

Southern California Real Estate Management, Inc
26639 Valley Center Drive, Suite 108
Santa Clarita, CA 91351-2369
DRE License # 00969557
Office – (661) 255-7600 Fax – (661) 255-8012

APPLICATION TO RENT/LEASE RESIDENTIAL REAL PROPERTY

All Persons 18 and older are required to submit an application.

Please complete ALL fields.

(One Application Per Adult)

Property Applying for: 1st Choice _____
2nd Choice _____
3rd Choice _____

Date you are willing to start a lease: _____

Lease term you are willing to sign:

☐ 1 Year ☐ 6 Months ☐ Month to Month ☐ Other _____

I have been shown the inside of the property: ☐ Yes ☐ No and I ACCEPT IT IN THE CONDITION I VIEWED IT or I am requesting the following items be done as a condition of my acceptance of the property:

SCREM does not guarantee property owners will comply with all requests.

Do you intend to operate a business from your residence? ☐ No ☐ Yes...Explain: _____

Do you have any RV vehicles, trailers, boats, or TRUCKS OF ANY KIND that you intend to keep at the rental property? ☐ No ☐ Yes
If Yes...Please list vehicles & weight: _____

Does your vehicle have tool racks and/or signage? ☐ No ☐ Yes

Do you have any negative credit or evictions that you want to explain prior to a credit check? ☐ No ☐ Yes...Explain: _____

Do you or any other persons intending to occupy the property smoke? ☐ No ☐ Yes

Are they willing to only smoke outside? ☐ No ☐ Yes

Provide a recent pay stub with your application, or if you are self employed, please provide current income documentation. Additional income documentation may be requested (i.e.; bank statements, income tax statements, etc)

☐ I am NOT requesting a copy of my credit report.

Or

☐ I am requesting a copy of my credit report and have included and extra \$5.

(A copy of your credit report will be mailed to your present address as listed on your application).

APPLICATION SCREENING FEE: \$25.00

COPY OF CREDIT REPORT: \$5.00

All application processing fees are deposited into our bank upon receipt. If your application is not processed, refunds will be issued after sufficient time has passed for your check to clear.

PLEASE NOTE THE PROPERTY IS NOT AVAILABLE ON A FIRST COME FIRST SERVED BASIS. APPLICATIONS ARE PROCESSED IF YOU HAVE SELECTED AT LEAST ONE PROPERTY, THE PROPERTY IS AVAILABLE, ANOTHER APPLICANT IS NOT BEING PROCESSED AND IF MORE THAN ONE APPLICATION IS RECEIVED YOURS IS CHOSEN TO PROCESS. ALL APPLICATIONS FOR THE SAME PROPERTY MAY NOT BE PROCESSED. OUR FIDUCIARY RESPONSIBILITY IS TO THE OWNER OF THE PROPERTY.

Pursuant to Section 290.46 of the Penal Code, information regarding sex offenders is made public via the internet at www.meganslaw.ca.gov

OFFICE USE ONLY:

APP. FEE RECEIVED \$ _____ CASH _____ CHECK _____

DATE RECEIVED _____ I. D. CHECKED _____ LOGGED IN _____

APPLICANT'S PERSONAL DATA:

() () () @
 Your Home Phone Your Work Phone Your Cell Phone Email Address

Full Name: FIRST	MIDDLE	LAST	JR, SR, II, etc	Social Security #	Driver License #	State
All other names by which you have been known:						Birth Date

OTHER PERSONS TO OCCUPY THE PROPERTY: (Include ALL adults and minors)

Full Name	Relationship	Birth Date	Occupation

RESIDENCE HISTORY: (List ALL residences for at least past 5 years. START WITH PRESENT RESIDENCE.)

Street Address	City	State	Zip	Date In	\$ Rent/Mo or Mortgage	Landlord Name & Phone #
Present						
Past						
Past						

EMPLOYMENT/INCOME HISTORY:

Company				Position or Occupation	Start Date	Monthly Wage
Name	Address	Phone				
Current						
Current 2 nd Job						
Past						
Alimony/ Child Support						
Retirement/ Social Security						
Investments						

BANKING INFORMATION:

Bank, S & L or CU Name	Branch	Phone	Account Number	Date Opened	Present Balance

(Continued)

PERSONAL REFERENCES: (Not Related)

Full Name	Relationship (i.e. Friend, Employer)	Address	Phone #	Phone # 2

NEAREST RELATIVE: (Not Living With You)

Full Name	Relationship (Parent, son/daughter)	Address	Phone #	Phone # 2

IN CASE OF EMERGENCY NOTIFY:

Full Name	Relationship	Address	Phone #	Phone # 2

AUTOMOBILES:

Make	Model	Year	License Number	Insurance Co.

ACTIVE CREDIT ACCOUNTS:

Creditor	Year Opened	Creditor	Year Opened

	Yes	No
HAS ANY CIVIL JUDGMENT BEEN ENTERED AGAINST YOU FOR THE COLLECTION OF A DEBT IN THE PAST 10 YEARS?	<input type="checkbox"/>	<input type="checkbox"/>
DO YOU HAVE OR INTEND TO HAVE WATER FILLED FURNITURE IN THE RENTAL UNIT?	<input type="checkbox"/>	<input type="checkbox"/>
DO YOU HAVE OR INTEND TO HAVE ANY PETS IN THE RENTAL UNIT?	<input type="checkbox"/>	<input type="checkbox"/>
HAVE YOU FILED FOR BANKRUPTCY IN THE PAST 10 YEARS?	<input type="checkbox"/>	<input type="checkbox"/>
HAVE YOU EVER BEEN EVICTED OR REFUSED TO PAY RENT FOR ANY REASON?	<input type="checkbox"/>	<input type="checkbox"/>
HAVE YOU OR DO YOU INTEND TO POSSESS, SELL OR USE ILLICIT DRUGS OR NARCOTICS IN OR ABOUT YOUR RESIDENCE?	<input type="checkbox"/>	<input type="checkbox"/>
HAVE YOU EVER BEEN CONVICTED FOR A FELONY OR MISDEMEANOR?	<input type="checkbox"/>	<input type="checkbox"/>
IF ANY QUESTION ABOVE HAS BEEN ANSWERED "YES", PLEASE EXPLAIN:		
HOW DID YOU HEAR ABOUT THIS VACANCY?	IF ACCEPTED, HOW LONG DO YOU EXPECT TO STAY?	

The undersigned Applicant hereby offers to rent/lease real property described herein as THE PROPERTY.

Applicant has no rights to said property until a Rental Agreement/Lease is duly executed **after** the approval of this Application.

A non-refundable credit check fee of \$25.00 to process this Application will be given by Applicant to Agent when this Application is turned in for processing.

Applicant represents all information in this Application to be true and accurate and authorizes Agent and its employees to verify said information in person, by mail, phone, fax, or otherwise, to help determine Applicant's rental, credit, financial and character standing. Applicant hereby releases Agent, its employees, and all other firms or persons investigating or supplying information, from any liability whatsoever concerning the release and/or use of said information and further, will defend and hold them all harmless from any suit or reprisal whatsoever. All holders, public and private, of any such information are hereby authorized to release, without reservation or limitation, any and all such information they have concerning Applicant and in so doing, will be acting on Applicant's behalf at Applicant's request and will be held blameless and without any liability whatsoever. A copy, fax, or other reproduction of this Authorization shall be as effective as the original.

_____ X _____
 Dated Applicant's Signature Applicant's Name (PRINTED)

When you are approved for a property you must sign your lease within 48 hours of your approval or you may lose your priority position and the owner may have us process any back-up applications.

At your lease signing, you will need to bring a cashiers check or money order (NO CASH or personal checks) for the Security Deposit plus the rent or prorated rent amount payable to Southern California Real Estate Management, Inc. or S.C.R.E.M. Inc.

Property Showing Policy & Application Processing Procedures

- The properties we show are currently for rent or lease.
- We continue to show a property until a rental agreement/lease is executed.
- Once an applicant is approved we will inform any other applicants and anyone with an appointment to see that property or who inquires about that property, that we have an "Approved Applicant".
- You may submit an application as a back up in case an approved applicant withdraws or an application is in process. We recommend you provide two or three choices of properties on your application.
- If a property is rented to someone else, you may still apply for another property. You do not have to fill out a new application, just inform us what other property you would like to apply for now.
- Applications and credit reports are good for 45 days.
- An application will not be processed if it is incomplete or if co-applicants have not submitted their applications or if fees have not been paid.
- If there are co-applicants on your application, agent is only responsible for contacting one applicant. Applicants are responsible for communicating with each other and advising agent of their decisions.
- The decision to approve or decline an applicant based on applicant's qualifications is the property owner's.
- Current SCREM tenants: You will need to fill out a new application. If your rental history is excellent (No late payments or NSF checks), we will waive your application fee. However, if you would like a copy of your credit report, the \$5.00 fee is required.
- SCREM supports Equal Housing Opportunity. We do not discriminate in the rental of dwellings based on race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents of legal custodians, pregnant women, and people securing custody of children under the age of 18), and handicap (disability).

Security Deposit Policy

- We collect the first rental payment and the security deposit in advance. If your lease starts on a day other than the first, your initial rental payment will be more or less than one months rent (prorated).
- We do not collect a "last months rent" in advance.
- We require a MINIMUM Security Deposit equal to one months rent.
- The MAXIMUM Security Deposit is equal to twice the rent amount (unfurnished properties).
- If you have pet(s), your Security Deposit will be higher.
- If you have had or have credit problems, have no credit history, no rental history or a bankruptcy your Security Deposit may be higher than the minimum.
- If you have not been on your job for very long or your income stability is unknown, your Security Deposit may be higher.
- Your Security Deposit is fully refundable based on the condition of the property and any unpaid charges at the time you move out, pursuant to Civil Code Section 1950.5.