders or cashiers checks.

Cash – Payment of rent in cash is strongly discouraged for the tenant's sake as well as our own. A personal check, money order, or cashier's check is our preferred method of payment. If a tenant is not able to pay with a check, money order, or cashiers check then all cash must be counted at the front desk, logged in, and then a second person is asked to count, verify and sign the log. We then issue a receipt and deposit the cash into our safe.

Pets - Some buildings under our care may allow pets, but most will *not*. All of our buildings will permit a pet that is certified as a support or companion animal per law or regulation, but the applicant must be prepared to show proof of the certification or requirement. If you have a pet please talk to us about it BEFORE we begin processing your application.

**All information provided on the application is confidential. If you receive a negative credit reference we will give you the name and address of the reporting agency with whom you will have to work to correct your records. However, if we receive any other unfavorable reference, we will only let you know the nature of the reference, not who it was from.**

**CALIFORNIA APARTMENT ASSOCIATION**  
CODE FOR EQUAL HOUSING OPPORTUNITY

West Coast is a proud member of the California Apartment Association (CAA). CAA members support the spirit and intent of all local, state and federal fair housing laws for all residents without regard to color, race, religion, sexual identity, marital status, mental or physical disability, age, familial status, sexual orientation, or national origin.

The CAA 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 CAA, 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.