



**APPLICATION COVER LETTER**

Thank you for choosing SAN MAR Properties, Inc. for your rental housing needs. To help us start processing the application for your new home, it is very important to complete or bring all the documents checked below:

**PROOF OF INCOME**

\_\_\_\_\_ Pay check stub(s) – covering most recent 90-day period

\_\_\_\_\_ Self-employed – Last 2 years Proof of Income or (1099) income statements

\_\_\_\_\_ Last 3 months bank statements (from all sources of additional funds)

\_\_\_\_\_ Copy of school grant/scholarship if applicant is a student

\_\_\_\_\_ Award Letter

\_\_\_\_\_ Social Security Card / ITIN

\_\_\_\_\_ Driver’s License/Valid Picture ID

\_\_\_\_\_ Government Issued ID

\_\_\_\_\_ \$30 Non-refundable application fee; \$20 for an additional applicant

\_\_\_\_\_ Proof of current address

\_\_\_\_\_ 3<sup>rd</sup> Party Translator

\_\_\_\_\_ Contract to Secure

**Additional information:**

---

---

Please fill out your application **completely** including all addresses for the last 3 years and all owner/landlord phone numbers (use additional sheet of paper, if necessary).

6356 N. Fresno St. Fresno, California 93710-5212  
(559) 439-5500 Fax (559) 439-1018

PMF 04B  
REV 04/2013





# RENTAL APPLICATION

Co-Applicants with different Rental History - use a separate application for each applicant.

“As required by law, you are hereby notified that a positive or negative credit report reflecting information on your credit record may be submitted to a credit reporting agency or to a recognized law enforcement agent if you fail to fulfill the terms of your credit obligations”.

In order to process your application to live in one of our rental communities, we will need you to provide us with all the information requested below. Incomplete information will only delay the processing of your APPLICATION.

PLEASE PRINT CLEARLY.

Move-In Date: \_\_\_\_\_

Property: \_\_\_\_\_ First Contact Date: \_\_\_\_\_

Apt # / Unit Type: \_\_\_\_\_

**PROPOSED OCCUPANTS**

**HEAD OF HOUSEHOLD:**

FIRST NAME \_\_\_\_\_ MIDDLE \_\_\_\_\_ LAST \_\_\_\_\_

D.O.B. \_\_\_\_\_ SOCIAL SEC or ITIN # \_\_\_\_\_ PHOTOID/TYPE \_\_\_\_\_ NUMBER \_\_\_\_\_

ISSUING GOV'T. \_\_\_\_\_ EXP. DATE \_\_\_\_\_ OTHER ID \_\_\_\_\_

HOME PHONE ( ) \_\_\_\_\_ CELL PHONE ( ) \_\_\_\_\_ WORK PHONE ( ) \_\_\_\_\_

EMAIL ADDRESSES \_\_\_\_\_

**CO-APPLICANT:**

FIRST NAME: \_\_\_\_\_ MIDDLE \_\_\_\_\_ LAST \_\_\_\_\_

D.O.B. \_\_\_\_\_ SOCIAL SEC or ITIN # \_\_\_\_\_ PHOTOID/TYPE \_\_\_\_\_ NUMBER \_\_\_\_\_

ISSUING GOV'T. \_\_\_\_\_ EXP. DATE \_\_\_\_\_ OTHER ID \_\_\_\_\_

HOME PHONE ( ) \_\_\_\_\_ CELL PHONE ( ) \_\_\_\_\_ WORK PHONE ( ) \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

**HOUSEHOLD INFORMATION**

Complete the information for EACH household member (other than Head and Co-Applicant above) including members under the age of 18 who will occupy the unit:

NAME (INCLUDING ALL CHILDREN UNDER 18)	Relationship	Social Security Number	Date of Birth

**RENTAL HISTORY**

**CURRENT ADDRESS**

NUMBER STREET APT. # CITY STATE ZIP

FROM TO AMT RENT PAID? REASON FOR LEAVING:

APT COMPLEX OWNER/MGR PHONE #

MORTGAGE CO. (If owned home) NAME ADDRESS PHONE #

**PREVIOUS ADDRESS**

NUMBER STREET APT. # CITY STATE ZIP

FROM TO AMT RENT PAID? REASON FOR LEAVING:

APT COMPLEX OWNER/MGR PHONE #

MORTGAGE CO. (If owned home) NAME ADDRESS PHONE #

**PREVIOUS ADDRESS**

NUMBER STREET APT. # CITY STATE ZIP

FROM TO AMT RENT PAID? REASON FOR LEAVING:

APT COMPLEX OWNER/MGR PHONE #

MORTGAGE CO. (If owned home) NAME ADDRESS PHONE #

**EMPLOYMENT/SOURCE**

**OF INCOME**

**HEAD OF HOUSEHOLD**

CURRENT EMPLOYER ADDRESS

GROSS MONTHLY SALARY \$ POSITION HOW LONG? YRS MOS

SUPERVISOR BUSINESS PHONE ( )

CURRENT OTHER INCOME AMOUNT \$

**HEAD OF HOUSEHOLD**

PREVIOUS EMPLOYER ADDRESS



GROSS MONTHLY SALARY \$ \_\_\_\_\_ POSITION \_\_\_\_\_ HOW LONG \_\_\_\_ YRS. \_\_\_\_ MOS

SUPERVISOR \_\_\_\_\_ BUSINESS PHONE ( ) \_\_\_\_\_

**CO-APPLICANT EMPLOYER** \_\_\_\_\_ ADDRESS \_\_\_\_\_

GROSS MONTHLY SALARY \$ \_\_\_\_\_ POSITION \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_

SUPERVISOR \_\_\_\_\_ BUSINESS PHONE ( ) \_\_\_\_\_

**PREVIOUS EMPLOYER** \_\_\_\_\_ ADDRESS \_\_\_\_\_

GROSS MONTHLY SALARY \$ \_\_\_\_\_ POSITION \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_

SUPERVISOR \_\_\_\_\_ BUSINESS PHONE ( ) \_\_\_\_\_

**OTHER FAMILY MEMBER**

**EMPLOYER** \_\_\_\_\_ ADDRESS \_\_\_\_\_

GROSS MONTHLY SALARY \$ \_\_\_\_\_ POSITION \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_

SUPERVISOR \_\_\_\_\_ BUSINESS PHONE ( ) \_\_\_\_\_

**PREVIOUS EMPLOYER** \_\_\_\_\_ ADDRESS \_\_\_\_\_

GROSS MONTHLY SALARY \$ \_\_\_\_\_ POSITION \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_

SUPERVISOR \_\_\_\_\_ BUSINESS PHONE ( ) \_\_\_\_\_

***BANKING INFORMATION*** .....

CHECKING ACCOUNT \_\_\_\_\_  
BANK NAME BRANCH CITY PHONE ACCOUNT NO.

SAVINGS ACCOUNT \_\_\_\_\_  
BANK NAME BRANCH CITY PHONE ACCOUNT NO.

***REFERENCES*** .....

FAMILY \_\_\_\_\_  
FULL NAME NUMBER STREET

CITY STATE RELATIONSHIP PHONE

***MISCELLANEOUS INFORMATION*** .....

PETS \_\_\_\_\_ WATER-FILLED FURNITURE \_\_\_\_\_  
DESCRIPTION DESCRIPTION

EMERGENCY CONTACT \_\_\_\_\_  
FULL NAME RELATIONSHIP PHONE

AUTOMOBILES/MOTORCYCLES TO BE PARKED ON PREMISES:

MAKE MODEL COLOR YR LICENSE # STATE MAKE MODEL COLOR YR LICENSE # STATE

MAKE MODEL COLOR YR LICENSE # STATE MAKE MODEL COLOR YR LICENSE # STATE

Have you ever been delinquent in payment of your rent or any other financial obligation? Yes or No? If yes please explain: \_\_\_\_\_

Have you ever been a defendant in an unlawful detainer (EVICTION) lawsuit or defaulted (failed to perform) any obligation of a Rental Agreement or Lease? YES NO

If yes, please explain \_\_\_\_\_

By signature below applicant(s) hereby authorize verification of the above items including, but not limited to, the obtaining of a credit report and agrees to furnish SAN MAR Properties Inc., or its agent to disclose tenancy information to previous or subsequent owners/managers.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# Criminal Activity Addendum

Apt. Number \_\_\_\_\_

---

**Rental Community**

Have you or any member of your household ever been convicted of a felony or pled guilty or “no contest” to a felony, whether or not resulting in a conviction?

Yes       No

Have you or any member of your household ever been convicted of, or pled guilty or “no contest” to, engaging in the illegal manufacture, sale, distribution, use or possession of an illegal drug or controlled substance, whether or not resulting in a conviction?

Yes       No

Have you or any member of your household ever been convicted of, or pled guilty or “no contest” to, a criminal complaint involving sexual misconduct, whether or not resulting in a conviction?

Yes       No

Have you or any member of your household ever been convicted of, or pled guilty or “no contest” to engaging in acts of violence or threats of violence, including, but not limited to, the unlawful discharge of a firearm, whether or not resulting in a conviction?

Yes       No

All questions must be answered. If you answered “yes” to any question, please provide an explanation. Include the date, circumstances and the nature of the offense.

---

---

---

---

---

I understand that my occupancy is contingent upon meeting Management’s resident selection criteria and housing program requirements. All information supplied here or elsewhere will be used to determine my household’s eligibility for housing. I authorize the verification of all such information. I consent to allow Owner/Agent to disclose any information obtained to previous, current or subsequent owners/agents, law enforcement or others as owner/agent deems appropriate.

I further understand that providing any false, fraudulent, misleading or incomplete information can cause delay in processing and will be grounds for denial of tenancy; and in the event that I become a tenant or I am an existing tenant, would be considered a material breach of my rental agreement and can be used as grounds to immediately terminate my tenancy.

Any “yes” response on this addendum may lead to rejection of my application, or the immediate termination of my rental agreement if I am an existing tenant. I declare that all information and answers supplied by me, or on my behalf, during the application process, including, but not limited to, the answers to the above questions, are true and correct to the best of my knowledge and belief.

---

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

---

Please Print Name \_\_\_\_\_

---

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

---

Please Print Name \_\_\_\_\_



**FAX**

Please Fax Form To: \_\_\_\_\_

<b>To:</b>		<b>From:</b>	
<b>Fax:</b>		<b>Date:</b>	
<b>Phone:</b>		<b>Pages:</b>	
<b>Re:</b>		<b>CC:</b>	

Urgent  
  For Review  
  Please Comment  
  As Requested  
  Please Reply

**APPLICANT VERIFICATION**

LANDLORD INFORMATION	CURRENT	PRIOR
	Verified by: _____ Date: _____	Verified by: _____ Date: _____
1. Name of the person contacted?		
2. Title/Position of person?		
3. What is the address of the property?		
4. Current Rent Amount?		
5. Occupied from _____ to _____		
6. Rent paid on time? If late, how often?		
7. Any 3/30-Day notices served? If so, why?		
8. Has the resident given 30-Day notice?		
9. Any behavior problems with resident?		
10. Any maintenance problems caused by resident, resident's family or guests?		
11. Would you rent to this person again? Why not?		

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_



**FAX**

Please Fax Form To: \_\_\_\_\_

<b>To:</b>		<b>From:</b>	
<b>Fax:</b>		<b>Date:</b>	
<b>Phone:</b>		<b>Pages:</b>	
<b>Re:</b>		<b>CC:</b>	

Urgent     For Review     Please Comment     As Requested     Please Reply

**EMPLOYMENT VERIFICATION FORM**

Recently, your organization was named as either a current or previous employer for one of our prospective tenants. We are currently in the screening/ verification process and must confirm all information given on our rental applications. We would appreciate it if you could take a few moments to verify the information given to us.

**Please Note:** You will only need to answer a few short questions and simply verify data already provided to us. Any information we gathered during the screening process will be used for the sole purpose of screening applicants and verification of prospective applicants' information.

**Employer Information:**

1. Name(s) of Employer : \_\_\_\_\_
2. Name and title of person contacted (the person filling out this form): \_\_\_\_\_

**Employee Information:**

3. Employee Name: \_\_\_\_\_
4. Employed from: \_\_\_\_\_ to \_\_\_\_\_
5. Was this seasonal or temporary employment?: **YES** or **NO** (circle one)
6. Current position: \_\_\_\_\_
7. Salary (hr. wk. mo. yr): \_\_\_\_\_
8. Total monthly income: \_\_\_\_\_

Signature of Person filling out form: \_\_\_\_\_

Notes: \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_