



## TENANT APPLICATION COVER SHEET

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### QUALIFICATIONS:

NEED TO MAKE 3 TIMES THE RENT TO QUALIFY  
PLUS ACCEPTABLE LANDLORD AND CREDIT  
REFERENCES-**NO EVICTIONS within last 10 years**

### NECESSARY PAPERS:

COPIES OF PICTURE I.D., SOCIAL SECURITY CARD  
2 MOST RECENT PAYSTUBS OR PROOF OF INCOME  
SELF EMPLOYED 2 YEARS INCOME TAX RETURN AND  
CURRENT BANK STATEMENTS

### PROCESSING FEE:

CASH, CASHIERS CHECK OR MONEY ORDER ONLY.  
**NO PERSONAL CHECKS** (NON-REFUNDABLE)  
\$ 35.00 FOR ANY INDIVIDUAL (18 & OVER)

### PET DEPOSITS:

\$ 250.00 PER PET (PHOTO OF PET REQUIRED)  
WHEN PETS ARE CONSIDERED FOR A PROPERTY,  
THEY WILL BE APPROVED AT THE SOLE  
DISCRETION OF THE PROPERTY MANAGEMENT  
COMPANY, AND CAN BE EXCLUDED FOR  
WHATEVER REASON IS DEEMED APPROPRIATE.

### ALL PROPERTIES ARE ON A TWELVE MONTH LEASE

- **CO-SIGNERS WILL BE HELD RESPONSIBLE FOR THE RENT THE ENTIRE TIME THE TENANT REMAINS AT THE PROPERTY. RENTS ARE ALWAYS PAID BY CASHIERS CHECK OR MONEY ORDERS ONLY.**



## TENANT APPLICATION

TODAY'S DATE: \_\_\_\_\_

**NAME OF APPLICANT** \_\_\_\_\_

HOME NUMBER \_\_\_\_\_ WORK NUMBER \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_ CELL \_\_\_\_\_

DRIVERS LICENSE NUMBER \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

**NAME OF SPOUSE** \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_ CELL \_\_\_\_\_

DRIVERS LICENSE NUMBER \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

PROPERTY APPLYING FOR \_\_\_\_\_

REQUESTED MOVE IN DATE \_\_\_\_\_

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HOW DID YOU HEAR ABOUT OUR COMPANY? (NEWSPAPER AD \_\_\_\_\_)  
(SIGN AT PROPERTY \_\_\_\_\_) (OTHER \_\_\_\_\_)

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NAMES & AGES OF ALL OTHER OCCUPANTS UNDER THE AGE OF 18

\_\_\_\_\_

PETS: YES \_\_\_\_\_ NO \_\_\_\_\_ CAT \_\_\_\_\_ DOG \_\_\_\_\_ BREED \_\_\_\_\_

PROVIDE PICTURE OF PET PLEASE.

**RENTAL INFORMATION:**

CURRENT ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP CODE \_\_\_\_\_ MOVED IN \_\_\_\_\_ TO \_\_\_\_\_

COMPLEX NAME \_\_\_\_\_

LANDLORD'S TELEPHONE NUMBER: ( ) \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

AMOUNT OF RENT/MORTGAGE PAID \_\_\_\_\_

**PREVIOUS ADDRESS:** \_\_\_\_\_ CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP CODE \_\_\_\_\_ MOVED IN \_\_\_\_\_ TO \_\_\_\_\_

COMPLEX NAME \_\_\_\_\_

LANDLORD'S TELEPHONE NUMBER: ( ) \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

AMOUNT OF RENT/MORTGAGE PAID \_\_\_\_\_

**PREVIOUS ADDRESS:** \_\_\_\_\_ CITY: \_\_\_\_\_  
STATE: \_\_\_\_\_ ZIP CODE \_\_\_\_\_ MOVED IN \_\_\_\_\_ TO \_\_\_\_\_  
COMPLEX NAME \_\_\_\_\_  
LANDLORD'S TELEPHONE NUMBER: ( ) \_\_\_\_\_  
REASON FOR LEAVING: \_\_\_\_\_

**EMPLOYMENT INFORMATION:**

APPLICANT #1  
PRESENT EMPLOYMENT \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_  
TELEPHONE: ( ) \_\_\_\_\_ POSITION \_\_\_\_\_  
HOW LONG AT JOB: \_\_\_\_\_ YEARS \_\_\_\_\_ MONTHS  
GROSS MONTHLY INCOME \_\_\_\_\_ FULL OR PART TIME (circle one)

PREVIOUS EMPLOYMENT \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_  
TELEPHONE: ( ) \_\_\_\_\_ POSITION \_\_\_\_\_  
HOW LONG AT JOB: \_\_\_\_\_ YEARS \_\_\_\_\_ MONTHS  
GROSS MONTHLY INCOME \_\_\_\_\_ FULL OR PART TIME (circle one)

**APPLICANT #2**

PRESENT EMPLOYMENT \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_  
TELEPHONE: ( ) \_\_\_\_\_ POSITION \_\_\_\_\_  
HOW LONG AT JOB: \_\_\_\_\_ YEARS \_\_\_\_\_ MONTHS  
GROSS MONTHLY INCOME \_\_\_\_\_ FULL OR PART TIME (circle one)

PREVIOUS  
EMPLOYMENT \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_  
TELEPHONE: ( ) \_\_\_\_\_ POSITION \_\_\_\_\_  
HOW LONG AT PREVIOUS JOB: \_\_\_\_\_ YEARS \_\_\_\_\_ MONTHS  
GROSS MONTHLY INCOME \_\_\_\_\_ FULL OR PART TIME (circle one)

**OTHER INCOME:**

SPOUSAL/CHILD SUPPORT: \$ \_\_\_\_\_ COURT ORDERED \_\_\_\_\_  
AFDC \$ \_\_\_\_\_ COUNTY \_\_\_\_\_ WORKER \_\_\_\_\_  
S.S.I. \_\_\_\_\_ COUNTY \_\_\_\_\_ WORKER \_\_\_\_\_  
OTHER INCOME SOURCE: \_\_\_\_\_ RETIREMENT: \$ \_\_\_\_\_

**BANKING INFORMATION:**

CHECKING ACC. NO. \_\_\_\_\_ BANK \_\_\_\_\_  
BALANCE \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_  
SAVINGS ACC. NO. \_\_\_\_\_ BANK \_\_\_\_\_  
BALANCE \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_

Has applicant been involved in any of the following over the last 10 years:

Been convicted of a felony or any other criminal activity?

Yes No

Broken a lease? Yes No

Moved out owing rent or damaging a property? Yes No

If you answered yes to any of the above questions, please explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AUTOMOBILE INFORMATION:**

AUTO MAKE & MODEL \_\_\_\_\_ YEAR \_\_\_\_\_ COLOR \_\_\_\_\_  
LICENSE NUMBER \_\_\_\_\_ STATE \_\_\_\_\_

AUTO MAKE & MODEL \_\_\_\_\_ YEAR \_\_\_\_\_ COLOR \_\_\_\_\_  
LICENSE NUMBER \_\_\_\_\_ STATE \_\_\_\_\_

**EMERGENCY INFORMATION:**

**IN CASE OF EMERGENCY NOTIFY**

\_\_\_\_\_  
**RELATIONSHIP** \_\_\_\_\_ **ADDRESS:** \_\_\_\_\_  
**TELEPHONE:** \_\_\_\_\_

**PLEASE GIVE US 3 PERSONAL REFERENCES:**

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_  
ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_  
ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_  
ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

**I HAVE REVIEWED THE PROPERTY AND FIND IT IN ACCEPTABLE  
CONDITION.**

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

APPLICANT SIGNATURE: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_

**AUTHORIZATION TO VERIFY INFORMATION**

The undersigned is aware that the above information will be verified, including but not limited to obtaining a credit report and if accepted, agrees to execute the lease or rental agreement. An application fee of \$ 35.00 is hereby submitted for the cost of credit reports and processing this application and is non-refundable.

DATED: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_

**O'NEILL PROPERTY MANAGEMENT CO.  
RIVERSIDE OFFICE  
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