

APPLICATION GUIDELINES AND POLICIES

Thank you for applying to rent a property managed by Bratty & Bluhm Property Management. Because of the competitive nature of our rental market on the Monterey Peninsula, we recommend that you continue searching even after you complete an application. The following pieces of information will be used to make our final decision. They are not in order of importance and are for representation purposes only. Our goal is always to select the applicant(s) who is MOST QUALIFIED.

- Job stability (time on the job)
- Income (Amount, verifiability, stability, reserves)
- Desired length of occupancy (typically a year lease)
- Credit History
- Current rent you are paying now \$ _____
- Special requests or circumstances/pets
- Landlord references (existing and previous)
- Personal/employment references

To be considered as a potential tenant the following items must be submitted at the same time to ensure timely processing. (We do not accept credit reports brought to us)

- 1) **Complete an application for each person that will be living in the unit that is 18 years and older. If you will have a co-signor they must also complete an application in its entirety.**
- 2) **Submit last 2 month's pay stubs and last 2 month's checking and savings account statements. Summary pages only - no account numbers needed**
- 3) **A \$30.00 non-refundable processing fee for each application will be collected in either cash or cashier's check at the time you submit your application(s). Everyone 18 years and older must complete an application and pay the processing fee.**

When applying you are doing so without promise or guarantee of the unit that you are applying for. If you are not selected as the tenant we will not discuss the "whys or ifs". This policy is to protect the privacy of all that apply and the comparison nature of applications is such that we do not divulge information about another's suitability as a potential tenant. We will not hesitate to exercise our right to decline an application if an applicant or proposed occupant is discourteous, uncooperative, demanding or belligerent to the staff at Bratty & Bluhm Property Management.

Bratty & Bluhm Property Management will assist all applicants without regard to race, creed, sex, religion, national origin, familial status, handicap, ancestry, physical or mental disability, medical condition, marital status, citizenship status, military service status, sexual orientation, source of income, or age.

Thank you again for your interest in one of our properties.

Signature

Date

If approved, you will be required to provide a copy of a photo i.d. and purchase Renter's Insurance with a minimum liability coverage of \$500,000.



APPLICATION TO RENT/SCREENING FEE

(C.A.R. Form LRA, Revised 11/13)

I. APPLICATION TO RENT

THIS SECTION TO BE COMPLETED BY APPLICANT. A SEPARATE APPLICATION TO RENT IS REQUIRED FOR EACH OCCUPANT 18 YEARS OF AGE OR OVER, OR AN EMANCIPATED MINOR.

1. Applicant is completing Application as a (check one) [] tenant, [] tenant with co-tenant(s) or [] guarantor/co-signor. Total number of applicants _____

2. PREMISES INFORMATION Application to rent property at _____ ("Premises") Rent: \$ _____ per _____ Proposed move-in date _____

3. PERSONAL INFORMATION A. FULL NAME OF APPLICANT _____ B. Date of Birth _____ (For purpose of obtaining credit reports. Age discrimination is prohibited by law.) C. Social Security No. _____ Driver's License No. _____ State _____ Expires _____ D. Phone Number: Home _____ Work _____ Other _____ E. Email _____ F. Name(s) of all other proposed occupant(s) and relationship to applicant _____

G. Pet(s) or service animals (number and type) _____ H. Auto: Make _____ Model _____ Year _____ License No. _____ State _____ Color _____ Other vehicle(s): _____ I. In case of emergency, person to notify _____ Relationship _____ Address _____ Phone _____ J. Does applicant or any proposed occupant plan to use liquid-filled furniture? [] No [] Yes Type _____ K. Has applicant been a party to an unlawful detainer action or filed bankruptcy within the last seven years? [] No [] Yes If yes, explain _____ L. Has applicant or any proposed occupant ever been convicted of or pleaded no contest to a felony? [] No [] Yes If yes, explain _____ M. Has applicant or any proposed occupant ever been asked to move out of a residence? [] No [] Yes If yes, explain _____

4. RESIDENCE HISTORY Current address _____ City/State/Zip _____ From _____ to _____ Name of Landlord/Manager _____ Landlord/Manager's phone _____ Do you own this property? [] No [] Yes Reason for leaving current address _____ Previous address _____ City/State/Zip _____ From _____ to _____ Name of Landlord/Manager _____ Landlord/Manager's phone _____ Did you own this property? [] No [] Yes Reason for leaving this address _____

5. EMPLOYMENT AND INCOME HISTORY Current employer _____ Current employer address _____ From _____ To _____ Supervisor _____ Supervisor phone _____ Employment gross income \$ _____ per _____ Other income info _____ Previous employer _____ Prev. employer address _____ From _____ To _____ Supervisor _____ Supervisor phone _____ Employment gross income \$ _____ per _____ Other income info _____

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Applicant's Initials (_____) (_____)

Reviewed by _____ Date _____



Property Address: _____ Date: _____

6. CREDIT INFORMATION

Name of creditor	Account number	Monthly payment	Balance due

Name of bank/branch	Account number	Type of account	Account balance

7. PERSONAL REFERENCES

Name _____ Address _____
 Phone _____ Length of acquaintance _____ Occupation _____
 Name _____ Address _____
 Phone _____ Length of acquaintance _____ Occupation _____

8. NEAREST RELATIVE(S)

Name _____ Address _____
 Phone _____ Relationship _____
 Name _____ Address _____
 Phone _____ Relationship _____

Applicant understands and agrees that: (i) this is an application to rent only and does not guarantee that applicant will be offered the Premises; (ii) Landlord or Manager or Agent may accept more than one application for the Premises and, using their sole discretion, will select the best qualified applicant, and (iii) Applicant will provide a copy of applicant's driver's license upon request.

Applicant represents the above information to be true and complete, and hereby authorizes Landlord or Manager or Agent to: (i) verify the information provided; and (ii) obtain a credit report on applicant and other reports, warnings and verifications on and about applicant, which may include, but not be limited to, criminal background checks, reports on unlawful detainers, bad checks, fraud warnings, employment and tenant history. Applicant further authorizes Landlord or Manager or Agent to disclose information to prior or subsequent owners and/or agents.

If application is not fully completed, or received without the screening fee: (i) the application will not be processed, and (ii) the application and any screening fee will be returned.

Applicant _____ Date _____ Time _____

Return your completed application and any applicable fee not already paid to: **Bratty & Bluhm Property Management**
Address **572 Lighthouse Ave Suite A** City **Pacific Grove** State **CA** Zip **93950**

II. SCREENING FEE

THIS SECTION TO BE COMPLETED BY LANDLORD, MANAGER OR AGENT.

Applicant has paid a nonrefundable screening fee of \$ **30.00**, applied as follows: (The screening fee may not exceed \$30.00, adjusted annually from 1-1-98 commensurate with the increase in the Consumer Price Index. A CPI inflation calculator is available on the Bureau of Labor Statistics website, www.bls.gov. The California Department of Consumer Affairs calculates the applicable screening fee amount to be \$42.06 as of 2009.)

\$ **16.95** for credit reports prepared by **LeasingDesk of Real Page, Inc.** ;
 \$ _____ for _____ (other out-of-pocket expenses); and
 \$ **13.05** for processing.


The undersigned has read the foregoing and acknowledges receipt of a copy.

Applicant Signature _____ Date _____

The undersigned has received the screening fee indicated above.

Landlord or Manager or Agent Signature _____ CalBRE Lic. # _____ Date _____

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Reviewed by _____ Date _____





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CONSENT TO BACKGROUND AND REFERENCE CHECK

I authorize Bratty and Bluhm Property Management to obtain information about me from my credit sources, current and previous landlords and employers and personal references. I authorize my credit sources, credit bureaus, current and previous landlords and employers and personal references to disclose to Bratty and Bluhm Property Management such information about me as Bratty and Bluhm Property Management may request.

Name (please print clearly)

Address

Phone Number

Applicant Signature

Date