

ALL APPLICANTS

In order to be considered for an apartment you must provide us with a completed application with at least 3 years history and the following:

1. A valid government issued photo ID and a Social Security Card (or Passport, Birth Certificate etc.)
2. Proof of Income: One of the following.
 - a. 3 current pay stubs
 - b. 3 current bank statements

If you are a student and/or are new to this state or country you must provide us the with following:

1. A valid government issued photo ID (Drivers Lic., Passport, etc.)
2. Proof of income: Two of the following.
 - a. A letter or contract from your new employer stating your start date and salary
 - b. A government issued I-20 for foreign students
 - c. 3 bank statements for those new to the state or job, or 1 bank statement from a bank in the United States for foreign students

All Applicants/Cosigners must be available to sign the lease in person or have signature verified by Notary.

NOTE: BY SIGNING, I AGREE THAT I HAVE READ THIS FORM AND HAVE BEEN GIVEN A COPY OF IT. I UNDERSTAND THAT OTHERS MAY HAVE LOOKED AT THE UNITS I LOOK AT AND THAT IF OTHER APPLICATIONS ARE SUBMITTED BEFORE MINE THEY WILL BE GIVEN FIRST CONSIDERATION

Signature _____ **Date** _____

NOTE: If you have not done so already, please use one of the many credit reporting sources to determine the actual status of your credit **BEFORE** completing your application with us.

Example; www.annualcreditreport.com
www.experian.com

To All Applicants:

If you have any problem with our service, any problem at all, please call me.

If you think that I might be able to help you in any way, to answer any question, please call me.

Finley Beven

626-243-4145

BEVEN AND BROCK RENTAL REQUIREMENTS

ONLY WITH PROPER IDENTIFICATION, KEYS ARE AVAILABLE FOR VIEWINGS UP TO ONE HOUR BEFORE OUR CLOSING TIME: ALL KEYS TO BE RETURNED BEFORE CLOSING ON SAME DAY.

MONDAY-THURSDAY

8:30am - 5:00pm

FRIDAY

8:30am - 3:00pm

SATURDAY-SUNDAY

10:00am - 2:00pm

WE ARE LOOKING FOR APPLICANTS WHO HAVE:

1. **A SECURE SOURCE OF INCOME (\$, U.S.) IN EXCESS OF 2.5 (*) TIMES THE MONTHLY RENT AMOUNT AFTER DEDUCTING YOUR MONTHLY CREDIT OBLIGATIONS and TAXES.** ALL INCOME MUST BE VERIFIABLE BY THREE RECENT PAY CHECK STUBS, OR BANK RECORDS, OR W-2's AND 1099's, OR A CURRENT EMPLOYMENT AGREEMENT.

(*) 1 INCOME: 2.5 X THE RENT; 2 INCOMES: 3.5 X; 3 INCOMES: 4.5 X, ETC.

2. **SATISFACTORY CREDIT HISTORY, MEANING ALL OPEN ACCOUNTS ARE PAID ON-TIME.** IF THERE IS RENTAL HISTORY, RENTS ARE PAID ON-TIME AND IN-FULL.

3. **AN ALTERNATIVE METHOD TO ESTABLISH FINANCIAL ABILITY** WOULD BE TO PROVIDE THREE RECENT BANK STATEMENTS **IN YOUR NAME** SHOWING A CONSISTENT MINIMUM BALANCE OF AT LEAST FIVE MONTH'S RENT.

4. APPLICANTS WITH NEGATIVE CREDIT HISTORY (UNPAID ACCOUNTS), NEGATIVE RENTAL HISTORY (UNLAWFUL DETAINER), NEGATIVE JUDGEMENTS, FORECLOSURES, OR SHORT SALES MAY BE DECLINED OR MAY BE ACCEPTED WITH A HIGHER SECURITY DEPOSIT.

5. **RESIDENTS WHO CAN RESPECT THEIR NEIGHBOR'S NEED FOR PEACE AND QUIET.**

WE WILL DO CRIMINAL BACKGROUND CHECK ALONG WITH A CREDIT CHECK ON ALL APPLICANTS 18 AND OVER. ANYONE WITH A HISTORY OF CAUSING HARM TO PERSONS OR PROPERTY, AND/OR THE SALE, PRODUCTION OR TRANSPORTATION OF CONTROLLED SUBSTANCES WILL BE DECLINED.

MINIMUM LEASE TERM: 9 MONTHS

DEPOSIT TO HOLD: 20 %

RECEIPT OF DEPOSIT DOES NOT INFER ACCEPTANCE

OCCUPANCY MAXIMUM:

BACHELOR/SINGLE - 2 PERSONS
2 BEDROOM - 5 PERSONS

1 BEDROOM - 3 PERSONS
3 BEDROOM - 7 PERSONS

RENTAL AGENTS ARE NOT AUTHORIZED TO MAKE DECISIONS WHERE AN APPLICANT FAILS TO MEET EACH OF THE ABOVE CRITERIA. SUCH DECISIONS WILL BE MADE BY THE PROPERTY MANAGER OR OWNER.

******* NOTE *******

THE ADVERTISED SECURITY DEPOSITS ARE OFFERED TO THOSE WHO MEET THE STANDARDS INDICATED ABOVE. WE MAY REQUEST HIGHER SECURITY DEPOSITS WHERE THE APPLICANT IS EITHER NEW ON A JOB, OR HAS NO CREDIT HISTORY, OR SOME BAD CREDIT. BY LAW, THE MAXIMUM SECURITY DEPOSIT CAN BE EQUAL TO TWO MONTH'S RENT.

I have read and understand these policies

**Beven and Brock is acting as agent for the property owner.
Property owners make the final decision on all maintenance
issues.**

**Please list any item(s) that must be cleaned, repaired or replaced as a condition of
move-in.**

- 1) _____
- 2) _____
- 3) _____
- 4) _____

Address: _____ Move in Date: _____

As the applicant for this rental property, this is my complete and final list of items that must be cleaned, repaired, or replaced as a condition of me signing the rental agreement. I understand that in accepting my deposit, the owner and Beven & Brock will rely on this list as being my only conditions for signing the rental agreement.

Tenant Name: _____ Date: _____

Signature: _____

Please provide an e-mail address where you would like the property manager to reply to you with confirmation of what maintenance will be done from your list.

_____ @ _____

F:/Apartment Documents/Manager Forms/ # 2.1

#11 BEVEN & BROCK RENTAL APPLICATION (ONE APPLICATION PER ADULT APPLICANT)

PROPERTY ADDRESS			UNIT	REQUESTED MOVE-IN DATE / /		
LAST NAME	FIRST	MIDDLE	BIRTHDATE	SOCIAL SECURITY		
GOVERNMENT ISSUED ID. #		STATE	CELL PHONE ()			
OTHER NAMES USED			DAY PHONE ()	EVENING PHONE ()		
EMAIL ADDRESS HOME			EMAIL ADDRESS WORK			
PLEASE LIST ALL PROPOSED OCCUPANTS OTHER THAN YOURSELF						
WILL YOU HAVE PETS? IF YOU WILL, PLEASE DESCRIBE: () YES () NO						
VEHICLES: YEAR	MAKE	MODEL	COLOR	LICENSE PLATE NUMBER	STATE	INSURANCE COMPANY

RESIDENCES (3 YEARS)	CURRENT RESIDENCE		PREVIOUS RESIDENCE		PRIOR RESIDENCE	
STREET ADDRESS						
CITY						
STATE AND ZIP						
DATES OF RESIDENCY	FROM	TO	FROM	TO	FROM	TO
LAST RENT AMOUNT PAID						
OWNER / MANAGER						
PHONE NUMBER						
REASON FOR LEAVING						

EMPLOYMENT (3 YEARS)	CURRENT EMPLOYMENT		PREVIOUS EMPLOYMENT		PRIOR EMPLOYMENT	
EMPLOYED BY						
ADDRESS						
EMPLOYER'S PHONE	()		()		()	
OCCUPATION						
POSITION						
NAME OF SUPERVISOR						
DATES OF EMPLOYMENT	FROM	TO	FROM	TO	FROM	TO
NET INCOME PER MONTH (AFTER TAXES)						

CURRENT TOTAL BALANCE COMBINED IN CHECKING AND SAVINGS ACCOUNTS \$ _____

CURRENT AMOUNT OWED ON CREDIT CARDS, LOANS, AND OTHER FINACIAL OBLIGATIONS \$ _____

MONTHLY PAYMENT COMBINED FOR ALL OBLIGATIONS \$ _____

APPROX CREDIT SCORE- _____ **I DON'T KNOW** _____

PLEASE ANSWER THE FOLLOWING. ANY ITEM LEFT BLANK WILL BE ASSUMED AS A "NO" OR "NONE" ANSWER

1. ARE YOU A SMOKER? YES OR NO

2 .HAVE YOU EVER BEEN EVICTED? YES OR NO

3. HAVE YOU HAD A CHECK RETURNED FOR INSUFFICIENT FUNDS IN THE PAST 2 YEARS? YES OR NO

4. DO YOU HAVE A CRIMINAL RECORD OR HAVE YOU BEEN CONVICTED OF ANY CRIME INVOLVING HARM TO PERSONS OR PROPERTY, AND/OR THE SALE, PRODUCTION OR TRANSPORTATION OF CONTROLLED SUBSTANCES? PLEASE INCLUDE TRAFFIC INFRACTIONS. YES OR NO
IF YES PLEASE LIST _____

5. HAVE YOU FILED FOR BANKRUPTCY WITHIN THE PAST 10 YEARS?
IF SO, CHAPTER 7 OR CHAPTER 13 (CIRLCE ONE)
DISCHARGED OR DISMISSED (CIRCLE ONE)
DATE: _____

6. DO YOU HAVE ANY ACCOUNTS PAID LATE MORE THAN ONCE IN THE LAST YEAR? PLEASE EXPLAIN:

NOTES TO APPLICANT: THE PHYSICAL ACCEPTANCE OF THIS APPLICATION FORM BY BEVEN & BROCK PERSONNEL DOES NOT IMPLY APPROVAL OF THIS APPLICATION. ONLY THE DELIVERY OF A FULLY SIGNED RENTAL CONTRACT WILL IMPLY FULL APPROVAL OF THIS APPLICATION.

THIS APPLICATION WILL BE DELIVERED TO THE PROPERTY MANAGER. THE PROPERTY MANAGER MAY GIVE CONDITIONAL APPROVAL PENDING THE BACKGROUND CHECKS MENTIONED BELOW. **IF THIS APPLICATION IS CONDITIONALLY APPROVED, WE WILL REQUEST A DEPOSIT IN THE AMOUNT OF 20% OF THE RENT, TO BE PAID WITHIN 24 HOURS, TO HOLD THE PROPERTY FOR YOU PENDING THESE BACKGROUND CHECKS. IF THESE BACKGROUND CHECKS VERIFY THE ACCURACY OF YOUR APPLICATION, YOU WILL BE EXPECTED TO DELIVER THE FIRST-MONTHS RENT AND THE SECURITY DEPOSIT WITHIN 2 DAYS. THIS PAYMENT MAY ONLY BE MADE BY CASHIER'S CHECK OR MONEY ORDER PAYABLE TO BEVEN & BROCK.**

FOR EACH ADULT APPLICANT (OVER 18) WE WILL NEED A GOVERNMENT ISSUED PHOTO ID. AND A SOCIAL SECURITY CARD. FOR ALL APPLICANTS WE WILL NEED TO SEE THREE RECENT PAY-STUBS OR THREE RECENT BANK STATEMENTS SHOWING A CONSISTENT MINIMUM BALANCE IN EXCESS OF FIVE MONTH'S RENT.

APPLICANT DECLARES THAT ALL OF THE STATEMENTS ARE TRUE, ACCURATE, AND FULLY REPRESENT THE APPLICANT'S RENTAL, CREDIT, FINANCIAL, AND EMPLOYMENT HISTORY. APPLICANT AUTHORIZES VERIFICATION OF THE ABOVE INFORMATION, INCLUDING BUT NOT LIMITED TO THE OBTAINING OF A BACK GROUND/CREDIT REPORT, AND AGREES TO PROVIDE ADDITIONAL CREDIT INFORMATION ON REQUEST. THE TYPICAL RENTAL CONTRACT IS FOR NINE/TWELVE MONTHS, CONVERTING TO MONTH-TO-MONTH THEREAFTER.

AS OUR CREDIT CHECKING AGENCY REQUIRES THAT THIS APPLICATION AND ALL SUBMITTED DOCUMENTS BE RETAINED BY BEVEN AND BROCK, APPLICANT AGREES THAT THIS APPLICATION AND ALL SUPPORTING DOCUMENTS WILL BE RETAINED BY BEVEN & BROCK.

DATE _____ **APPLICANT** _____

FOR OFFICE USE ONLY: _____ RENTAL HISTORY _____ WORK HISTORY _____ NET INCOME
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