



TORREY PINES PROPERTY MANAGEMENT, INC.

# APPLICATION TO RENT

Individual applications required from each occupant 18 years of age or older. *All sections must be completed.*

LAST NAME		FIRST NAME		MIDDLE NAME		SOCIAL SECURITY NUMBER	
DATE OF BIRTH		DRIVER'S LICENSE NO.		EXPIRATION DATE		STATE	
HOME PHONE NUMBER		OTHER NAMES USED IN LAST 10 YEARS		OTHER ID (MILITARY, ETC.)		WORK PHONE NUMBER	
CURRENT ADDRESS (INCLUDE ADDRESS, CITY, STATE AND ZIPCODE)							
MOVE IN DATE		MOVE OUT DATE		OWNER/MANAGER NAME AND PHONE NUMBER			
REASON FOR MOVING							
PRIOR ADDRESS (INCLUDE ADDRESS, CITY, STATE AND ZIPCODE)							
MOVE IN DATE		MOVE OUT DATE		OWNER/MANAGER NAME AND PHONE NUMBER			
REASON FOR MOVING							
PRIOR ADDRESS (INCLUDE ADDRESS, CITY, STATE AND ZIPCODE)							
MOVE IN DATE		MOVE OUT DATE		OWNER/MANAGER NAME AND PHONE NUMBER			
REASON FOR MOVING							

PROPOSED OCCUPANTS	NAME		NAME	
LIST ALL PROPOSED OCCUPANTS IN ADDITION TO YOURSELF				
WILL YOU HAVE PETS? ____ YES ____ NO	IF YES, DESCRIBE		WILL YOU HAVE LIQUID FILLED FURNITURE? ____ YES ____ NO	IF YES, DESCRIBE

CURRENT OCCUPATION OR SOURCE OF INCOME		EMPLOYER (EMPLOYER NAME, ADDRESS, CITY, STATE, ZIP)	
HOW LONG WITH THIS EMPLOYER			
SUPERVISOR'S NAME AND PHONE NUMBER			
PRIOR OCCUPATION OR SOURCE OF INCOME		EMPLOYER (EMPLOYER NAME, ADDRESS, CITY, STATE, ZIP)	
HOW LONG WITH THIS EMPLOYER			
SUPERVISOR'S NAME AND PHONE NUMBER			

CURRENT GROSS INCOME	CHECK ONE
\$ _____ PER	____ WEEK ____ MONTH ____ YEAR

NAME OF YOUR BANK	BANK BRANCH OR ADDRESS	CHECKING ACCOUNT NUMBER
		SAVINGS ACCOUNT NUMBER

**Please list ALL of your financial obligations below**

NAME OF CREDITOR	CREDITOR'S ADDRESS	PHONE	MONTHLY PAYMENT
			\$
			\$
			\$
			\$
			\$
			\$

IN CASE OF EMERGENCY NOTIFY	ADDRESS	PHONE	RELATIONSHIP
1.			
2.			

PERSONAL REFERENCES	ADDRESS	PHONE	LENGTH OF ACQUAINTANCE	OCCUPATION
1.				
2.				

MOTOR VEHICLES - MAKE	MODEL	YEAR	LICENSE NUMBER
1.			
2.			
3.			

HAVE YOU EVER FILED FOR BANKRUPTCY?	HAVE YOU EVER BEEN EVICTED OR ASKED TO MOVE?
HAVE YOU EVER BEEN CONVICTED FOR SELLING, DISTRIBUTING OR MANUFACTURING ILLEGAL DRUGS?	

Applicant represents that all of the above statements are true and correct and hereby authorizes verification of the above items, including but not limited to the obtaining of a credit report and agrees to furnish additional credit references upon request. Applicant consents to allow owner/manager to disclose tenancy information to previous or subsequent owners/managers.

Owner will require a payment of \$ \_\_\_\_\_, which is to be used to screen Applicant with regards to credit history and other background information. The amount charged is itemized as follows:

- |   |          |
|---|----------|
| 1. Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports              | \$ _____ |
| 2. Cost to obtain, process and verify screening information (may include staff time and other soft costs)         | \$ _____ |
| 3. Total fee charged (cannot exceed \$30 per applicant, which may be adjusted annually with the CPI as of 1-1-98) | \$ _____ |

The undersigned makes application to rent housing accommodations designated as:

Apt. No. \_\_\_\_\_ located at \_\_\_\_\_, the rent for which is \$ \_\_\_\_\_ per \_\_\_\_\_ and upon approval of this application agrees to sign a rental or lease agreement and to pay all sums due, including required security deposit of \$ \_\_\_\_\_ before occupancy.

\_\_\_\_\_

Date

\_\_\_\_\_

Applicant (signature required)

California Apartment Association Code for Equal Housing Opportunity: The California Apartment Association supports the spirit and intent of all local, state and federal fair housing laws for all residents without regard to color, race, religion, sex, marital status, mental or physical disability, age, familial status, sexual orientation or national origin. The California Apartment Association reaffirms its belief that equal opportunity can best be accomplished through effective leadership, education and the mutual cooperation of owners, managers and the public. Therefore, as members of the California Apartment Association, we agree to abide by the following provisions of this Code for Equal Housing Opportunity:

- ∴ We agree that in the rental, lease, sale, purchase or exchange of real property, owners and their employees have the responsibility to offer housing accommodations to all persons on an equal basis.
- ∴ We agree to set and implement fair and reasonable rental housing rules and guidelines and will provide equal and consistent services throughout our residents' tenancy
- ∴ We agree that we have no right or responsibility to volunteer information regarding the racial, creed or ethnic composition of any neighborhood and we do not engage in any behavior or action that would result in "steering".
- ∴ We agree not to print, display or circulate any statement or advertisement that indicates any preference, limitations or discrimination in the rental or sale of housing.



TORREY PINES PROPERTY MANAGEMENT, INC.

## Rental Application Guidelines

Thank you for your interest in renting a property managed by Torrey Pines Property Management, Inc. (TPPM). The following guidelines were written to let you know what information we need to process your application as quickly as possible, and to inform you of our basic rental standards.

1. The rental application, all pages, must be filled out in its entirety. Blanks not filled in will delay the processing of your application. If a blank is not applicable, please write "NA" ("Not Applicable"). An individual application is required from each occupant 18 years of age or older.
2. A valid driver's license, state ID or passport is required along with a verifiable social security number.
3. Be sure to date, sign your name and fill in the address of the property for which you are applying. We cannot process your application without these three items filled in. There is a space for this information on the second page of the application.
4. We must be able to verify your employment, income and previous rental history. Please make sure the telephone numbers you provide are accurate and include area codes. A current pay stub with year-to-date information is best for income verification. Should you be self-employed or an independent contractor, a copy of your most recent tax return is required.
5. We require combined applicants' current gross income to be approximately two and a half to three (2½-3) times the monthly rent.
6. We require combined applicants to have good credit and reference history. Your credit history will be verified by a credit report provided by a credit agency.
7. An Application Processing Fee of \$25 per applicant must be provided at the time you turn in your application. This fee includes \$16.50 for a credit report, Unlawful Detainer search and Tele-Check, plus \$8.50 for processing references. Make your check payable to TPPM. Cash will not be accepted. Please attach the Application Fee to the application. We will not perform a credit report unless items in Paragraph #4 have been satisfied. Should we not perform a credit report on your application, the \$25 application fee will be returned to you.
8. Upon approval of your application, the security deposit and first month's rent must be fully paid. Only a cashier's check or money order will be accepted for these funds. Personal checks are accepted beginning with the second month's rent.
9. Our company occupancy standard is one occupant per bedroom plus one, i.e. 2 occupants for a one bedroom, 3 for a two bedroom, etc.

You may mail or hand deliver your completed application(s) to .  
You may also fax your application; however we will not begin processing your application until we receive your Application Fee. Our fax number is (858) 454-8097.

Torrey Pines Property Management, Inc. is an Equal Housing Opportunity supporter, committed to providing excellent service to all in an efficient and friendly manner. Should you have any questions, please ask.