

PROPERTY MANAGEMENT EXPERTS

"Property Management Is Our Only Business"

RENTAL UNIT DESIRED: _____

Move In Date Desired: _____

PLEASE CIRCLE HOW YOU BECAME AWARE OF THIS PROPERTY:

*PME WEB PAGE * CRAIGSLIST * PME LIST * GOOGLE * OUTDOOR SIGN * FACEBOOK * ZILLOW * TRULIA * OTHER: _____

BY PERSONAL REFERRAL: Name: _____ Address: _____ Phone #: _____

ONE APPLICATION PER ADULT (18 YRS & OLDER)

APPLICANT'S NAME	Social Security #	Date of Birth	Sex	Driver's License #	Relation to Applicant
					SELF
LIST OTHER TENANT'S BELOW					
1.					
2.					
3.					
4.					
5.					
PH. NUMBERS:	CELL ()	HOME ()	WORK ()		
EMAIL: _____					
RENTAL HISTORY: PLEASE LIST RENTAL REFERENCES FOR THE PAST TWO YEARS					
CURRENT STREET ADDRESS: _____ APT.# _____ CITY _____ STATE _____ ZIP CODE _____					
MONTHLY RENT \$ _____ ARE YOU LIVING WITH FAMILY: YES <input type="checkbox"/> NO <input type="checkbox"/> ARE YOU ON THE LEASE: YES <input type="checkbox"/> NO <input type="checkbox"/> LIVED HERE FROM _____ TO _____ REASON FOR LEAVING: _____					
LANDLORD'S NAME: _____ PHONE NUMBER : HOME () WORK ()					
PREVIOUS STREET ADDRESS: _____ APT.# _____ CITY _____ STATE _____ ZIP CODE _____					
MONTHLY RENT \$ _____ ARE YOU LIVING WITH FAMILY: YES <input type="checkbox"/> NO <input type="checkbox"/> ARE YOU ON THE LEASE: YES <input type="checkbox"/> NO <input type="checkbox"/> LIVED HERE FROM _____ TO _____ REASON FOR LEAVING: _____					
LANDLORD'S NAME: _____ PHONE NUMBER : HOME () WORK ()					

*HAVE YOU EVER RENTED FROM PME BEFORE? YES NO IF SO, WHERE? _____

Are you on Section 8 or have subsidized housing? Yes No
 Have you ever been convicted of a misdemeanor/or felony? Yes No If yes, please explain: _____
 Are you being, or have you ever been evicted or judgment? Yes No If yes, please explain: _____
 Do you owe any money to past landlord? Yes No If yes, how much: _____
 Pets: Yes No If yes: (dog/cat: breed, weight, sex & age) _____ *a photo is required
 Are you on Section 8 or have subsidized housing? ____ Yes ____ No If Yes, please provide proof of the documentation.

PLEASE PROVIDE WRITTEN VERIFICATION OF INCOME

I. EMPLOYMENT INFORMATION	Job Position	Monthly Income	Length of Employment	Supervisor's Name phone #
A. Name of Current Employer: Address:				Name: #: () Fax: ()
A. <i>Previous</i> Employer (if current is less than 2 years): Address:				Name: #: () Fax: ()
II. OTHER INCOME (must show proof)				
A. Child Support/Alimony (court ordered)				
B. SSI-Supplemental (letter from SS Office)				
C. Social Security (letter from SS Office)				
D. Pension/Retirement				
E. Other Income				
TOTAL COMBINED MONTHLY INCOME FOR PART I & II		\$		

	PERSONAL REFERENCES	
Name/Relation	Phone Number	Address/Email
1.	()	
2.	()	
	PAYEE'S INFORMATION	
1.	()	
	IN CASE OF EMERGENCY CONTACT	
1.	()	

In the event of serious illness or death, is the above listed emergency contact authorized to remove and/or store all contents found in dwelling, store rooms, and mailboxes? Yes No

VEHICLES				
Make	Year	Color	License Plate #	Owner
1.				
2.				

Banking Information

Bank _____ Street Address _____ City _____
_____ Checking _____ Savings :

Bank _____ Street Address _____ City _____
_____ Checking _____ Savings :

TO START PROCESSING YOUR APPLICATION, WE WILL NEED THE FOLLOWING DOCUMENTATION SUBMITTED WITH THE APPLICATION. WITHOUT THE NEEDED DOCUMENTS, YOUR APPLICATION WILL BE AUTOMATICALLY DENIED:

1. Copy of Drivers License or current photo identification card
2. Copy of Social Security card or document showing Social Security #
3. Current copy of one month paycheck stubs (most recent pay period)
4. Copy of last year’s W-2 (if you have not been at your job for at least 1 year)
5. If self employed, copy of last two years Income tax returns (first two pages)
6. Verification of other income:
 - A.F.D.C. verification (Food Stamps included)
 - SSI or SSA verification
 - Child Support court documents
 - Proof of Section 8 or subsidized housing
7. If you have any discrepancies on your credit that you are able to explain please attach a note of explanation. This will not guarantee an approval; however, it will be taken into consideration when processing your application.

Failure to produce documentation can cause your application to be rejected. If we determine further documentation is needed, we will contact you.

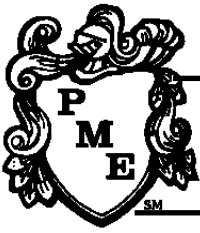
I hereby authorize Property Management Experts to obtain a consumer report, and any other information it deems necessary, for the purpose of evaluating my application. I understand that such information may include, but is not limited to, credit history, civil and criminal information, records of arrest, rental history, employment/salary details, vehicle records, licensing records, and/or any other necessary information. **I hereby expressly release Property Management Experts, and any other procurer or furnisher of information, from any liability what so ever in the use, procurement, or furnishing of such information. I understand that my application information may be provided to various local, state and/or federal government agencies, including without limitation, various law enforcement agencies.**

Dated _____ Applicant Signature _____

This application must be submitted with a \$35.00 (for an individual) processing fee. Each additional person over 18 must submit an additional \$35.00 processing fee. The processing fee is **NON-REFUNDABLE IF PME PROCESSES THE APPLICATION. ONE APPLICATION PER INDIVIDUAL.**

YOUR LEASE CAN BE TERMINATED FOR GIVING FALSE INFORMATION ON THIS APPLICATION

Mail or Fax application to our office at:
200 W. Harding Way
Stockton, CA 95204
Phone 209-465-5000
Fax 209-465-1400



PROPERTY MANAGEMENT EXPERTS

“Property Management Is Our Only Business”

RECEIPT FOR PROCESSING FEE **(NO CASH OR PERSONAL CHECKS)**

Received From: _____

Property: _____

Amount: \$ _____ Cashier's Check # _____ Money Order # _____

PME acknowledges receipt of the above as a processing fee to check income, landlord history, credit, criminal, and evictions for the above referenced persons. We will start processing your application immediately. Processing of applications normally takes one to three business days. However, the application will be processed as quickly as possible and you will then be contacted. If your application is approved, you will need to submit the security deposit in a cashier’s check or money order within 24 hours of acceptance.

Your processing fee pays for the following costs incurred by PME:

Processing Fee charges to:	Each Applicant:
	\$35.00
Acceptance & Preliminary Analysis of Application	10.00
Credit Report including operator time	7.00
Eviction Check including operator time	9.00
Review of Application	9.00
Minimum Cost to PME to process application	-35.00

You must pay the \$35 (for an individual), an additional \$35.00 application fee will be charged for each co-tenant.

Failure to produce documentation can cause your application to be rejected. If we determine further documentation is needed, we will contact you. The processing fee is **NON-REFUNDABLE IF PME PROCESSES APPLICATION.**

I have received and read the STATEMENT OF RENTAL POLICY on the back of this receipt.

PME: _____ Date: _____

Applicant: _____ Date: _____

200 W. Harding Way, Stockton, CA 95204-5607 ● (209) 465-5000 ● FAX (209) 465-1400

PROPERTY MANAGEMENT EXPERTS

STATEMENT OF RENTAL POLICY

1. **We are an equal opportunity housing provider.** We fully comply with the Federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin. We also comply with all state and local fair housing laws.
2. **Housing availability policy.** Rental units become available when they are ready to rent. A vacant unit will not be deemed available until it has been cleaned, and prepared for a new resident. We update our list of available rental units as each unit becomes available. A rental unit that was unavailable in the morning may become available later that same day.
3. **Occupancy guidelines.** To prevent overcrowding and undue stress on plumbing and other building systems, we restrict the number of people who may reside in a unit. In determining these restrictions, we adhere to all applicable fair-housing laws. We allow two persons per bedroom per rental unit. For example, a two bedroom rental unit could house four people, and a three bedroom rental unit could house as many as six people.
4. **Application process.** We evaluate every application in the following manner. You must submit a rental application and answer all questions on the form. All adults living in the rental unit must complete an application and meet qualification requirements. **You must pay the \$35 (for an individual). An additional \$35 application fee will be charged for each co-tenant.** We will determine whether, from your responses to the application questions, you qualify for the unit you are applying for. If you do not, we will reject your application. If you do pass, we will run your credit and eviction report, and if that passes, we will call your landlord and employer to verify that they meet our criteria. Lastly, we will run a criminal background on you. If you meet our criteria, we will approve your application. This process takes up to two to four business days **and starts at the time that a completed application, ALL of the needed documents and the processing fee has been received in our office.**

We process only one application at a time for any of our rental units. If you are interested in renting a property that has an application pending on it, we can accept back-up applications. You will not be asked to pay an application fee if you submit a back-up application. If the first application is rejected, we will call the person(s) who submitted the first back up and give them an opportunity to apply and at that time collect the fee.

5. **Rental criteria.** To qualify for a unit at PME, you must meet the following criteria:
 - a. **Income.** You should have 1 year of employment and your combined monthly income should be at least 2 ½ times the monthly rent and must be verifiable. If your income is not verifiable, you must have at least 6 months of rent in a checking or savings account consistently and must show proof of this with 6 months of bank statements. If you have been a full-time student at any time within the past year, we may require you to have your lease guaranteed. If you are not employed, you must provide proof of a source of income.
 - b. **Rental history.** You must have satisfactory rental references from at least two prior landlords (excluding renting from family members) or for at least the last two years. If you have ever been evicted or sued for any lease violation, we may reject your application.
 - c. **Credit history.** Your credit record must currently be satisfactory. If your credit history shows any unpaid debts, we may reject your application. If you have more than 3 collections within the past 3 years and/or totaling over \$2500 in debt (including judgements or liens) you may be denied. If you have a bankruptcy within the past 5 years or an open bankruptcy your application may not be approved.
 - d. **Guarantors.** If you do not meet one or more of the above criteria, you may be able to qualify for the rental unit if you can get a third party to guarantee your lease. The guarantor must complete the same application and screening process that you must pass. However, we will deduct the guarantor's own housing costs before applying his or her income to our income standard, they must have excellent credit, and either own their home or have a minimum of 3 years rental history at the same current residence. A guarantor must make a minimum of four times the rent to qualify. **The fee for an individual guarantor (co-signor) is \$35.00.**
 - e. **Criminal history.** If you have ever been convicted of a misdemeanor or a felony within the last 5 years, we may reject your application.
 - f. **Pets.** Not all properties allow pets in their units. We reserve the right to refuse to rent to dogs who are perceived to have vicious reputations (ie: Rottweiler, Doberman Pinschers, Pit Bulls). You maybe required to pay an additional deposit and/or be required to have pet insurance for any pets. There is an exception for doctor prescribed companion animals, please ask the applications department for specifics.
6. The first month of rent and the security deposit must be paid before tenant(s) can take possession of the unit.



PROPERTY MANAGEMENT EXPERTS

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Prospective Tenant:

Please be advised that if your application is not filled out completely (front and back) with correct numbers for your landlord(s) and employer(s), your application may be denied.

If you do not have a picture ID (it does not have to be a driver's license), your social security card or proof of the number (can be on your check stub), or proof of income (see back of application for details), your application may be denied.

If we are unable to contact your landlord or verify employment within two (2) working days, your application may be denied. You can help by letting your landlord or employer know that we will be calling and the importance of returning the call.

By completing the application fully, bringing in all of the needed back up documents, and helping to make sure that your references respond to my call, you will help to prevent delay in processing your application.

Thank you for helping me to serve you better and complete your application in a timely manner.

**Applications Department
209-465-5000**

DEPOSIT

Applicant Name: _____

(Please Print)

I understand that once my application is approved, I must pay the deposit within 24 hours of notification. If the deposit is not paid in full I understand PME will automatically process the next application.

I also agree, if the property is ready to rent, I will take possession within seven (7) days from the approval date of my application.

Methods of acceptable Payment:

- ◆ **Cashiers Check**
- ◆ **Money Order**

CASH IS NOT ACCEPTED

Applicant Signature: _____ Date: _____