



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 \$40.64 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's Signature

Date

Applicant's Signature

Date

Applicant's Signature

Date



APPLICATION TO RENT/SCREENING FEE
(C.A.R. Form LRA, Revised 4/03)

I. APPLICATION TO RENT

THIS SECTION TO BE COMPLETED BY APPLICANT. A SEPARATE APPLICATION TO RENT IS REQUIRED FOR EACH OCCUPANT 18 YEARS OF AGE OR OVER, OR AN EMANICIPATED MINOR.

Applicant is completing Application as a (check one) tenant tenant with co-tenant(s) or guarantor/co-signor.

Total number of applicants _____

PREMISES INFORMATION

Application to rent property at _____ ("Premises")
Rent: \$ _____ per _____ Proposed move-in date _____

PERSONAL INFORMATION

FULL NAME OF APPLICANT _____
Social Security No. _____ Driver's license No. _____ State _____ Expires _____
Phone Number: Home _____ Work _____ Other _____
Email _____
Name(s) of all other proposed occupant(s) and relationship to applicant _____
Pet(s) or service animals (number and type) _____
Auto: Make _____ Model _____ Year _____ License No. _____ State _____ Color _____
Other vehicle(s): _____
In case of emergency, person to notify _____ Relationship _____
Address _____ Phone _____
Does applicant or any proposed occupant plan to use liquid-filled furniture? No Yes Type _____
Has applicant been a party to an unlawful detainer action or filed bankruptcy within the last seven years? No Yes
If yes, explain _____
Has applicant or any proposed occupant ever been convicted of or pleaded no contest to a felony? No Yes
If yes, explain _____
Has applicant or any proposed occupant ever been asked to move out of a residence? No Yes
If yes, explain _____

RESIDENCE HISTORY

Current address _____	Previous address _____
City/State/Zip _____	City/State/Zip _____
From _____ to _____	From _____ to _____
Name of Landlord/Manager _____	Name of Landlord/Manager _____
Landlord/Manager's phone _____	Landlord/Manager's phone _____
Do you own this property? <input type="checkbox"/> No <input type="checkbox"/> Yes	Did you own this property? <input type="checkbox"/> No <input type="checkbox"/> Yes
Reason for leaving current address _____	Reason for leaving this address _____

EMPLOYMENT AND INCOME HISTORY

Current employer _____	Supervisor _____	From _____	To _____
Employer's address _____	Supervisor's phone _____		
Position or title _____	Phone number to verify employment _____		
Employment gross income \$ _____ per _____	Other \$ _____ per _____	Source _____	
Previous employer _____	Supervisor _____	From _____	To _____
Employer's address _____	Supervisor's phone _____		
Position or title _____	Employment gross income \$ _____ per _____		

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LRA REVISED 4/03 (PAGE 1 OF 2)

Applicant's Initials (_____) (_____)

Reviewed by _____ Date _____



APPLICATION TO RENT/SCREENING FEE (LRA PAGE 1 OF 2)

Agent: CENTRE CITY PROPERTY Phone: (619)296-6699 Fax: (619)299-2611 Prepared using WINForms® software
Broker: Centre City Property Management Company 930 W Washington St Ste 11 San Diego CA 92103

Property Address: _____

Date: _____

CREDIT INFORMATION

Name of creditor	Account number	Monthly payment	Balance due

Name of bank/branch	Account number	Type of account	Account balance

PERSONAL REFERENCES

Name _____	Address _____
Phone _____	Length of acquaintance _____ Occupation _____
Name _____	Address _____
Phone _____	Length of acquaintance _____ Occupation _____

NEAREST RELATIVE(S)

Name _____	Address _____
Phone _____	Relationship _____
Name _____	Address _____
Phone _____	Relationship _____

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 represents the above information to be true and complete, and hereby authorizes Landlord or Manager or Agent to: (i) verify the information provided; and (ii) obtain credit report on applicant.

If application is not fully completed, or received without the screening fee: (i) the application will not be processed, and (ii) the application and any screening fee will be returned.

Applicant _____ Date _____ Time _____

Return your completed application and any applicable fee not already paid to: CENTRE CITY PROPERTY MGMT.
 Address 930 W. WASHINGTON ST. SUITE 11 City SAN DIEGO State CA Zip 92103

II. SCREENING FEE

THIS SECTION TO BE COMPLETED BY LANDLORD, MANAGER OR AGENT.

Applicant has paid a nonrefundable screening fee of \$ 40.64, applied as follows: The screening fee may not exceed \$30.00 (adjusted annually from 1-1-98 commensurate with the increase in the Consumer Price Index.)

\$ 14.50 for credit reports prepared by PROFESSIONAL CREDIT SERVICES;

\$ _____ for _____ (other out-of-pocket expenses); and

\$ 26.14 for processing.

The undersigned has read the foregoing and acknowledges receipt of a copy.

Applicant Signature _____ Date _____

The undersigned has received the screening fee indicated above.

Landlord or Manager or Agent Signature CENTRE CITY PROPERTY MGMT. Date _____

THIS FORM HAS BEEN APPROVED BY THE CALIFORNIA ASSOCIATION OF REALTORS® (C.A.R.). NO REPRESENTATION IS MADE AS TO THE LEGAL VALIDITY OR ADEQUACY OF ANY PROVISION IN ANY SPECIFIC TRANSACTION. A REAL ESTATE BROKER IS THE PERSON QUALIFIED TO ADVISE ON REAL ESTATE TRANSACTIONS. IF YOU DESIRE LEGAL OR TAX ADVICE, CONSULT AN APPROPRIATE PROFESSIONAL.

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Reviewed by _____ Date _____

