



**RESIDENTIAL PROPERTY APPLICATION**  
PLEASE RETURN APPLICATION WITH THE FOLLOWING:

1. For credit check processing, we will need **\$30.00 per person**.  
This may be paid with exact cash, money order or cashier's check. Payments 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 Government Issued ID** (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 begin paying rent no later than fourteen (14) calendar days after the security deposit has been paid.
- E. Pet Policy – If you have been approved for a pet an additional security deposit will be required. This amount will vary depending on the property and the type of pet. If the approved pet is a dog, it is required that a renter's insurance policy is carried throughout tenancy naming PRC Management Services, Inc. as additionally insured for the length of tenancy and proof of vaccines/rabies is also required.
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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 \_\_\_\_\_



Property Address: , , \_\_\_\_\_ Date: \_\_\_\_\_

**5. EMPLOYMENT AND INCOME HISTORY**

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

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Reviewed by \_\_\_\_\_ Date \_\_\_\_\_



LRA REVISED 12/19 (PAGE 3 OF 3)

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

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