

Miller & Desatnik Management Company, Inc.

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REQUIREMENTS FOR YOUR APPLICATION TO BE COMPLETE, PLEASE INCLUDE THE FOLLOWING:

1. \$45.00 CASH, non-refundable processing fee.
2. Your most recent pay stub and/or current income tax return (must prove income of 3x rent)
3. Visual Proof of Driver's License or State ID.

Each adult over the age of 18 must fill out a separate application. ALL RENTAL AGREEMENTS ARE FOR A TERM OF ONE YEAR. **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**

Occupancy Limits: Studios & Singles – 1 Person; 1 Bedroom - 2 People, Maximum 2 People/Bedroom

APPLICATION TO RENT: _____ **Apt#** _____ **Size** _____ **Rent \$** _____
 How were you referred to us? BY: _____ or (Please circle) MD Sign, Westside Rentals, Craigslist, Open House, Other _____

Applicant Information

First Name:		Last Name:		Middle:	
Date of Birth:	SSN:	Driver's License#	State:		
Home Ph# ()	Work Ph# ()	Cell# ()			
Current Address:			City:		
State:	ZIP Code:	E-Mail:			
Own ___ Rent ___	Reason for moving:	Rent Payment\$			
How long?	Have you ever filed bankruptcy? If yes, When		Have you ever been evicted? If yes, when		
Present Landlord:	Mgmt. Company:	Phone#	Fax#		
Previous Address (if less than one year)			City:		
State	ZIP Code:	Previous Landlord:	Phone #	Fax#	
Owned Rented (Please circle)	Monthly payment:	Reason For Moving:	How long?		

Employment Information

Current Employer:					
Employer address:					How long?
Phone:	Fax:			E-mail:	
City:	State:	ZIP Code:			
Position:	Hourly Salary (Please circle)	Annual income:			

Emergency Contact

Name: (must be a person not residing with you)					
Address:					
City:	State:	ZIP Code:	Phone:		
Relationship:	Email:				

Credit References

Bank Name:	Address:				
Checking Acct#	Savings Acct#	Phone:			
Auto Loan:	Monthly Payment: \$				
Loans, Charges & Credit Card owed: \$	Total Debt:\$	Monthly Payment:\$			

Vehicle Information:

Vehicle-1	Make/Model:	Year:	License#
Vehicle-2	Make/Model:	Year:	License#

Other Occupants or Co-Applicant

Name:	Relationship	Phone:
DOB:	Address:	
Name:	Relationship	Phone:
DOB:	Address:	

Do you have a pet? Yes or No: Kind: _____ **No pets allowed on premises unless agreed upon in writing by landlord.**

CONDITIONS

Applicant has no rights to occupancy until notification of acceptance of applicant, agreement is fully executed, AND all move-in money has been paid. In the event of cancellation by applicant after acceptance and monies paid, applicant will be charged on a daily pro-rata basis for any time apartment is held off the market. Applicant, if accepted, is expected to carry a personal property insurance policy. Landlord will not assume responsibility for applicant's personal property. We are happy to provide reasonable accommodation for applicants with a disability upon request. You can make your unit disability home accessible upon request.

In compliance with the fair credit reporting laws, you are advised that we will conduct a verification of references and information to include but not limited to credit checks, unlawful detainer and telecredit checks and applicant agrees to furnish additional information and references upon request and waives any claim against any person(s) providing such verification. Furthermore, by signing this application you hereby authorize Miller & Desatnik to obtain credit reports, rental and employment verification and all other information necessary to complete the application screening process. If application is denied because of credit, applicant may obtain a copy of the credit report. Upon acceptance of this application, applicant MUST have all move-in money paid to this office no later than 1:30 p.m. the day following acceptance.

ALL MOVE-IN MONEY IS TO BE PAID BY CASHIER'S CHECK OR MONEY ORDER ONLY.

I am aware that an incomplete application causes a delay in processing and may result in denial of application. I certify that to the best of my knowledge all statements are true and complete. **It is understood that ANY false, fraudulent and/or misleading information is immediate grounds for rejecting this application. This application is available in large print (16 font) upon request.**

Signature of applicant:	Date:
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RENTAL QUALIFICATIONS

RENTAL HISTORY: Applicant shall have a minimum of one (1) year's accumulated rental history or ownership of primary residence, in their name. Evictions or judgments will not be acceptable.

INCOME REQUIREMENTS: Applicant shall be at the same job or within the same industry for one (1) year or more and gross three (3x) times the rent. The job and income must be verifiable. Applicant's other monthly obligations will be taken into consideration when determining applicants ability to pay rent.

CREDIT HISTORY: Applicant shall have a good credit history. Credit reports with collection accounts, liens, evictions, judgments, bankruptcies or repossessions MAY not be accepted.

All apartments shall be considered available until this office has received a money order or cashier's check for all move-in costs and a signed lease. Once a **COMPLETED** application is submitted; processing will take approximately two (2) business days. We frequently receive multiple applications for a unit. Applications are processed on a first come, first serve basis. The most qualified applicant based on the rental qualifications above will be offered to lease a unit if received on the same day.

TO ENSURE SWIFT PROCESSING OF YOUR APPLICATION, THE FOLLOWING REQUIRED DOCUMENTATION MUST BE PROVIDED:

1. Completely filled out and signed application for each adult occupant with a \$45 processing fee (non-refundable) in the form of **CASH** only. If the credit check is NOT processed, your \$45 processing fee will be refunded as long as you pick it up in our office within 30 days from the date the application was submitted, with the original receipt & ID. After 30 days, no refunds will be given under any circumstances.
2. A copy of driver's license/State I.D. for each adult occupant.
3. A written verification for all income represented on the applications, must prove income of 3x rent. Acceptable forms of verification are your most recent pay stubs, current income tax return; 1099; W-2 form and/or bank statements (3-months) showing direct deposits.

Please Note: Signatures on your Driver's license & application will be verified.

If the applicant is approved, upon signing the lease: First month's rent and security deposit must be paid in the form of a money order or cashier's check by the applicant in his/her name. Applicant must have all move-in money no later than 1:30pm the following day of acceptance of the application. We will not accept third party checks and/or payments.

CO-SIGNER MAY BE CONSIDERED ONLY FOR STUDENTS:

Applicants must show proof that he/she is a current student. Acceptable proof is as follows: current school enrollment form; acceptance letter from the school; any kind school documentation of your current enrollment; I-20.

A co-signer is one who will guarantee the rent for another person, but will not live in the unit. Co-signer must be a resident within the State of California, we will not accept out of state co-signers. The co-signer **will** be on the rental/lease agreement with the applicant and must also sign an indemnification agreement. In order to qualify, a co-signer must be able to cover his/hers own bills **plus** the rent of the applicant's unit. The co-signer will be subject to the qualifications above.

No dog, cat, bird, other domestic pet or animal of any kind may be kept on or about the rental premises, unless agreed upon in writing. Upon request, it is our policy to provide reasonable accommodations to applicants who have disabilities, and to permit residents with disabilities to make their own reasonable home accessible modifications.

It is understood that ANY false, fraudulent and/or misleading information will be an immediate grounds for rejection of the application.

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Applicant Name: _____ Property Address _____
Date: _____ Signature: _____

