

# APPLICATION TO RENT

Tenant  
 Guarantor

(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	Owner/Agent Name			Owner/Agent Phone number	
	Reason for moving					Current rent \$ /Month	
2.	Previous address			City		State	Zip
	Date in	Date out	Owner/Agent Name			Owner/Agent Phone number	
	Reason for moving						
3.	Next previous address			City		State	Zip
	Date in	Date out	Owner/Agent Name			Owner/Agent Phone number	
	Reason for moving						
Proposed Occupants: List all in addition to yourself	Name			Name			
	Name			Name			
	Name			Name			
Will you have pets?	Describe			Will you have a waterbed?		Describe	
How did you hear about this rental?							
A.	Present occupation or source of income			Employer name			
	Dates of employment		Supervisor's phone number ( )		Employer address		
	Name of your supervisor			City, State, Zip			
B.	Prior occupation			Employer name			
	Dates of employment		Supervisor's phone number ( )		Employer address		
	Name of your supervisor			City, State, Zip			
Current gross income \$		Per	<input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year		Check one <b>Please list ALL of your financial obligations below.</b>		
Name of your bank		Branch or address				Account Number	



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

Have you ever been convicted of selling, distributing or manufacturing illegal drugs? \_\_\_\_\_

**Applicant represents that all the above statements are true and correct and hereby authorizes verification of the above items including, but not limited to, the obtaining of a credit report and agrees to furnish additional credit references upon request. Applicant consents to allow Owner/Agent to disclose tenancy information to previous or subsequent Owners/Agents.**

Owner/Agent will require a payment of \$ \_\_\_\_\_, which is to be used to screen Applicant with respect to credit history and other background information. The amount charged is itemized as follows:

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

The undersigned 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)**

**CALIFORNIA APARTMENT ASSOCIATION CODE FOR EQUAL HOUSING OPPORTUNITY**

The California Apartment Association supports the spirit and intent of all local, state and federal fair housing laws for all residents without regard to color, race, religion, sex, marital status, mental or physical disability, age, familial status, sexual orientation, or national origin.

The California Apartment Association reaffirms its belief that equal opportunity can best be accomplished through effective leadership, education, and the mutual cooperation of owners, managers, and the public.

Therefore, as members of the California Apartment Association, we agree to abide by the following provisions of this Code for Equal Housing Opportunity:

- We agree that in the rental, lease, sale, purchase, or exchange of real property, owners and their employees have the responsibility to offer housing accommodations to all persons on an equal basis.
- We agree to set and implement fair and reasonable rental housing rules and guidelines and will provide equal and consistent services throughout our residents' tenancy.
- We agree that we have no right or responsibility to volunteer information regarding the racial, creed, or ethnic composition of any neighborhood, and we do not engage in any behavior or action that would result in "steering."
- We agree not to print, display, or circulate any statement or advertisement that indicates any preference, limitations, or discrimination in the rental or sale of housing.



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# TORREY PINES PROPERTY MANAGEMENT, INC.

## Rental Application Guidelines (Revised 6/05)

Thank you for your interest in renting a property managed by Torrey Pines Property Management, Inc. (TPPM). The following guidelines were written to let you know about our basic rental practices and to assist in processing your application in the most timely and efficient manner possible.

1. The rental application, all pages, **MUST BE FILLED OUT IN ITS ENTIRETY**. Blanks will halt the processing of your application. If an item on the form is not applicable, please respond N/A (not applicable).
2. Each adult person must complete a separate application. Co-Signers (guarantors) must complete an application.
3. A valid driver's license, state ID or passport is required along with a verifiable social security number.
4. On page 2 of the application we request **DATE, SIGNATURE** and **ADDRESS** of the property for which you are applying. We cannot process your application without these three items.
5. We must be able to verify your employment, income and previous rental history. Please make sure the telephone numbers you provide are accurate and include area codes. A current pay stub with year-to-date information is best for income verification. Should you be self-employed, an independent contractor or hold company ownership, a copy of your most recent tax return and current bank statements will be required.
6. We require combined applicants' current gross income to be approximately two and one half (2.5) times the total monthly rent.
7. We require combined applicants to have good credit and reference history. Your credit history will be verified by a credit reporting agency. **AN APPLICATION FEE OF \$25 MUST BE PROVIDED WITH EACH APPLICATION.** Make your check payable to TPPM. **Cash will not be accepted.** The application fee includes \$16.50 for a credit report, plus \$8.50 for processing references.
8. Upon approval of your application, the security deposit / holding deposit and first month's rent must be paid in full with a **CASHIER'S CHECK OR MONEY ORDER (ONLY)**. Personal checks are accepted beginning with the second month's rent.
9. Our occupancy standard is one occupant per bedroom plus one, i.e. 2 occupants for a one bedroom, 3 for a two bedroom, etc.

You may mail or deliver your completed application(s) to 7858 Ivanhoe Avenue, La Jolla, CA 92037. Our office is open Monday through Friday from 9:00 a.m. to 5:00 p.m. Faxed applications will not begin processing until an application fee is received. Our fax number is (858) 454-1384. Additional applications and vacancy listings are available at [www.torreypinestpm.com](http://www.torreypinestpm.com).

Torrey Pines Property Management is an Equal Housing Opportunity supporter, committed to providing excellent service to all in an efficient and friendly manner. Should you have any questions, please ask.

