

APPLICATION CHECKLIST FOR PROSPECTIVE RESIDENTS

1. Rental income must be 3 times the amount of rent.
2. Applicants must have a valid picture ID, social security card and income verification. Copies of these items must be submitted with application.
3. ALL applicants must be at least 18 years of age. ALL proposed occupants of the age of 18 years and older must fill out an application.
4. Application must be filled out in its entirety, front and back with signatures. ALL required copies and additional information, needed for processing, must be submitted at the same time.
5. Any applications not submitted with all required information for processing will not be accepted. Applications are taken on a "first come, first serve" basis.
6. Processing fees must be paid in CASH. Personal checks, credit cards and partial payments will not be accepted.
7. ALL proposed occupants of the property must be listed on the application. NO EXCEPTIONS.
8. If a bankruptcy has been filed by any applicant, a copy of the DISCHARGE OF DEBTOR papers is required.
9. Applications not having all of the above mentioned requirements are considered incomplete. INCOMPLETE applications are not accepted.
10. Applicants having pets must notify office personnel at the time the application is submitted. A pet deposit is to be paid for all pets in the amount of ~~\$600.00~~ per pet.
11. If an applicant is receiving any type of government assistance, all information and printouts must be submitted with application.

I, the undersigned, acknowledge that I have read the above requirements. I further understand that failure to meet the above requirements could result in nonacceptance of my application. Upon approval of my application the required deposit (including pet deposits, if applicable) must be paid in certified funds within 24 hours.

Date

Property applying for



A division of Metro Property Management, Inc.™

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Bakersfield, CA 93304
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FOR OFFICE USE ONLY
Copies made of all:
 Photo IDs
 Social Security Cards
 Most Recent Pay Stub

APPLICATION FOR RENTAL

The applicant understands that there is a nonrefundable fee of ~~\$35.00~~ for processing this application and running a credit check. Separate applications are required for cosigners and/or roommates. Application must be filled out entirely.

Property applying for: _____ Date you are willing to start rent: _____

Please print clearly

Applicant's last name		First	Middle	Date of birth	Driver's license no. & state		Social Security no.
Co-applicant				Date of birth	Driver's license no. & state		Social Security no.
Do you have pet(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how many?	Type and size (Keeping of pets requires a pet deposit and owner's consent):			Pager no.		
Present address		City	State	Zip	How long?	Area code	Own Rent
Name & address of present landlord or mortgage co.					Area code	Mo. payments	
Previous address					Previous landlord or apt. community	Area code	Mo. payments
					Phone		

Proposed occupants (List all in addition to yourself)	Name	Age	Name	Age

In case of emergency notify:	Address	City	Phone	Relationship
1.				
2.				
Personal references	Address	Phone	Length of acquaintance	Occupation
1.				
2.				
Vehicles to be parked on property:	Make	Model	Year	License number
1.				
2.				

Applicant employed by:	Supervisor's name				How long employed?
Address	City	State	Zip	Phone	Position held/occupation
					Salary \$ _____ per mo / yr
Co-applicant employed by:	Supervisor's name				How long employed?
Address	City	State	Zip	Phone	Position held/occupation
					Salary \$ _____ per mo / yr
ADDITIONAL INCOME					
Additional Income such as child support, alimony or separate maintenance need not be disclosed unless such additional income is to be included for qualification hereunder. If included for qualification, verification dated within the last thirty days must be supplied.					
Amount of \$ _____ per _____ Source: _____					

Over for additional questions ➡

1. Lease term you are willing to sign:
1 year (single family) 6 months (apartments)
2. Do you intend to operate a business from your residence?
No Yes If yes, please explain _____

3. Do you have any RVs, trailers or trucks of any kind that you intend to keep at the rental property?
No Yes If yes, please explain _____
4. Have you ever filed for bankruptcy?
No Yes If yes, please explain _____

5. Have you ever been evicted or asked to move?
No Yes If yes, please explain _____

6. Do you have or intend to have any water-filled furniture? (Note: The keeping of water-filled furniture requires proof of insurance.)
No Yes If yes, please explain _____
7. Have you ever rented from ATCO Property Management before?
No Yes (If yes, list address and date of move out.)

8. How did you learn of this vacancy?

RENTAL REQUIREMENTS

1. Applicant(s) net income should be three (3) times greater than the monthly rent for the house or apartment applied for. A copy of your two (2) most recent pay stubs must be submitted. If you are self-employed, proof of income (i.e., a W-2, 1099 or last year's income tax returns must be submitted.
2. Landlord information must be complete with current landlord and previous landlord phone numbers and addresses. It is the applicant's responsibility to bring written recommendation if they cannot be reached by phone.
3. Applicant should be employed at least 6 months on present job.
4. All credit information is processed with Esperian Information. Any judgments, collections or bad credit ratings may not be acceptable for approval of application. If application is not approved because of bad credit, credit may be checked by you at Esperian Information, 800/422-4879.
5. All Unlawful Detainer Reports are furnished by the UD Registry, Inc., 818/785-3905. Any derogatory information may be grounds for denial of application.
6. Upon approval of application and payment of a security deposit, occupancy must begin on the 14th day from the date of approval, or the unit will be placed back on the market and rent will be deducted from the security deposit at the daily fair rental market value.
7. The first month's rent and security deposit will be accepted as a cashier's check or money order only. Our office policy is that we accept no cash payments at any time.
8. If any additional income such as child support, social security income, aid for dependent children or alimony are used to qualify, proof in writing must be supplied.
9. Applicant must have inspected interior of house or apartment and accepted "as is" unless otherwise agreed.
10. In granting or denying rental applications, ATCO Property Management does not discriminate with regard to race, color, age, religion, sex, marital status, national origin or ancestry of the applicant; or with regard to the racial or ethnic composition of the neighborhood or geographic area surrounding the property; or the fact that you have in good faith exercised any right under various state or federal consumer laws. If at any time you feel that you have been discriminated against by ATCO Property Management, contact Kern County Fair Housing.
11. Please be patient! It takes time to verify the information on this application. You will be notified of the acceptance or disapproval of this application as soon as possible!

Applicant represents that all of the statements in this application are true and correct and hereby authorizes verification of the above items including but not limited to the obtaining of a credit report and an Unlawful Detainer Report, and agrees to furnish additional credit references upon request. I have fully read and understand the rental requirements listed above.

Applicant _____

Date _____

Co-applicant _____

Date _____