



Management Services, Inc.

COMMERCIAL PROPERTY APPLICATION PLEASE RETURN APPLICATION WITH THE FOLLOWING:

- 1) For credit check processing, we will need the following:
 - a. **\$30.00 per person.** This may be paid with cash, money order or cashier's check. If using cash please bring the exact amount as we do not carry change. Checks should be made payable to PRC Management Services, Inc. **(No personal checks accepted)**
- 2) Some of our Clients require that we run a criminal background check. If you apply for one of these properties you will be advised in advance by our office and there will be an additional charge of \$30.00 per person.
- 3) **Copies of the last 2 – 3 current paystubs or 2 years of tax returns** for those financially responsible for the property.
- 4) **Copies of a driver's license and social security card** (or US Passport) with each application.

PLEASE NOTE:

A. **To qualify for any of our rentals:**

- a. The gross (before taxes) income for those financially responsible should be three (3) times the rent per month. For example: if the rent is \$1000.00 per month, the total income for the applicants should be \$3000.00 per month or \$36,000.00 per year.
 - b. You must have good credit. Each applicant's credit is reviewed on a case-by-case basis.
- B. Depending on the situation and/or the property, a guarantor/co-signor may be acceptable. If allowed, a guarantor/co-signor must live in California, have perfect credit (no negatives) and prove an income of five (5) times the rental amount.
- C. Security deposit must be paid within 24 hours of approval. Security deposits must be paid with either a cashier's check or money order.
- D. Should you change your mind and decide not to rent the property after the security deposit has been paid, you will be charged a daily pro-rata amount for the time period (days) the property was taken off the market. You are required to start paying rent no later than fourteen days (14) calendar days after the security deposit has been made.

I, _____, have read the above rental application policy and understand and agree to these terms.

Date: _____



APPLICATION TO RENT/SCREENING FEE

(C.A.R. Form LRA, Revised 12/19)

I. APPLICATION TO RENT

THIS SECTION TO BE COMPLETED BY APPLICANT. A SEPARATE APPLICATION TO RENT IS REQUIRED FOR EACH OCCUPANT 18 YEARS OF AGE OR OVER, OR AN EMANCIPATED MINOR.

1. Applicant is completing Application as a (check one) tenant, tenant with co-tenant(s) or guarantor/co-signor.

Total number of applicants _____

2. PREMISES INFORMATION

Application to rent property at _____ ("Premises")

Rent: \$ _____ per _____ Proposed move-in date _____

3. PERSONAL INFORMATION

A. FULL NAME OF APPLICANT _____

B. Date of Birth _____ (For purpose of obtaining credit reports. Age discrimination is prohibited by law.)

C. 1. Driver's License No. _____ **State** _____ **Expires** _____

2. See section II, 2 for Social Security Number/Tax Identification Numbers. Such number shall be provided upon request from Landlord/Manager/Agent.

D. Phone number: Home _____ **Work** _____ **Other** _____

E. Email _____

F. Name(s) of all other proposed occupant(s) and relationship to applicant _____

G. Pet(s) (Other than service or companion animals) (number and type) _____

H. Auto: Make _____ **Model** _____ **Year** _____ **License No.** _____ **State** _____ **Color** _____

Other vehicle(s): _____

I. In case of emergency, person to notify _____

Relationship _____

Address _____ **Phone** _____

J. Does applicant or any proposed occupant plan to use liquid-filled furniture? No Yes **Type** _____

K. Has applicant been a party to an unlawful detainer action or filed bankruptcy within the last seven years? No Yes

If yes, explain _____

L. Has applicant or any proposed occupant ever been asked to move out of a residence? No Yes

If yes, explain _____

M. Has applicant or any proposed occupant ever been convicted of or pleaded no contest to a felony within the last seven years? No Yes

If yes, explain _____

(After completing a credit review, Landlord may consider the nature of the felony and the length of time since it occurred so long as the felony is directly related to the applicant's ability to meet its obligations under the lease terms, and any other relevant mitigating information pursuant to 2 CCR §12266.)

4. RESIDENCE HISTORY

Current address _____

City/State/Zip _____

From _____ **to** _____

Name of Landlord/Manager _____

Landlord/Manager's phone _____

Do you own this property? No Yes

Reason for leaving current address _____

Previous address _____

City/State/Zip _____

From _____ **to** _____

Name of Landlord/Manager _____

Landlord/Manager's phone _____

Did you own this property? No Yes

Reason for leaving this address _____

Applicant's Initials (_____) (_____)



Property Address: _____ Date: _____

5. EMPLOYMENT AND INCOME HISTORY

Current employer _____
Current employer address _____
From _____ To _____
Supervisor _____
Supervisor phone _____
Employment gross income \$ _____ per _____
Other income info _____

Previous employer _____
Prev. employer address _____
From _____ To _____
Supervisor _____
Supervisor phone _____
Employment gross income \$ _____ per _____
Other income info _____

6. CREDIT INFORMATION

Name of creditor	Account number	Monthly payment	Balance due

Name of bank/branch	Account number	Type of account	Account balance

7. PERSONAL REFERENCES

Name _____ Address _____
Phone _____ Length of acquaintance _____ Occupation _____
Name _____ Address _____
Phone _____ Length of acquaintance _____ Occupation _____

8. NEAREST RELATIVE(S)

Name _____ Address _____
Phone _____ Relationship _____
Name _____ Address _____
Phone _____ Relationship _____

9. Applicant understands and agrees that: (i) this is an application to rent only and does not guarantee that applicant will be offered the Premises; (ii) Landlord or Manager or Agent may receive more than one application for the Premises and, will select the best qualified applicant; and (iii) Applicant will provide a copy of applicant's driver's license or other acceptable identification upon request.

Applicant represents the above information to be true and complete, and hereby authorizes Landlord or Manager or Agent to: (i) verify the information provided; (ii) obtain a credit report on applicant; and (iii) obtain an "Investigative Consumer Report" ("ICR") on and about applicant. An ICR may include, but not be limited to, criminal background checks, reports on unlawful detainers, bad checks, fraud warnings, and employment and tenant history. By signing below, you also acknowledge receipt of the attached NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW (C.A.R. form BIRN).

Please check this box if you would like to receive, at no charge, a copy of an ICR or consumer credit report if one is obtained by the Landlord/Manager/Agent whenever you have a right to receive such a copy under California law.

10. Applicant further authorizes Landlord or Manager or Agent to disclose information to prior or subsequent owners and/or agents with whom applicant has had, or intends to have, a rental relationship.

If application is not fully completed, or if section II, 2 is applicable and the application is received without the full screening fee: (i) the application will not be processed, and (ii) the application and any portion of the screening fee paid will be returned.

Applicant Signature _____ Date _____ Time _____
Return your completed application and any applicable fee not already paid to: _____
Address _____ City _____ State _____ Zip _____



Property Address: _____ Date: _____

II. SCREENING FEE

THIS SECTION TO BE COMPLETED BY LANDLORD, MANAGER OR AGENT.

1. Applicant will provide screening information and fee directly to Landlord/Manager/Agent's authorized screening service at PRC Management Services, Inc. 4402 W. Magnolia Blvd. Burbank CA 91505.
- OR 2. Applicant has paid a nonrefundable screening fee of \$30.00, applied as follows: (The screening fee may not exceed \$30.00, adjusted annually from 1-1-98 commensurate with the increase in the Consumer Price Index. A CPI inflation calculator is available on the Bureau of Labor Statistics website, www.bls.gov.)
- \$ _____ for credit reports prepared by TransUnion ;
- \$ _____ for _____ (other out-of-pocket expenses); and
- \$ _____ for processing.
- Applicant Social Security Number/Tax Identification Number: _____

The undersigned has read the foregoing and acknowledges receipt of a copy.

Applicant Signature _____

Date _____

If 2 is selected, the undersigned has has not received the screening fee indicated above.

Landlord or Manager Agent Signature: _____ DRE Lic. # _____
Date _____

© 2019, California Association of REALTORS®, Inc. United States copyright law (Title 17 U.S. Code) forbids the unauthorized distribution, display and reproduction of this form, or any portion thereof, by photocopy machine or any other means, including facsimile or computerized formats. THIS FORM HAS BEEN APPROVED BY THE CALIFORNIA ASSOCIATION OF REALTORS®. NO REPRESENTATION IS MADE AS TO THE LEGAL VALIDITY OR ACCURACY OF ANY PROVISION IN ANY SPECIFIC TRANSACTION. A REAL ESTATE BROKER IS THE PERSON QUALIFIED TO ADVISE ON REAL ESTATE TRANSACTIONS. IF YOU DESIRE LEGAL OR TAX ADVICE, CONSULT AN APPROPRIATE PROFESSIONAL. This form is made available to real estate professionals through an agreement with or purchase from the California Association of REALTORS®. It is not intended to identify the user as a REALTOR®. REALTOR® is a registered collective membership mark which may be used only by members of the NATIONAL ASSOCIATION OF REALTORS® who subscribe to its Code of Ethics.



Published and Distributed by:
REAL ESTATE BUSINESS SERVICES, LLC.
a subsidiary of the CALIFORNIA ASSOCIATION OF REALTORS®
525 South Virgil Avenue, Los Angeles, California 90020

Reviewed by _____ Date _____



LRA REVISED 12/19 (PAGE 3 OF 3)

APPLICATION TO RENT/SCREENING FEE (LRA PAGE 3 OF 3)

Produced with zipForm® by zipLogix 18070 Fifteen Mile Road, Fraser, Michigan 48026 www.zipLogix.com

Untitled



CREDIT AND BACKGROUND INFORMATION

BUSINESS INFORMATION

FULL LEGAL COMPANY NAME: _____

Business License #: _____ City: _____

DBA: _____ Fed Employ. ID#: _____

Date Fictitious Bus. Name filed: _____

Bus. Address: _____

Tel#: _____

Years in this Location: _____ # of Stores _____ Where: _____

If a Corporation, State of Inc.: _____ Name and Address of Agent for Service: _____

If a Partnership, Name and Address of General Partners: _____

Name and Address of Limited Partners (if any): _____

If a Limited Liability Company, Name and Address of Members: _____

If Individuals, Name and Address: _____

Years in Bus.: _____ Person to contact _____

Nature of Bus: _____

PLEASE LIST ALL BANK(S): (Business & Personal)

Name of Bank: _____ Branch: _____ Tel#: _____

Account Name: _____ Account #: _____ Personal Business

Name of Bank: _____ Branch: _____ Tel#: _____

Account Name: _____ Account #: _____ Personal Business

TRADE REFERENCES, BUSINESS (if none, Personal)

Current Landlord's Name: _____ Tel#: _____

Address: _____ How long as tenant _____

Insurance Agency: _____ Tel#: _____

Address: _____ Agent: _____

Other reference: _____ Tel#: _____

Address: _____

Comments: _____

Other reference: _____ Tel#: _____

Address: _____

Comments: _____

INITIALS

INITIALS

PERSONAL INFORMATION

Name: Last: _____ First: _____ Middle: _____
Address: _____
Previous Address (if less than 2 years): _____
Date of Birth: _____ Driver's Lic. (# and state): _____
Employer: _____ Tel # _____
Employer's Address: _____
Occupation: _____ Social Security #: _____
Monthly Income: _____

SPOUSE'S INFORMATION

Name: Last: _____ First: _____ Middle: _____
Address: _____
Previous Address (if less than 2 years): _____
Date of Birth: _____ Driver's Lic. (# and state): _____
Employer: _____ Tel # _____
Employer's Address: _____
Occupation: _____ Social Security #: _____
Monthly Income: _____

HAVE YOU EVER FILED FOR BANKRUPTCY?

Business: Yes No When: _____ State filed: _____ Chapter: _____
Personal: Yes No When: _____ State filed: _____ Chapter: _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY? If so, when: _____

What felony: _____

MORTGAGE HOLDER:

Personal: _____ Acct#: _____ Tel#: _____
Address: _____ Contact: _____

MORTGAGE HOLDER:

Business: _____ Acct#: _____ Tel#: _____
Address: _____ Contact: _____

PLEASE ATTACH A CURRENT FINANCIAL STATEMENT AND COPIES OF FEDERAL TAX RETURNS FOR THE LAST 3 YEARS FOR EITHER THE BUSINESS OR YOURSELF (whichever is going to be shown as 'Lessee' in the lease).

IN CASE OF EMERGENCY PLEASE CONTACT:

Name: _____ Tel#: _____
Address: _____

INFORMATION CONCERNING EXISTING LOCATION:

What is the size of the facility/office that this new space will replace? _____ What is the monthly rent for the space that is being replaced?
\$ _____ What is the reason for acquiring the new space? _____

INITIALS

INITIALS

I HEREBY GIVE PERMISSION FOR THE INDIVIDUALS AND BUSINESS LISTED ABOVE AS REFERENCES TO PROVIDE FINANCIAL AND CREDIT INFORMATION TO MY PROSPECTIVE LESSOR, HIS MANAGER AND/OR HIS BROKER. I ALSO HEREBY AUTHORIZE THE OWNER AND HIS/HER REPRESENTATIVES TO PERFORM A CREDIT CHECK ON MYSELF AND/OR MY COMPANY.

THE REPRESENTATIONS OF FACT CONTAINED IN THIS APPLICATION ARE CONSIDERED PART OF THE LEASE AND ARE TRUE AND CORRECT. IF ANY INFORMATION HEREIN CONTAINED IS DISCOVERED TO BE FALSE OR MISLEADING, THE LEASE MADE ON THE STRENGTH OF THIS APPLICATION MAY, AT THE OPTION OF THE LESSOR, BE TERMINATED AT ANY TIME. IN ADDITION, THE LESSOR IS HEREBY GRANTED PERMISSION TO VERIFY ALL CREDIT/PERSONAL INFORMATION AND TO OBTAIN ANY CREDIT REPORTS IT DEEMS NECESSARY.

By Lessee

Executed at: _____

On: _____

By: _____

Name Printed: _____

Title: _____

Phone: _____

Fax: _____

Email: _____

By: _____

Name Printed: _____

Title: _____

Phone: _____

Fax: _____

Email: _____

Address: _____

Federal ID No.: _____

AIR CRE. 500 North Brand Blvd, Suite 900, Glendale, CA 91203, Tel 213-687-8777, Email contracts@aircre.com

NOTICE: No part of the works may be reproduced in any form without permission in writing.

INITIALS

INITIALS