

## Application Information

### **PLEASE DO NOT SIGN THIS DOCUMENT WITHOUT READING IT!**

#### **Proud member of the City of Modesto Multi-Housing Crime Free Program.**

*You must make an appointment and view the inside of unit prior to submitting an application.* Please fill out the front and back of the application legibly and completely. If an item does not apply to you, write N/A. Submit all required documentation with your application. **You must sign the application;** we cannot process unsigned applications, incomplete applications, or applications missing documents. Each person 18 years or older who will be residing in the unit must submit an application *in person* at our office. **You must call to make an appointment to submit the application. Each applicant must appear in person at our office** and show two forms of ID. One must be a current, government-issued picture ID. The application process can take 3-5 days.

We run credit and unlawful detainer reports on each applicant. We may contact each rental reference, the applicant's current employer, and we may check publicly available information, such as court or public access legal records.

We ask for a Social Security Number (SSN) to run a credit report. If an applicant does not have a SSN, we can use an Individual Taxpayer Identification Number (ITIN). If an applicant does not have a SSN or ITIN, we will attempt to run a credit report using other identifying information such as name, date of birth and address. If we are unable to obtain a credit report, we will use the Alternative Credit Verification Methods listed on the back of this page.

#### **Minimum Qualifications**

*Income:* Combined gross income from all applicants must equal a minimum of 2.5 the rent if the rent is \$895 and below. Combined gross income from all applicants must equal a minimum of 3 times the rent if the rent is above \$895. Proof of income is required. If an applicant is submitting paycheck stubs as proof of income, please submit the last two most recent stubs if paid bi-weekly or monthly; the last four most recent stubs if paid weekly. If an applicant's income is from a government agency the eligibility letter is required. If the income is from court-ordered payments, proof of receipt of this income must be provided, the court order itself does not establish receipt of these payments. We do count food stamps as income with proof of eligibility.

*Credit Report:* A credit report will be run on each applicant. To pay the minimum deposit the credit score must be 600. If credit cannot be obtained or the credit score is between 550-599, the deposit will be doubled. *All other minimum qualifications must be met.*

*Rental History:* A minimum of three year's rental history is required. Rental history must be verifiable. If three years of rental history cannot be obtained the deposit will be doubled. *All other minimum qualifications must be met.* An applicant will be denied if rent has been late more than two times per year, has an eviction within the last seven years, owes a landlord or agency monies owed due to their tenancy or has a current legal action in progress due to their current or previous tenancy.

*Bankruptcy:* This is acceptable if new credit has been established that meets the above guidelines and the bankruptcy has been discharged or dismissed for at least one year. Applications will be denied if a bankruptcy is not fully discharged.

**Failure to meet *one* of the minimum qualifications *can* result in double the deposit as outlined above (or denial of the application). Failure to meet *two or more* minimum qualifications *will* cause the application to be denied.**

**Fees**

There is a \$30.00 *non-refundable* fee per application. Each person 18 years or older must submit an application in person and pay the fee. **Money order or cashier's check only.** We do not accept personal checks or cash for application fees. This fee covers the cost of obtaining a credit report or verifying credit, conducting an unlawful detainer search, verifying references, and administrative time.

**Move-In Process**

Once applicants are approved, a date for move-in is set. The security deposit must be paid within 1 business day after applicant is approved. The full first month's rent must be paid before move-in. **The first month's rent plus deposit must be paid by money order or cashier's check.** Personal checks will not be accepted for move-in. Thereafter, we accept payments using personal checks, money order or cashier's check, or online through the tenant portal. We do not accept cash, credit or debit cards in the office. \_\_\_\_\_(please initial here).

*All applicants 18 years or older* must sign the rental agreement prior to the move-in date or keys will not be issued. Rental agreements are signed in our office only.

Submission of an application and payment of application fee does not guarantee or imply any applicant is or will be approved. If an applicant is not chosen for the unit he or she applied for, we may offer other units for which we believe he or she is qualified. *Do not submit this application if you do not agree with these requirements.*

I have read and understand the above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**Alternate Credit Verification Methods**

If Heritage Property Management (HPM) is unable to obtain a credit report using a social security number (SSN), Individual Taxpayer Identification Number (ITIN) or other identifying information, an applicant can submit the following documents (**PLEASE NOTE! This does not apply to you if we are able to obtain a credit report.**):

- 1) Receipts showing on-time and in-full rental or mortgage payments for the past six (6) months.
- 2) Receipts or statements showing on-time and in-full payments for the past six (6) months from two (2) utility companies or other regular monthly bills. Utility companies include, but are not limited to:
  - a. Phone company
  - b. Electric company
  - c. Gas company
  - d. Cable/Satellite company
  - e. Water/Sewer or garbage

If an applicant cannot provide the above documents, the applicant may have a guarantor submit an application for consideration. The guarantor is required to follow the same application procedures as a potential tenant and is subjected to the same criteria to qualify.

Tenant  
 Guarantor

Name of Applicant: \_\_\_\_\_

## APPLICATION TO RENT

**Submit to: Heritage Property Management, 1214 11th Street, Suite 5, Modesto, CA 95350 (209) 521-8072**

(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		Landlord Name		Landlord phone number	
Reason for moving out						Current rent \$ /Month	
2.	Previous address			City		State	Zip
Date in		Date out		Landlord Name		Landlord phone number	
Reason for moving out						Rent at move-out \$ /Month	
3.	Next previous address			City		State	Zip
Date in		Date out		Landlord Name		Landlord phone number	
Reason for moving out						Rent at move-out \$ /Month	
Proposed Occupants: List all in addition to yourself	Name			Name			
	Name			Name			
	Name			Name			
Are you a service member? <input type="checkbox"/> Yes <input type="checkbox"/> No							
Do you have pets?		Describe			Do you have a waterbed?		Describe
How did you hear about this rental?							
A.	Current Employer Name			Job Title or Position		Dates of Employment	
Employer address				Employer/Human Resources phone number ( )			
City, State, Zip				Name of your supervisor/human resources manager			
Current gross income		Check one					
\$		Per		<input type="checkbox"/> Week		<input type="checkbox"/> Month	<input type="checkbox"/> Year
B.	Prior Employer Name			Job Title or Position		Dates of Employment	
Employer address				Employer/Human Resources phone number ( )			
City, State, Zip				Name of your supervisor/human resources manager			
Other income source _____ Amount \$ _____ Frequency _____							
Other income source _____ Amount \$ _____ Frequency _____							



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Tenant  
 Guarantor

Name of Applicant: \_\_\_\_\_

Name of your bank	Branch or address	Account Number	Type of Acct

Please list ALL of your financial obligations below.

Name of Creditor	Address	Phone Number	Monthly Pmt. 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? \_\_\_\_\_



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- Tenant
- Guarantor

Name of Applicant: \_\_\_\_\_

**NOTICE REGARDING CALIFORNIA INVESTIGATIVE CONSUMER REPORTING AGENCIES ACT**

Landlord does not intend to request an investigative consumer report regarding the Applicant.

Unless the box above is checked, Landlord intends to request an investigative consumer report regarding the Applicant's character, general reputation, personal characteristics, and mode of living. Under Section 1786.22 of the California Civil Code, the files maintained on you by the investigative consumer agency shall be made available to you during business hours and on reasonable notice, provided you furnish proper identification, as follows: (1) You may appear at the investigative consumer reporting agency identified below in person, (2) you may make a written request for copies to be sent by certified mail to a specified addressee, or (3) you may make a written request for a summary of the file to be provided over the telephone. The agency may charge a fee, not to exceed the actual duplication costs, if you request a copy of your file. The agency is required to have personnel available to explain your file to you, and the agency must explain to you any coded information appearing in your file. If you appear in person, a person of your choice may accompany you, provided that this person furnishes proper identification. If you are accompanied by a person of your choosing, the agency may require you to furnish a written statement granting permission to the investigative consumer reporting agency to discuss your file in the other person's presence. The agency that will prepare the report(s) identified in this section is listed below:

**Experian**

*Name of Agency*

**701 Experian Parkway, P.O. Box 2002 Allen, TX 75013**

*Address of Agency*

If you would like a copy of the report(s) that is/are prepared, please check the box below:

I would like to receive a copy of the report(s) that is/are prepared

If the box above is checked, Landlord agrees to send the report to Applicant within three (3) business days of the date the report is provided to Landlord. Landlord may contract with another entity to send a copy of the report.

**Applicant represents that all the above statements are true and correct, authorizes verification of the above items, and agrees to furnish additional credit references upon request. Applicant authorizes Landlord to obtain reports that may include credit reports, unlawful detainer (eviction) reports, bad check searches, social security number verification, fraud warnings, previous tenant history and employment history. Applicant consents to allow Landlord to disclose tenancy information to previous or subsequent Landlords.**

Landlord will require a payment of \$ 30.00 , which is to be used to screen Applicant.

The amount charged is itemized as follows:

- |   |                 |
|---|-----------------|
| 1. Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports      | \$ <u>15.00</u> |
| 2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) | \$ <u>15.00</u> |
| 3. Total fee charged  | \$ <u>30.00</u> |

The undersigned Applicant 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)**



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