

APPLICATION TO RENT

Tenant
 Guarantor

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

Last Name		First Name		Middle Name		Social Security Number or ITIN	
Other names used in the last 10 years				Work phone number ()		Home phone number ()	
Date of birth		E-mail address				Mobile/Cell phone number ()	
Photo ID/Type		Number		Issuing government		Exp. date	Other ID
1.	Present address			City		State	Zip
	Date in	Date out	Owner/Agent Name			Owner/Agent Phone number	
	Reason for moving					Current rent \$ /Month	
2.	Previous address			City		State	Zip
	Date in	Date out	Owner/Agent Name			Owner/Agent Phone number	
	Reason for moving						
3.	Next previous address			City		State	Zip
	Date in	Date out	Owner/Agent Name			Owner/Agent Phone number	
	Reason for moving						
Proposed Occupants: List all in addition to yourself	Name			Name			
	Name			Name			
	Name			Name			
Will you have pets?	Describe			Will you have a waterbed?		Describe	
How did you hear about this rental?							
A.	Present occupation or source of income			Employer name			
	Dates of employment		Supervisor's phone number ()		Employer address		
	Name of your supervisor			City, State, Zip			
B.	Prior occupation			Employer name			
	Dates of employment		Supervisor's phone number ()		Employer address		
	Name of your supervisor			City, State, Zip			
Current gross income \$		Per	Check one <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year		Please list ALL of your financial obligations below.		
Name of your bank		Branch or address				Account Number	



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Name of Creditor	Address	Phone Number	Monthly Pymt. Amt.	
		()		
		()		
		()		
		()		
		()		
		()		
		()		
In case of emergency, notify:	Address: Street, City, State, Zip	Relationship	Phone	
1.				
2.				
Personal References:	Address: Street, City, State, Zip	Length of Acquaintance	Occupation	Phone
1.				
2.				

Automobile: Make: _____ Model: _____ Year: _____ License #: _____

Automobile: Make: _____ Model: _____ Year: _____ License #: _____

Other motor vehicles: _____

Have you ever filed for bankruptcy? _____ Have you ever been evicted or asked to move? _____

Have you ever been convicted of selling, distributing or manufacturing illegal drugs? _____

Applicant represents that all 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/Agent to disclose tenancy information to previous or subsequent Owners/Agents.

Owner/Agent will require a payment of \$ _____, which is to be used to screen Applicant with respect 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 \$ _____

The undersigned is applying to rent the premises designated as:

Apt. No. _____ Located at _____

The rent for which is \$ _____ per _____. Upon approval of this application, and execution of a rental/lease agreement, the applicant shall 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.



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Rental Application Guidelines

Apartments & Condominiums

Thank you for your interest in renting a property managed by Torrey Pines Property Management, Inc. (TPPM). The following guidelines were written to inform you of our basic rental practices and to assist you in processing your application in the most timely and efficient manner possible.

1. The rental application (all pages) **MUST BE FILLED OUT IN ITS ENTIRETY, including date, signature and address on page 2.** Incomplete applications will be denied. If an item on the form is not applicable, please respond N/A (not applicable).
2. Each person over the age of 18 who will be occupying the unit must complete a separate application. Guarantors, if permitted, must complete an application as well. Guarantors must be a current California state resident to be eligible.
3. Applicants must provide a valid, government-issued photo ID at the time the application is submitted. Management will compare the ID to the identifying information on the application and immediately return the ID to the applicant. Management will not retain a copy of the ID until and unless the application is approved and the applicant takes possession of a unit. Guarantor ID's will not be retained even if the application is approved and the applicant takes possession of a unit.
4. We must be able to verify your source of income and previous rental history. Please make sure the telephone numbers you provide are accurate and include area codes. We will accept written proof of any legal, verifiable source of income. Sufficient proof of income includes, but is not limited to, current paystubs, bank statements, I20s, tax returns or W2s, military benefit statements, proof of retirement/investment income, Social Security, welfare, disability or other government income, spousal support, child support, student loans, or any other proof of legal, verifiable income.
5. We require individual or combined applicants current gross income to be a minimum of two and one half (2.5) times the total monthly rent. Guarantors, if applicable, are required to have a minimum current gross income of four (4) times the total monthly rent.
6. Your credit history will be verified by a credit reporting agency. **YOU WILL BE CHARGED AN APPLICATION FEE OF \$28 FOR EACH APPLICATION.** The application fee is collected by credit card when you submit your application online. If your application is dropped off in person or faxed, you may provide a check payable to TPPM. **Cash will not be accepted.** The application fee includes \$17.39 for a credit report, plus \$10.61 for verifying references.

Credit History Requirements:

- a) Maximum percentage of past due and/or derogatory credit accounts cannot exceed 20%
- b) Balance of unpaid collections cannot exceed \$1000
- c) Bankruptcies newer than 5 years will not be accepted

Rental History Requirements:

- a) No unpaid landlord collections or judgements
- b) No evictions within the past 7 years, or 5 years with proof of financial settlement
- c) No more than one late, and one returned rental payment during a 12 month period

7. Upon approval of your application, the security deposit / holding deposit and first month's rent must be paid in full with a **CASHIER'S CHECK OR MONEY ORDER (ONLY)**. Personal checks are accepted beginning with the second month's rent. We also require a one-time documentation and online set up fee (D&O) of \$12.00 upon lease signing. The D&O fee reimburses our cost for lease document preparation and online tenant portal access. **The \$12.00 D&O fee shall be paid by separate check payable to TPPM.**

You may apply online by following the link posted in all vacancy advertisements, mail or deliver your completed application(s) to 7840 Ivanhoe Avenue, La Jolla, CA 92037. Our business office is open Monday through Friday 9:00 a.m. to 5:00 p.m. Faxed applications will not begin processing until an application fee is received. Our fax number is (858) 454-1384. Additional applications and vacancy listings are available at www.torreypinespm.com.

Torrey Pines Property Management is an Equal Housing Opportunity supporter, committed to providing excellent service to everyone in a fair, efficient and friendly manner. We do not discriminate based on race, color, religion, sex, national origin, familial status, disability, age, ancestry, marital status, sexual orientation, medical condition, gender, gender identity, gender expression, source of income, genetic information, perception, association, any arbitrary characteristic, or any other protected classification under federal, state or local law. Any complaints should be directed to our corporate office at (858) 454-4200 or tenantrelations@torreypinespm.com. Should you have any questions, please ask.

(Revised 2/2016)



torreypinespm.com

ACCREDITED MANAGEMENT ORGANIZATION® Firm

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