

HRH REAL ESTATE SERVICES
RENTAL OFFER AND APPLICATION PROCEDURE

Phone: (415) 944-7450

Email: leasing@HRHRealEstate.com

Please complete the following and return with completed application.

Property Address _____

Start Date _____ Length of Lease _____ Animals? Yes No

Rent _____ Other Requests _____

❖ **CREDIT REPORT**

- 1) A \$45 processing fee will be required for each applicant.
- 2) Please provide a photocopy of your driver's license, passport, or other acceptable I.D. Email to leasing@HRHRealEstate.com.

❖ **APPLICATION**

Complete the application form and upload it via our website portal.

❖ **DEPOSIT**

Advertised amounts are based upon your perfect credit and qualifications and are subject to change.

❖ **VERIFICATION OF INCOME (Email to leasing@HRHRealEstate.com)**

- 1) One year at current employment, please provide the following:
 - a) YTD pay stub
 - b) Supervisor's Name or Human Resource Contact
- 2) Employed under one year, please provide the following:
 - a) YTD pay stub
 - b) Prior year end pay stub or prior year W-9
 - c) Letter of employment
 - d) Current supervisor or Human Resource contact
- 3) Self-employed, please provide the following:
 - a) Proof of income
 - b) Bank statements verifying monthly income
 - c) Investments/Savings statements
- 4) Email photos of any animals that will be on premises

PLEASE NOTE THE FOLLOWING INFORMATION:

- Security deposit and First month's rent check must be made payable to **HRH Real Estate Services** and **submitted 10 days prior to move-in via a cashier's check or money order.**
- Most units are non-smoking; please inquire.
- Applications are not processed until the processing fee has been received.
- Other applications may be accepted until both parties have signed the lease.
- Tenant may be required to pay a move-in/move-out fee by the Building Management; **please inquire.**
- Daily rental prorations are based on a 30-day month regardless of the number of days in the month.

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:

Name of Agency: Apartment Owners of Association Of California, Inc.
Address of Agency: 6445 Sepulveda Blvd Suite #300, Van Nuys, CA 91411

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.

Name _____ Signature _____

HRH REAL ESTATE SERVICES- RENTAL APPLICATION

Property Address _____ Rent Price per month _____

Lease Start Date _____ Lease End Date _____

Name		Phone Number		Birth Date	
Present Address		Rent ___ Own ___	Date From		Date To
Landlord/Agent		Phone Number		Email	
Address of Landlord					
Social Security Number		Drivers License Number			
Home Phone Number		Email Address:			
Name of other occupants?		Relationship		Phone Number	
Animals? Check One Box	Number of Animals	Type of Animal	Breed of Animals	Size of Animals (weight in lbs)	
Yes No					
Car Make	Year	Model	Color	License #	
EMPLOYMENT INFORMATION					
Present Occupation/Title		Work Phone #		Monthly Gross Income	
Employer		HR/Supervisor		HR/Supervisor Phone #	
Address		Employment start date			
Previous Employment					
Previous Employer		Monthly Gross Income			
Address		Phone			
Length of Employment					
REFERENCES					
Last Address		Rent ___ Own ___	Date From		Date To
Landlord/Agent		Phone Number		Email	
Address of Landlord					
Nearest Relative		Phone			
Address of Relative		Relationship			

Have you ever filed a petition of bankruptcy? _____

Have you ever been evicted from any tenancy or had an eviction notice served on you? _____

Have you ever willfully and intentionally refused to pay any rent when due? _____

Have you ever been convicted of a misdemeanor or felony other than traffic or parking violation? _____

Are you a current illegal abuser or addict of a controlled substance? _____

Have you ever been convicted of the illegal manufacture or distribution of a controlled substance? _____

If yes to any of the above, please indicate date of occurrence: _____

I DECLARE THAT THE FOREGOING IS TRUE AND CORRECT, AUTHORIZE ITS VERIFICATION AND THE OBTAINING OF A CREDIT REPORT. Should I fail to fulfill the terms of the rental agreement you or your agents are authorized to report the resulting credit information to a credit reporting agency. I understand that I am entitled to a copy of any consumer credit report obtained by the Landlord. You are authorized to obtain future credit reports as may become necessary for collection of my debt or for my relocating to another property that the Landlord owns or manages. I further agree that the Landlord may terminate any agreement entered into in reliance on any misrepresentation made above.

Signature: _____ Date: _____

*** How did you hear about this rental property? _____