



APARTMENTS  
RESIDENTIAL  
COMMERCIAL  
MAINTENANCE  
SALES

California Contractors  
License # 689077

930  
WEST WASHINGTON  
STREET  
SUITE 11  
SAN DIEGO  
CALIFORNIA  
92103-1826  
BUS  
619 296-6699  
FAX  
619 299-2611

Dear Prospective Resident:

Thank you for applying with **Centre City Property Management Company, (CCPM)**

**WE ARE AN EQUAL OPPORTUNITY HOUSING PROVIDER**

- **A rental application must be processed on all prospective residents over the age of 18.**
- **The cost of the application fee is \$42.41 for each applicant including married couples. Please make your money order or cashiers check out to "Centre City Property Management Company."**
- **We do not accept cash or personal checks for credit checks, security deposits or first month's rent: money orders or cashiers checks only.**
- **We will need to see, verify and photo copy both sides of your drivers license or ID card along with your social security card or work permit.**

**HERE ARE THE GUIDELINES FOR OUR APPLICATION APPROVAL POLICY:**

**CREDIT HISTORY:** Our credit reporting agency will provide us with a complete credit background on **all** applicants, including: FICO score, credit information, late payments, bad checks, evictions, bankruptcy and collections. Those with poor credit ratings may be denied. In general, a FICO score above 700 is very good, while a FICO score below 600 indicates a high-risk applicant.

If you have a few small marks against your credit but your housing references and income checks out fine, applicant may be approved with a qualified local co-signer and/or increased deposit. The applicant should have no more than 25% total negative credit on the current status of all accounts. Any accounts that are over one to three years old, excluding judgments, will be waived in determining percentage of credit.

**INCOME/EMPLOYMENT: must be verifiable, you must provide your source(s) and W-2 statements for at least the last two (2) years.**

- If you are employed - List **ALL** information asked for on application. It **MUST** be complete. Please provide us with your year-to-date income or pay stubs.
- If you are **self-employed**, you must provide us with copies of your last two (2) years tax returns and the last six (6) months bank statements. If these documents are not clear, we may request additional information, such as corresponding W-2s, 1099, K-1s or quarterly financial statements.

**IF YOU ARE ON FINANCIAL ASSISTANCE OF ANY KIND...Provide us with copies of:**

- Your Notice of Action papers with your worker's name and phone number, you will also have to give release information to Zip Reports.
- Your student loan/grant papers
- A letter from your parents describing the assistance.

**INCOME REQUIREMENTS:** Total gross monthly income **MUST be three (3) times the amount of rent for the unit.**

- If you are not working and have a savings that you are living off of, for example you just sold a home; please provide us with copies of your bank statements/Escrow papers.
- If income level falls a bit short, but your housing reference and credit checks out fine, applicant may be approved with a qualified local co-signer or a larger deposit.

**HOUSING HISTORY: must be verifiable, you MUST provide proof of residence for at least the last two (2) years.** List **ALL** information asked for on the application, even if you were staying with family or friends, rent free. If they were not the Owner of the residence, please provide the name and telephone number for the landlord.

**Zip Reports and/or CCPM** will obtain telephone confirmation from past housing providers that applicant(s) pay rent on time and do not currently owe any money and are not a source of complaints (noise etc.). We will also verify if a proper 30-day written notice was given; if past lease has expired or if applicant is still liable for future payments. There should be no unresolved debts to a previous landlord/mortgage company in compliance with all terms of the lease/contract and community policies.

If you are new to San Diego or a first time renter you may be approved with a qualified local co-signer and/or an increased deposit.

**THANK YOU AGAIN FOR APPLYING WITH CENTRE CITY PROPERTY MANAGEMENT COMPANY.**

I HAVE READ THE ABOVE AND UNDERSTAND THE CRITERIA FROM WHICH MY APPLICATION WILL BE APPROVED.

APPLICANT UNDERSTANDS AND AGREES: (I) THIS IS AN APPLICATION TO RENT ONLY AND DOES NOT GUARANTEE THAT APPLICANT WILL BE OFFERED THE PREMISES; AND (II) LANDLORD OR MANAGER OR AGENT MAY ACCEPT MORE THAN ONE APPLICATION FOR THE PREMISES AND, USING THEIR SOLE DISCRETION, WILL SELECT THE BEST QUALIFIED APPLICANT.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

# 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		Check one <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year					
Other income source _____				Amount \$ _____		Frequency _____	
Other income source _____				Amount \$ _____		Frequency _____	



**Unauthorized Reproduction  
of Blank Forms is Illegal.**



Name of your bank	Branch or address	Account Number

Please list ALL of your financial obligations below.

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, authorizes verification of the above items and agrees to furnish additional credit references upon request. Applicant authorizes the Owner/Agent to obtain reports that may include credit reports, unlawful detainer (eviction) reports, bad check searches, social security number verification, fraud warnings, previous tenant history and employment history. Applicant consents to allow Owner/ Agent to disclose tenancy information to previous or subsequent Owners/Agents.**

Owner/Agent will require a payment of \$ 42.41 , which is to be used to screen Applicant.

The amount charged is itemized as follows:

1. Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports \$ 17.21
2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) \$ 25.20
3. Total fee charged \$ 42.41

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) \_\_\_\_\_



**Unauthorized Reproduction  
 of Blank Forms is Illegal.**



**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.

**RECEIPT FOR TENANT SCREENING AND/OR CREDIT CHECKING FEES**

On \_\_\_\_\_, Owner/Agent received \$ \_\_\_\_\_ from the undersigned, hereinafter called "Applicant,"  
(Date)  
who offers to rent from Owner/Agent the premises located at:

\_\_\_\_\_, Unit # (if applicable) \_\_\_\_\_  
(Street Address)

\_\_\_\_\_, CA \_\_\_\_\_  
(City) (Zip)

Applicant represents that all the above statements are true and correct and authorizes verification of the above items and agrees to furnish additional credit references upon request. Applicant authorizes the Owner/Agent to obtain reports that may include credit reports, unlawful detainer (eviction) reports, bad check searches, social security number verification, fraud warnings, previous tenant history and employment history.

Payment is to be used to screen "Applicant". The amount charged is itemized as follows:

- |   |                 |
|---|-----------------|
| 1. Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports      | \$ <u>17.21</u> |
| 2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) | \$ <u>25.20</u> |
| 3. Total fee charged (cannot exceed the amount fixed by law)  | \$ <u>42.41</u> |

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner/Agent Centre City Property Management

**For Owner/Agent Use Only**  
 Screening fees paid by:  Cash  
 Personal Check  Cashier's Check  
 Money Order  
 Credit Card # (Last 4 digits only) \_\_\_\_\_  
 MC/VISA/AMEX Expiration Date: \_\_\_\_\_



**Unauthorized Reproduction  
of Blank Forms is Illegal.**

