13245 Hawthorne Blvd Suite 201
Hawthorne, CA 90250
(310)956-1804

Screening and Rent Application

SCREENING POLICIES

1. Applicants **MUST** view the interior of the property before submitting their application.
2. Incomplete Applications or those with contingencies will not be processed.
3. An application will be processed when the application is **completely filled out**. **Two separate checks** are required, one for the screening fee(s) and one for the holding fee. The screening fee and holding fee submitted to Allure Property Management must be in the form of cash, money order or cashier's check.

IF MORE THAN ONE APPLICATION IS SUBMITTED AT THE SAME TIME: We will first process the Application that best matches the Owner's requirements. All other applicants will be notified and allowed to withdraw their application and pick up their screening & holding fee. Anyone wishing to have their application in second position can ask to hold it. Your application fees will not be deposited until the first application is denied. We will notify the applicant in second position as to the status before we deposit their screening fee and process their application.

SCREENING FEES: All adults and co-signers over 18 years old who intend to reside on the premises longer than three weeks must complete an application and pay the screening fee. The charges for screening fees are as follow: single applicant or married couple is $60.00. Please be aware, we will access a credit report and a criminal background report.

CREDIT REPORT/CRIMINAL BACKGROUND REPORT: Please be aware your screening fee pays for us to access a credit report and a criminal background report.

HOLDING FEES: The holding fee is required at the time the application is submitted. You will not be placed on a waiting list. The holding fee is not deposited until your application is approved unless you've submitted cash. Leaving the holding fee does not in any way guarantee occupancy of said premises until your application has been processed and you are notified that you have been approved.

INCOME REQUIREMENTS: At least one adult must make three (3) times the monthly rent as their gross monthly income. Because this is a community property state, the income of married couples is combined. Please provide a copy of your recent earnings statement when you submit your application. Inability to provide income verification will be a reason for denial of tenancy.

LANDLORD REFERENCE: We DO NOT accept relatives as landlord references.

PETS: A deposit or non-refundable fee is charged even if a pet is kept outside. It is our policy to require pets be neutered or spayed. We will require the tenants sign a pet Addendum that becomes a part of the Rental/Lease Agreement.

SMOKING: If you are applying for a non-smoking property you will be required to sign an addendum agreeing that no smoking will take place in the property at any time.

WATERBEDS: Liability insurance is required at the time of move in. you will be required to sign an addendum confirming insurance coverage and proof of policy.

INFORMATION REQUIRED ON THE APPLICATION

MOVE IN DATE: The date applicants intend to occupy the property must be filled in on the application. If the applicant(s) is approved, the move-in date will be the date the rent charges begin.

YOUR PHONE NUMBER: Please indicate a phone number where you can be reached while your application is being processed.

CURRENT AND FORMER ADDRESS: List the last two addresses at which you paid rent or mortgage payments, excluding those of relatives. If you are staying temporarily somewhere, do not list as your current address.

AGENT REFERENCES: If you do not have landlord references but have sold your home, give the name of the Real Estate Agent who listed and sold your house. If you own a house you are now renting indicate the person managing the property and their phone number. Provide the rent or mortgage payment amount as well as length of residency and circle which applies.

INCOME VERIFICATION:

CURRENT EMPLOYMENT: Please provide a copy of your most recent earnings statement with your application. Please indicate your current employer's name and phone number along with position and length of employment.

SELF EMPLOYED: Please provide a copy of last year's Tax Return including the schedule C form and a current Income Statement or Quarterly Tax Return with your application.

OTHER INCOME: If you are relying on income from other sources, such as Social security, Welfare, Child Support, etc., please provide documentation to verify this income at the time application is submitted.

PROCESSING THE APPLICATION

A leasing agent gives you the information on the property, shows you the property, and assists you in filling out the application. If you have any questions or concerns, please discuss them with the leasing agent before submitting the application. We hope this information is helpful and we thank you for your cooperation.

Once you have completed your application and provided the required funds and documentation, the Leasing Agent submits it to the Property Manager who will screen it and determine whether it is approved or denied. The Property Manager will be the one to notify you of the status.

WHEN YOUR APPLICATION IS APPROVED

TENANT IS RESPONSIBLE FOR SETTING UP UTILITY SERVICES: Once your application has been approved and your move-in date is schedule you are responsible for contacting the utility companies to start service in your name on the date your tenancy begins. If you are responsible for water and sewer utilities you DO NOT have to contact those companies. Those bills stay in the owner's name and they will be sent to you from our office, to be paid directly to the utility companies. Please ask your Property Manager for the names of the utility companies you are responsible for contacting if you do not know who they are.

AT TIME OF MOVE-IN: ***PERSONAL CHECKS WILL NOT BE ACCEPTED WHEN YOU SIGN THE LEASE AND RECEIVE THE KEY. MOVE-IN FUNDS MUST BE A CASHIER'S CHECK OR MONEY ORDER.*** You will be notified, and we will deposit your holding fee in the bank. The money will be credited toward your move-in funds. The Property Manager will schedule a time to meet with you. At that time you will sign the Rental/Lease Agreement, do the move-in inspection, receive the keys, and pay the remaining move-in funds. If the applicant(s), after notification of approval, chooses for any reason whatsoever not to execute a Rental/Lease Agreement with the landlord or landlord's agent, the Rental Deposit converts to a NON-REFUNDABLE placement fee.

IF YOUR APPLICATION IS DENIED

We will ask if you want your holding fee mailed to you at your current address or if you want to come in to the office and pick it up. If cash was submitted for a holding fee we will have to issue you a check.

DISCLOSURE AND AUTHORIZATION

The undersigned Applicant declares that the information contained in this Rental Application is true, complete and correct, and understands and agrees that any false statements or representations identified herein may result in rejection, without further notice, of this and any future applications for tenancy in housing managed by Allure Property Management. The undersigned specifically authorizes and directs any and all persons or entities named by applicant herein to receive, provide, and exchange with Allure Property Management, it's principals, agents and employees, any information pertaining to me, including but not limited to confidential information pertaining to my credit and payment history, my criminal history, my driving history, the opinions and recommendations of my personal and employment references, my rental history, my criminal history, my driving record, my military background, my civil listings, my educational background, and any professional licenses. I hereby waive any right of action now or hereafter accruing against any person or entity as a consequence of the release or exchange of such confidential information. By my signature below, I authorize the investigation and release of any and all information pertaining to the statements and representations contained herein, including but not limited to release of my confidential credit report to Allure Property Management, its principals and/or the owner(s) of any property which I am applying to occupy.

I further understand and agree that Allure will rely upon this Rental Application as an inducement for entering into a rental agreement or lease of real property and I warrant that the facts, matters and information contained in this Application are true, complete and correct to the best of my knowledge and belief. If any facts subsequently prove to be untrue or inaccurate in the sole discretion and determination of Allure Property Management, Allure may terminate my tenancy immediately and collect from me any damages incurred including reasonable attorney's fees resulting there from. The Rental Application and Third Party Guaranty are an integral part of the rental agreement and will be used in conjunction with all the legally binding documents and/ or agreements. After executing a rental agreement ("lease") with Allure Property Management, I understand that I am responsible for reporting any changes in the personal information contained herein, including but not limited to change of name, phone number(s), financial and employment information within 48 hours.

I understand that Allure Property Management reserves the right, in its sole discretion, to report to national credit reporting agencies my failure to fulfill any of the terms of any rental agreement subsequently executed by me, including any amendments, renewals, or extensions thereof. Subsequent consumer credit reports may be obtained and utilized under this authorization in connection with any update, renewal, modification, or extension of any Rental Agreement including any amendments thereto or regarding any collection matter, pertaining to, arising from or in conjunction with, the rental or lease of a residence for which application was made.

Beginning at the time that I tender a deposit for a property which I intended to lease, and Allure accepts such as deposit, I agree to lease the property according to the terms and conditions of the lease agreement for that property, although at the time a written lease may not be signed. The starting date for my occupancy of the property will be the first day of the property is made available for lease or an agreed upon date if different from that date. I agree that the lease agreement shall be in full force and effect from the time that my deposit is accepted, even if the initial occupancy date is after the date that the deposit is accepted. **Should you fail to execute your lease agreement, you shall forfeit 75 % of your security deposit.**

Allure Property Management welcomes all applicants and supports the precepts of equal access and "Fair Housing". Allure Property Management will not refuse access to any housing, accommodations, or other interest in property or otherwise discriminate against an applicant on the basis of age, sex, race, religion, marital/familial status, physical or mental handicap, color, creed, ethnicity, and national origin.

NOTICE OF THE CONTRACTUAL RELATIONSHIP BETWEEN THE PROPERTY OWNER AND ALLURE PROPERTY MANAGEMENT: Allure Property Management is the sole and exclusive agent of the owner of the properties listed for rent or lease and represents the property owner's interest in any and all transactions related to the rent or lease of said property.

I understand that I have the right to make written request within a reasonable period of time to the "Service provider" for additional information concerning the nature and scope of investigation. I acknowledge that I have voluntarily provided the above information for housing purposes, and I have carefully read and I understand this authorization.

APPLICATION TO RENT

Today's Date: _____
Application for Property Address: _____ Rent:_____ Desirable Move-In Date: _____
Thank you for showing an interest in our community. Help us speed your application by giving you this information completely and accurately. PLEASE PRINT.

APPLICANT(S) INFORMATION

Applicant's Name _____ Phone#_____ Email_____

Driver's Lic. No. _____ State_____ SS#_____ Date of Birth_____/_____/_____

Applicant's Name _____ Phone#_____ Email_____

Driver's Lic. No. _____ State_____ SS#_____ Date of Birth_____/_____/_____

Dependent: _____Date of Birth_____/_____/_____ Relationship to Applicant_____

Dependent: _____Date of Birth_____/_____/_____ Relationship to Applicant_____

Dependent: _____Date of Birth_____/_____/_____ Relationship to Applicant_____

Total No. of Dependents_____ Total No. of Occupants_____ Do you have any pets (Type)?_____

APPLICANT HISTORY

Present Address _____ Phone (____) _____
Street City, State Zip

Apartment Name of Landlord _____ Phone (____) _____

Date of Occupancy: _____ / _____ / _____TO _____ / _____ / _____ Monthly Rent or payment $ _____

Previous Address_____ Phone (____) _____
Street City, State Zip

Apartment Name of Landlord _____ Phone (____) _____

Date of Occupancy: _____ / _____ / _____TO _____ / _____ / _____ Monthly Rent or payment $ _____

Have you ever been convicted of a Felony? ___Yes ___No Been Evicted ___Yes ___No Broken a Lease? ___Yes ___No

If yes, describe in details: _____

INSURANCE COVERAGE

DO YOU OR A FAMILY MEMBER SMOKE? ___Yes ___No DO YOU HAVE RENTER'S INSURANCE? ___Yes ___No

DO YOU HAVE A WATERBED? ___Yes ___No (if YES, insurance coverage is required by move-in date.)

CREDIT & LOAN REFERENCES

Name_____ Account Number_____ Total Debt $_____ Monthly Pymt $ _____

Address_____ City_____ State_____ Zip_____

Name_____ Account Number_____ Total Debt $_____ Monthly Pymt $ _____

Address_____ City_____ State_____ Zip_____

Name_____ Account Number_____ Total Debt $_____ Monthly Pymt $ _____

Address_____ City_____ State_____ Zip_____

BANK INFORMATION

Name of Bank/S&L/Credit Union_____ Branch or Address_____

Checking #:_____ Approx. Bal._____ Saving #: _____ Approx. Bal._____

Name of Bank/S&L/Credit Union_____ Branch or Address_____

Checking #:_____ Approx. Bal._____ Saving #: _____ Approx. Bal._____

Other sources of income _____

IMPORTANT INFORMATION

Name of Applicant's Nearest Relative_____ Relationship_____ Phone (____) _____

Address_____ City_____ State_____ Zip _____

Name of Spouse's Nearest Relative_____ Relationship_____ Phone (____) _____

Address_____ City_____ State_____ Zip _____

Emergency contact Person_____ Relationship_____ Phone (____) _____

Address_____ City_____ State_____ Zip _____

Personal Reference _____ Relationship_____ Phone (____) _____

Address_____ City_____ State_____ Zip _____

EMPLOYER INFORMATION

Present Employer _____ Position _____

Employer's Address _____ Business Phone (____) _____ Monthly Income $_____

Supervisor: _____ Employed Since: _____ / _____ / _____

Present Employer _____ Position _____

Previous Address_____ Business Phone (____) _____ Monthly Income $_____

Supervisor: _____ Employed Since: _____ / _____ / _____

Spouse's Employer _____ Position _____

Employer's Address _____ Business Phone (____) _____ Monthly Income $_____

Supervisor: _____ Employed Since: _____ / _____ / _____

VEHICLE INFORMATION

Year and Make of Auto _____ License Plate No. and State _____

Year and Make of Auto _____ License Plate No. and State _____

Applicant hereby acknowledges payment of $42.00 as an application fee to cover the cost of a credit report and processing the applicant's Application to Rent. Landlord hereby acknowledged receipt of $150.00 as a rental deposit. Upon acceptance as a resident, said deposit will become part or all of the required security deposit.

In the event that Applicant cancels this application within seventy-two (72) hours after it has been signed. Landlord will refund the rental deposit. In the event that applicant cancels this application more than seventy-two (72) hours after it has been signed. Landlord will retain as liquidated damages the sum so paid by applicant without any additional liability whatsoever to applicant. The sum paid by applicant shall not bear interest; nor shall its acceptance by Landlord impose upon Landlord any obligation to provide applicant with an Apartment. Landlord with Applicant shall be equally bound as Landlord and Resident respectively, only under a least duly executed by both of them.

APPLICATION SUBMITTED BY:

X_____

X_____

Date: _____ / _____ / _____

APPLICATION RECEIVED BY:

X_____

Date: _____ / _____ / _____

VERIFICATION (for office use only)

EMPLOYMENT
Checked by: _____ Spoke to: _____ Date: _____ / _____ / _____

FORMER RESIDENCE
Checked by: _____ Spoke to: _____ Date: _____ / _____ / _____

CREDIT REPORT
Run by: _____ Date: _____ / _____ / _____ Number of Negatives: _____

Comments: _____

PROPERTY MANAGER APPROVAL

Comments: _____

Property Manager: _____ Date: _____ / _____ / _____

Applicant(s) is Approved _____ Decline _____ Date Notified____ / _____ / _____ By Listing Agent _____