

General Rental Application Guidelines

1. All sections of the rental application must be complete.
2. The following items must be attached to the application. Non verification or non-submittal of any of the requirements listed below will constitute an incomplete application and will not be accepted.
 - a. Copy of a Social Security Card for each adult applicant
 - b. Verification of a Driver's License or California Identification
 - c. Copy of most recent/prior year's Income Tax Return
 - d. Copy of pay check stub for one month per applicant
 - e. Completed Income Computation Form
3. Applicants cannot exceed "Affordable Rent" income limits applicable to Redevelopment Agency affordable housing programs for the San Bernardino County. For example, refer to chart below.

Income Level	2 person	3 person	4 person	5 person	6 person
Very low	\$26,650	\$29,950	\$33,300	\$35,950	\$38,650
Moderate	\$59,500	\$67,700	\$74,400	\$80,400	\$86,300

4. Collect a processing fee of \$30.00 per individual over the age of 18 for processing credit and criminal history background check.
5. First month rent and security deposit will be required at the time of rental in the form of money order or cashier's check.
6. A separate Rules and Regulations document serves as an Addendum to the Rental Agreement.
7. Applications for Canoga units must be submitted to the on-site manager during open business hours at 4820 Canoga Street, Apt. J, 909-624-8123. Applications for other units must be submitted to Orlando Cintron at 3520 Cadillac Avenue, Suite B Costa Mesa, 714-751-2787X216. The properties are managed by J. D. Property Management Inc., and are owned by the City of Montclair Redevelopment Agency/Montclair Housing Corporation. Download application: www.jdproperty.com

(Revised April 2009)

APPLICATION TO RENT

(All sections must be completed) Individual applications are required for each individual 18 years of age or older. If a section does not apply to you, please enter N/A – not applicable.)

Last Name	First Name	Middle Name	Social Security # - -	
Other names used in the past	Date of Birth / /	Home # () -	Work # () -	
Government Issued Photo ID Type	ID#	Issued by	Expiration Date / /	
Present Address	City	State	Zip	Move in date / /
				Move out date / /
Reason for moving		Landlord/Owner Name and phone number () -		
Previous Address (if less than three years at present):				
Address	City	State	Zip	From/to
Landlord name		Landlord phone number () -		
List all proposed occupants:				
Last Name	First	Middle	Date of Birth / /	
Last Name	First	Middle	Date of Birth / /	
Last Name	First	Middle	Date of Birth / /	
Last Name	First	Middle	Date of Birth / /	
Employment and/or source of income	Do you own property?		Yes	No
Present Employer	Address/City	State	Zip	Employment dates from/to
Name of supervisor and phone # () -	Full or part time	hourly rate \$	gross monthly income \$	
Previous Employer (if less than one year at currently employer):				
Employer	Address/City	State	Zip	Employment dates from/to
Other income/source				
Name of supervisor and phone # () -	Full or part time	hourly rate \$	gross monthly income \$	
Name of your bank/Address	City	State	Account #	
			Checking	
			Savings	

Name of creditors	Acct #	Monthly Payment	Balance
		\$	\$
		\$	\$
		\$	\$
		\$	\$
Do you have any pets? Yes No What Kind? Liquid Filled Bed? Yes or No			
Have you ever been evicted? Yes No Have you ever filed for bankruptcy? Yes No			
Have you ever been convicted of a misdemeanor and/or felony? Yes No			
If yes, explain:			
Automobile: Make:	Model:	Year:	License:
Automobile: Make:	Model:	Year:	License:
Emergency notification:			
Name	Address, Street, City, State, Zip Code	Phone #	Relationship
1.			
2.			
<p>Applicant represents that all the above statements are true and correct and hereby authorizes verification of the above information including, but not limited to, obtaining a credit report, processing criminal background, and verifying any and all employment and personal references. Applicant consents to allow owner/agent to disclose tenancy information to previous or subsequent owners/agents.</p> <p>Owner/agent will require a payment of \$30.00 per applicant to be used for screening applicant with reference to credit, criminal, employment, and personal background information. Said fee is non-refundable and is not applied to rent and/or security of rental unit.</p> <p>The rent for unit is \$_____ per month. A security of \$_____ will be due upon approval of application and at time of signing/executing the monthly rental agreement and accepting rules and regulations.</p>			
Applicant Signature		Date	
_____		_____	
Office Use	Date application picked up	Date submitted	
Family size	Monthly Income	Annual Income	Very Low/Low/Moderate Rent Unit/address