



Ramona Property Managers, Inc.

11706 Ramona Blvd, Suite 204

El Monte, CA 91732

(626) 448-7882

DRE # 01108585

## Rental Application Process & Requirements

The following procedures were created to ensure all applicants are treated equally. Ramona Property Managers, Inc. strictly follows all Federal and State Fair Housing Laws. If you feel you meet the guidelines for qualifying, we encourage you to apply. Every person 18 years of age or older MUST complete a separate rental application. Fully completed application packages are processed in the order they were received. The first applicant to meet the rental criteria will be approved. Only fully completed application packages will be processed. An incomplete application package will not be processed.

A fully completed application package will include:

- Fully completed application (all requested information must be provided)
- Proof of income (example list below under the heading "Financial Standard")
- Pay \$45 Non-Refundable screening fee per application
- Original state / government issued photo ID / SSN / ITIN

Below are the rental criteria we use to screen applications:

**Financial Standard-** Applicants must make a combined minimum 2.5 times the monthly rent in gross income as a household, to be considered. Applicants must provide verification of legal income from most recent complete month. Income must be enough to meet the rent to income ratio. Examples of verification include, but are not limited to, last two paycheck stubs, payroll print out from employer, previous year's personal tax return, last 2 personal bank statements, proof of government income (Social Security, disability, etc), proof of retirement income, liquid assets (e.g. savings/bank account, stocks), proof of spousal and/or child support, or any other legal, verifiable income.

**Credit Check-** We must run our own credit check and cannot use outside reports.

**Move In Timeframe-** Applicants move in date must be within 2 weeks from the date the property is available. If there are multiple applications on a property, your move in date must be within 2 weeks of the available date to be processed first. If you require a move in date outside of 2 weeks from the available date, it must be approved in writing by management. If you have not seen the property, you must notify management at time of application.

**Application Screening-** Please see the qualified scoring system we use on page 2.

**Criminal Background-** Any conviction in the last 7 years, where the offense was for trafficking of narcotics or a charge that could make you a threat to persons or property may be grounds for denial.

**Pets-** Please check with office to determine if pets will be considered. Your application may be lower than other applications received, if other applicants do not have pets. Please attach a photo of your pet for our file. An additional deposit and/or "pet rent" will be required. Any negative references from previous landlords regarding pets will be grounds for disqualification. By applying for a property, you certify that your pet has never hurt another person and is not a threat to others. Service animals are not considered pets and have a different set of criteria for qualification.

We cannot rent to the following breeds (or any mix of the following):

Doberman	American Bulldog	Akita
Mastiff	Presa Canario	Fila Brasileiro
Boerboel	Chow	Wolf Hybrids
Rottweiler	Husky	Tosa Inu
Pitt Bull and similar Terrier breeds	Bandog Argentino	German Shepard

**Smoking-** Smoking is not allowed inside any of our properties.





Co-signors- Co-signors may be considered if an applicant is conditionally approved. Co-signors must submit a complete application, a copy of their ID, pay \$45 screening fee, and provide proof of income. The co-signor must earn a minimum of 3 times the rent in gross income by themselves and have a 700+ FICO score.

Rental Application Verification - this is how we score your application

**Rental Application Verification**

Application Completed    Proof of Income    Valid Photo ID    \$45 Per Application    SSN/ ITIN

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
 Property: \_\_\_\_\_

	0 Points	1 Point	2 Points	3 Points
Credit (FICO) Score	<649 or Not Verifiable	650-674	675-699	700+
Payment History (student loans and medical bills excluded)	3+ Delinquent	2 Delinquent No Credit / New Credit SS/FC within 2 year	1 Delinquent SS/FC within 1 yr	0 Delinquent No SS / FC
Collections (student loans and medical bills excluded)	3 + Collections	2 Collections No Credit / New Credit	1 Collection	0 Collections
Rent To Income	40%	33-39%	28-32%	<27%
Late Rent / NSF	3 + Can't Verify	2	1	0

Automatic Denial Eviction      Negative Reference from Landlord (current or previous)      Incomplete Application      Collection or Judgement from Landlord or utility company      Non-Discharged BK

\*We must be able to verify rental references. RPM uses a weighted average when there is more than one application for a household. Ex #1: 3 applications (2 approved & 1 conditionally approved) = Approved | Ex #2: 2 applications (1 approved & 1 conditionally approved) = Conditionally Approved. If any applicant is conditionally approved and another application is received by management, the other application may be processed, and most qualified application approved. Approved applications have 24 hours to sign lease and/or pay deposit or we move on to next application.

9+, no pets	Approved with minimum security deposit
9+ with pets	Conditional Approval subject to increased deposit, pet rent, and insurance coverage
6-8	Conditionally approved with double security deposit or qualified so-signer. (If pets, Conditional Approval subject to increased deposit, pet rent, and insurance coverage)
5 or less	Application Denied. May consider qualified co-signer

Applicant understands and agrees that the management company continues to receive and process applications even after an application is received. Applications are accepted until a deposit is received by an approved applicant. Submission of an application does not guarantee approval or secure a property. All applications are valid for 30 days and may be applied to any property offered by Ramona Property Managers Incorporated. I have read, understand, and agree to the above terms.

Applicant Signature

Date



## Application To Rent

### GENERAL INFORMATION

Apt No. \_\_\_\_\_ Located: \_\_\_\_\_

How did you hear about the rental? \_\_\_\_\_

Last Name	First	Middle
Phone	Mobile	
Social Security #	Driver's License	State
Date of Birth	Email Address	

### LIST ALL ADDITIONAL OCCUPANTS WHO WILL RESIDE IN UNIT

Name	Date of Birth
Name	Date of Birth
Name	Date of Birth
Name	Date of Birth

### RESIDENTIAL HISTORY

Current Address		City/Zip
From(Month/Year)	To	Reason for leaving
Owner/Manager	Tel	Rent Amount
Current Address		City/Zip
From(Month/Year)	To	Reason for leaving
Owner/Manager	Tel	Rent Amount
Current Address		City/Zip
From(Month/Year)	To	Reason for leaving
Owner/Manager	Tel	Rent Amount

### EMPLOYMENT INFORMATION

Company Name	Address
Phone	Occupation
Supervisor	Date of Employment
	Monthly Salary
	to

### ADDITIONAL INFORMATION

Do you receive any other source of income? \_\_\_ Yes \_\_\_ No Source: \_\_\_\_\_ Amt: \_\_\_\_\_

Have you ever been evicted for non-payment of rent or for any other reason? \_\_\_ Yes \_\_\_ No

Have you ever filed bankruptcy? \_\_\_ Yes \_\_\_ No Discharge date? \_\_\_\_\_

Have you ever been convicted of a felony for drugs or violence? \_\_\_ Yes \_\_\_ No

Do you have any pets? \_\_\_ Yes \_\_\_ No If yes, how many \_\_\_ Type? \_\_\_\_\_ Breed \_\_\_\_\_

Will you be using any water filled furniture? \_\_\_ Yes \_\_\_ No

**BANKING INFORMATION**

Name of Bank \_\_\_\_\_ Approximate Balance \_\_\_\_\_  
Checking | Savings (circle one)

Name of Bank \_\_\_\_\_ Approximate Balance \_\_\_\_\_  
Checking | Savings (circle one)

**PERSONAL REFERENCES**

Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone # \_\_\_\_\_ Yrs Known \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone # \_\_\_\_\_ Yrs Known \_\_\_\_\_ Relationship \_\_\_\_\_

**EMERGENCY CONTACT (CANNOT BE CO-APPLICANT)**

Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone # \_\_\_\_\_ Yrs Known \_\_\_\_\_ Relationship \_\_\_\_\_

**VEHICLES**

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_  
Lic # \_\_\_\_\_ State \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_  
Lic # \_\_\_\_\_ State \_\_\_\_\_

Applicant represents that all the above statements are true and correct and hereby authorizes verification including, but not limited to, obtaining a credit report. Applicant further agrees to furnish additional credit references on request. Owner/agent is authorized to obtain a credit report now and in the future.

About my application for rental and/or employment verification, I understand that background inquiries will be made on myself including consumer, criminal, driving and other reports. Employment reports may include information as to my character, work habits, performance and experience along with reasons for termination of past employment from previous employers. I understand that information will be requested from various federal, state and other agencies and entities, public and private, which maintain records concerning my past activities relating to driving, credit, criminal, civil and other experiences as well as claims involving me in insurance company files.

I authorize, without reservation, any party or agency contacted, to furnish completely and without limitation, any and all of the above-mentioned information and any other information related to this application. Further, I will release from all liability and hold harmless all requesters and appliers of information.

The undersigned submits this application to rent housing accommodations designated for the amount and location as mentioned above and upon approval of this application agrees to sign a rental or lease agreement and to pay all sums due, including requested deposits before occupancy.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# RENTAL HISTORY VERIFICATION

I (We), \_\_\_\_\_, hereby grant you permission to disclose my rental history to \_\_\_\_\_, in order that they may determine my eligibility for rental of a home.

\_\_\_\_\_  
Tenant's Signature Date

\_\_\_\_\_  
Tenant's Signature Date

Name of Community: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Length of Residency? \_\_\_\_\_ Move-in: \_\_\_\_\_ Move-out: \_\_\_\_\_

Monthly Rental Amount: \_\_\_\_\_ # of Late Payments: \_\_\_\_\_

# of Returned Checks/NSF Checks: \_\_\_\_\_ # of 3 Day Notices to Pay Rent: \_\_\_\_\_

Any Other Notices or Violation Letters? \_\_\_\_\_

Any Documented Complaints? \_\_\_\_\_

Tenant Gave Proper 30 Day Notice to Vacate: please circle one YES or NO

Would You Rent to This/These Tenant(s) Again? please circle one YES or NO

Name of Agent Doing Verification: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

*Thank you so much for your time and your prompt response. If you have any questions, please feel free to contact us at: \_\_\_\_\_.*

\_\_\_\_\_  
Property Manager's Signature Date



# AUTHORIZATION AND VERIFICATION OF EMPLOYMENT

Employer: \_\_\_\_\_ Fax/Email To: \_\_\_\_\_

I, \_\_\_\_\_, hereby grant you permission to disclose my employment history to

\_\_\_\_\_, so that they may determine my income eligibility for rental of a home.

\_\_\_\_\_  
Prospective Tenant's Signature

\_\_\_\_\_  
Date

The above referenced employee has applied to rent a home at \_\_\_\_\_.

Please indicate below the employee's current annual income from wages, overtime, bonus, commissions, or any other form of compensation received on a regular basis.

Base Annual Income: \_\_\_\_\_

Overtime: \_\_\_\_\_

Bonus: \_\_\_\_\_

Commission: \_\_\_\_\_

Other: \_\_\_\_\_

**Total:** \_\_\_\_\_

I hereby certify that the statements above are true and correct and complete to the best of my knowledge.

Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*If you have any questions, please feel free to contact us at: \_\_\_\_\_ . Please return a copy of this verification to:*

\_\_\_\_\_  
*Mail:* \_\_\_\_\_

\_\_\_\_\_  
*Fax:* \_\_\_\_\_

\_\_\_\_\_  
*Email:* \_\_\_\_\_

*Thank you so much for your time and your prompt response!*

