

# GORMAN REAL ESTATE MANAGEMENT APPLICATION POLICIES

Thank you for applying to rent a property managed by Gorman Real Estate Management. Because of the competitive nature of our rental market on the Monterey Peninsula, we often receive more than one application for the same property and therefore must select one application over others. We understand that this will be disappointing to applicants not selected. We regret any inconvenience this may cause an applicant.

We always try to process applications promptly but cannot guarantee a time by which our decision on an application will be made. Accordingly, we recommend that you continue to search for a residence during the application process in the event another application is accepted, or we are unable to respond within your time constraints.

**Our goal is always to select an applicant who is most qualified to rent the property. When considering who is qualified to rent the property, we consider the following factors:**

- **amount of income** (rent should not exceed 30% of gross income)
- **ability to verify income** (legally verifiable proof of income, typically a pay stub, or tax paperwork, including your name & dates from the last 2 months)
- **savings** (after move-in costs, applicant should have at least three months of rent in savings). *We need to see at the absolute minimum, an account balance that will cover move-in costs (first month's rent and security deposit) and 3 additional month's rent. To verify please provide: summary pages only with your name, recent date, bank or company name and balance - no account number needed.*
- **creditworthiness** (Experian FICO credit score should be at least 700)
- stability of income
- anticipated length of occupancy
- pets or other special requests
- existing & prior landlord references
- personal references

We do not discriminate on the basis of race, color, age, sex, religion, national origin, handicap, familial status, sexual orientation, marital status, ancestry, medical condition, source of income, or any arbitrary basis. We do not discriminate against applicants who have Assistive Animals, but do require documentation, as permitted by housing laws. If you have an Assistive Animal, please mention this to our staff and we will provide you with our documentation packet, as approved by attorneys from the California Apartment Association.

All applications must be fully completed and include the nonrefundable application fee in order to be considered. **Do NOT submit the application without attaching proof of reserves and income, or we will not begin processing.** We do not accept credit reports brought to us.

Finally, we know that finding a residence on the Monterey Peninsula can be difficult and stressful. We will do our best to meet your needs, but we will not hesitate to exercise our right to decline an application if an applicant or proposed occupant is discourteous to the staff at Gorman Real Estate.

Thank you once again for your interest in one of our properties.

Gorman Real Estate Management

# GORMAN REAL ESTATE MANAGEMENT RENTAL APPLICATION

PROPERTY APPLYING FOR \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_ TIME \_\_\_\_\_

DESIRED DATE OF OCCUPANCY \_\_\_\_\_ DESIRED LENGTH OF OCCUPANCY \_\_\_\_\_

APPLICANT NAME \_\_\_\_\_ DAYTIME PHONE # \_\_\_\_\_ EVENING PHONE # \_\_\_\_\_

SS# OR ITIN# \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ PHOTO ID# & ISSUING ENTITY \_\_\_\_\_

**NAMES AND DATES OF BIRTH OF OTHER PROPOSED OCCUPANTS:**

NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

NO. OF PETS, WHAT KIND AND SIZE \_\_\_\_\_ NEUTERED?  YES  NO

CURRENT ADDRESS \_\_\_\_\_ RENT \$ \_\_\_\_\_

CURRENT LANDLORD'S NAME \_\_\_\_\_ DAYTIME PHONE # \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_ DATE YOU MOVED IN \_\_\_\_\_

PREVIOUS ADDRESS \_\_\_\_\_ RENT \_\_\_\_\_

PREVIOUS LANDLORD'S NAME \_\_\_\_\_ DAYTIME PHONE # \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_ DATES OF RESIDENCY \_\_\_\_ / \_\_\_\_ / \_\_\_\_ TO \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**INCOME: EMPLOYMENT (IF EMPLOYED)**

NAME OF EMPLOYER \_\_\_\_\_ SUPERVISOR'S NAME \_\_\_\_\_

CURRENT POSITION \_\_\_\_\_ MONTHLY SALARY \$ \_\_\_\_\_ DATES OF EMPLOYMENT \_\_\_\_ / \_\_\_\_ / \_\_\_\_ TO \_\_\_\_ / \_\_\_\_ / \_\_\_\_

ADDRESS \_\_\_\_\_ DAYTIME PHONE # \_\_\_\_\_

**OTHER INCOME:**

SOURCE \_\_\_\_\_ MONTHLY AMOUNT \$ \_\_\_\_\_

SOURCE \_\_\_\_\_ MONTHLY AMOUNT \$ \_\_\_\_\_

AUTO MAKE \_\_\_\_\_ YEAR \_\_\_\_\_ COLOR \_\_\_\_\_ LICENSE PLATE & STATE \_\_\_\_\_

EMERGENCY CONTACT \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

ADDRESS \_\_\_\_\_ DAYTIME PHONE # \_\_\_\_\_

PERSONAL REFERENCE \_\_\_\_\_

ADDRESS \_\_\_\_\_ DAYTIME PHONE # \_\_\_\_\_

BANK \_\_\_\_\_ BALANCE \$ \_\_\_\_\_ BANK \_\_\_\_\_ BALANCE \$ \_\_\_\_\_

BANK \_\_\_\_\_ BALANCE \$ \_\_\_\_\_ OTHER \_\_\_\_\_ BALANCE \$ \_\_\_\_\_

**HAVE YOU:**

- FILED FOR BANKRUPTCY WITHIN THE LAST 10 YEARS?  YES  NO
- BEEN EVICTED WITHIN THE LAST 7 YEARS?  YES  NO
- REFUSED TO PAY RENT WHEN DUE?  YES  NO
- BEEN CONVICTED OF A FELONY?  YES  NO

**DO YOU:**

- HAVE A WATERBED?  YES  NO
- HAVE A TRAMPOLINE?  YES  NO
- SMOKE?  YES  NO

Everything that I have stated in this Application is true and correct to the best of my knowledge. I hereby agree that Gorman Real Estate will retain the original of this Application whether or not it is approved. I authorize Gorman Real Estate to request landlord references and an investigative consumer report regarding Applicant's character, general reputation, personal characteristics, and mode of living. Under Section 1786.22 of the California Civil Code, the files maintained on Applicant by the investigative consumer agency shall be made available to Applicant during business hours and on reasonable notice, provided Applicant furnishes proper identification, as follows: (1) Applicant may appear at the investigative consumer reporting agency identified below in person, (2) Applicant may make a written request by certified mail for copies to be sent to a specified addressee, or (3) Applicant may make a written request for a summary of the file provided over the telephone. The agency may charge a fee, not to exceed the actual duplication costs, if Applicant requests a copy of the file. The agency is required to have personnel available to explain file to Applicant, and the agency must explain to Applicant any coded information appearing in Applicant's file. If Applicant appears in person, a person of Applicant's choice may accompany Applicant, provided that this person furnishes proper identification. If Applicant is accompanied by a person of Applicant's choosing, the agency may require Applicant to furnish a written statement granting permission to the investigative consumer reporting agency to discuss Applicant's file in the other person's presence. The agency that will prepare the report(s) identified in this section is listed below:

Contemporary Information Corporation

Name of Agency

42913 Capital Drive, Lancaster, CA 93535

Address of Agency

If Applicant would like a copy of the report(s) that is/are prepared, please check below:

- I would like to receive a copy of the report(s) that is/are prepared.

If box above is checked, Landlord agrees to send the report to Applicant within three (3) business days of the date the report is provided to Landlord. Landlord may contract with another entity to send a copy of the report.

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

\_\_\_\_\_  
DATE

## RECEIPT FOR TENANT SCREENING AND/OR CREDIT CHECKING FEES

YOU MUST INCLUDE YOUR CHECK FOR FEES WITH THIS APPLICATION OR THE APPLICATION  
WILL NOT BE CONSIDERED COMPLETE.

### Nonrefundable Fee Per Adult Occupant \$25.00

\_\_\_\_\_ (Applicant) hereby submits

\$ \_\_\_\_\_ as a nonrefundable application processing fee. Applicant authorizes verification of information supplied by Applicant via methods which may include, but are not limited to, tenant screening and credit checking. Payment is to be used to screen Applicant with respect to credit history and other background information. The amount charged per Applicant is itemized as follows:

- |   |                |
|---|----------------|
| 1. Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports              | \$15.00        |
| 2. Costs to obtain, process and verify screening information (may include staff time and other soft costs)        | +10.00         |
| 3. Total fee charged (cannot exceed \$45 per applicant, which may be adjusted annually with the CPI as of 1-1-98) | <u>\$25.00</u> |

**Applicant understands that this fee is nonrefundable.**

Acceptance of these funds by Gorman Real Estate Management in no way implies that Applicant's application has been approved. Applicant understands that Gorman Real Estate Management may reject Applicant's application or rent to another applicant on the basis of other evaluation criteria permitted by law, even if Applicant's credit is acceptable.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Dated