



Tenant Applicant Instructions & Information

- False or incomplete information by any applicant, supplied on the rental application, will constitute a denial to rent.
- Valid photo ID required for each applicant
- \$35 tenant screening fee with each completed application, check or money order. Will not be refunded if tenant screening is done. If tenant is not screened, will be refunded
- **Completed Applications can be returned to the Keypoint Office or via email or fax**
- **Checks or money orders for \$35 screening fee made out to Keypoint Property Management must be received prior to tenant screening**
- **Tenant screening must be completed prior to acceptance**

KEYPOINT PROPERTY MANAGEMENT is an equal opportunity housing provider. We fully comply with the Federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, sexual orientation or preference, handicap, familial status, or national origin. We also comply with all state and local fair-housing laws. Employees are not permitted to make any reference, verbal or written, to a resident or applicant's race, color, religion, sex, sexual orientation or preference, handicap, familial status, or national origin.

OCCUPANCY GUIDELINES--To prevent overcrowding and undue stress on plumbing and other building systems, we restrict the number of people who may reside in an apartment or house. In determining these restrictions, we adhere to all applicable fair-housing laws. We allow two persons per bedroom + one. For example, a one-bedroom home could house three people, and a two-bedroom home could house as many as five people, etc.

APPLICATION PROCESS--We evaluate every apartment application in the following manner: A prospective tenant must submit a rental application and ANSWER ALL QUESTIONS ON THE FORM. If a question is not applicable, then prospective tenant must write N/A. If any information is denied, then tenancy will also be denied. All adults (18 and over) must fill out an application. We will determine whether an applicant qualifies for the property they are applying for. If the applicant is determined by the application to likely meet the rental criteria, each applicant over 18 will be charged \$ 35 for a professional tenant screening company to issue a report, covering the following:

- Credit history
- Employment history
- Criminal history
- Eviction history

APPLICANT INCOME--Required income verification from all sources. Two most recent original documents from all sources of income can include: pay stubs, monthly income statements, bank statements with automatic deposits and award letters. If self-employed, copies of last two years Federal tax returns, including the profit and loss statement for both years. Income from all prospective occupants over 18 can be combined to meet the income requirement.

- The total verifiable monthly income combined for all adult household members' age eighteen (18) or over must equal at least 3 times the monthly rent.
- If the household income does not equal at least 3 times the monthly rent, a Guarantor may be used to guarantee the rent. The Guarantor must submit a rental application and be processed separately from the applicant household. The Guarantor must have verifiable income of at least 2 times the Guarantor's monthly rent/mortgage plus the proposed rent. An applicant will be denied for inadequate verifiable income to meet rental criteria.

APPLICANT CREDIT—A government-issued picture ID and a copy of a Social Security card or other verification is required for all adult household members age eighteen (18) and over. If an applicant cannot provide adequate ID to run a complete credit and background check, other criteria may be reviewed, and/or a higher security deposit may be required. If no background proof can be gathered on an applicant, it may be cause for denial.

- Each situation will be evaluated. A high credit score does not guarantee acceptance for tenancy and a low score does not guarantee a denial.
- An application may be denied for poor credit with a positive credit percentage of less than 60%, court judgments, charge offs, unlawful detainers, evictions or criminal felonies.

APPLICANT RENTAL / MORTGAGE PAYMENT HISTORY-- Three years of favorable verifiable rental/mortgage history from an unbiased source. It is your responsibility to provide us with the names, dates and contact numbers of previous owners/managers. Applicants who are related by blood or marriage to previous landlords or do not have three years of verifiable rental history may be required a higher security deposit.

- The rental/mortgage payment history of the past three (3) years will be reviewed for all household members age eighteen (18) and over. There may be no more than three (3) late payments or NSF'S in the past 24 months.
- If there are more than three (3) late payments or NSF's in the past 24 months and/or no credit history, a higher security deposit may be required.
- If there is no rental/mortgage history for the past 24 months for all household members age eighteen (18) and over, a higher security deposit may be required.
- Evictions on any applicant's rental/mortgage history will constitute a denial to rent.
- An applicant will be denied for inability to verify rental history or poor references from previous landlord(s).

CRIMINAL HISTORY—Any criminal history of a physical or violent nature against either person or property will result in automatic denial. Any criminal conviction within the past 5 years may result in denial.

ALTERNATIVE CRITERIA—If the prospective tenants do not meet all of the criteria, the application may be reconsidered with other options such as a co-signer, additional deposit or automatic monthly rental payments.



****NOTE: Some owners may have different tenant screening criteria.**

Keypoint Property Management / 1061 W. Ave. M14, Ste. C, Palmdale CA 93551

Office 661-622-4366 / Fax 661-310-2122

homes@keypointpm.com

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 out				Current rent \$	/Month	
2.	Previous address			City		State	Zip
	Date in	Date out	Owner/Agent Name			Owner/Agent Phone number	
	Reason for moving out						
3.	Next previous address			City		State	Zip
	Date in	Date out	Owner/Agent Name			Owner/Agent Phone number	
	Reason for moving out						
Proposed Occupants: List all in addition to yourself	Name			Name			
	Name			Name			
	Name			Name			
Do you have pets?	Describe			Do you have a waterbed?	Describe		
How did you hear about this rental?							
A.	Current Employer Name			Job Title or Position		Dates of Employment	
	Employer address			Employer/Human Resources phone number ()			
	City, State, Zip			Name of your supervisor/human resources manager			
	Current gross income			Check one			
	\$			Per <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year			
B.	Prior Employer Name			Job Title or Position		Dates of Employment	
	Employer address			Employer/Human Resources phone number ()			
	City, State, Zip			Name of your supervisor/human resources manager			
Other income source _____ Amount \$ _____ Frequency _____							
Other income source _____ Amount \$ _____ Frequency _____							



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 \$ _____, 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 \$ _____
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.

RECEIPT FOR TENANT SCREENING AND/OR CREDIT CHECKING FEES

On _____, Owner/Agent received \$ 35.00 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 | \$ _____ |
| 2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) | \$ _____ |
| 3. Total fee charged (cannot exceed the amount fixed by law) | \$ _____ |

Date

Applicant

Date

Owner/Agent

<p align="center">For Owner/Agent Use Only</p> <p>Screening fees paid by: <input type="checkbox"/> Cash <input type="checkbox"/> Personal Check <input type="checkbox"/> Cashier's Check <input type="checkbox"/> Money Order <input type="checkbox"/> Credit Card # (Last 4 digits only) _____ MC/VISA/AMEX Expiration Date: _____</p>
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RENTAL APPLICANT REFERENCE FORM

- This form is used to obtain information regarding the rental history of Applicants for rental housing. The information provided by the current or former Owner/Agent may be used solely for the purpose of evaluating the application for rental housing.
- The Owner/Agent requesting this information must receive authorization from the Applicant before obtaining the information. Such authorization is granted if Applicant's signature is provided in Section 1. Copies of this form and of the Applicant's signature are acceptable. The Applicant may be contacted to verify the authenticity of this request. **Please mail or fax this form to the person listed in section 2 as soon as possible (within 24-48 hours)**

TO BE COMPLETED BY APPLICANT

1. Authorization by rental Applicant for the release of information

I hereby authorize the release of the information requested on this Rental Applicant Reference Request to the Owner/Agent listed above. **I hereby acknowledge that the Owner/Agent can make copies of this executed page in order to obtain the information requested.**

Name _____ Phone number (_____) _____

Signature _____ Date _____

TO BE COMPLETED BY OWNER/AGENT

2. Person requesting the rental reference

Name of Owner/Agent _____

Address _____ Unit # _____

City _____ State _____ Zip _____

Phone number (_____) _____ Fax number (_____) _____

3. Applicant's rental information

Name of rental community (if any) _____

Address of rental unit _____ Unit # _____

City _____ State _____ Zip _____

Name of Owner/Agent _____

Phone number (_____) _____ Fax number (_____) _____

Move-in date: Month _____ Year _____ Move-out date: Month _____ Year _____ or current resident

TO BE COMPLETED BY FORMER OR CURRENT OWNER/AGENT

4. Rental reference information

Did Applicant live at your property during the period indicated above? Yes No

If no, what were the dates of occupancy? From (month/year): _____ / _____ To (month/year): _____ / _____

How many times during the past 12 months did Applicant pay the rent late? 0 1-2 3-5 6 or more

Was any check from Applicant returned due to non-sufficient funds (NSF)? Yes No

Did you ever file for an unlawful detainer against Applicant for unpaid rent? Yes No

If yes, what was the result? _____

Does Applicant owe any amount for delinquent rent, utilities or damage to unit? Yes No

Did Applicant provide notice for ending tenancy according to the terms of the rental agreement? Yes No

Not applicable because Applicant still resides at unit

Did you ever serve a Three Day Notice to Applicant Yes No

If yes, please explain: _____

Information provided by: Name _____ Phone number (_____) _____

Information obtained by: Phone Mail Fax



EMPLOYMENT VERIFICATION FORM

- This form is used to obtain information regarding the employment history of Applicants for rental housing. The information provided by the current or former Employer may be used solely for the purpose of evaluating the application for rental housing.
- The Owner/Agent requesting this information must receive authorization from the Applicant before obtaining the information. Such authorization is granted if Applicant's signature is provided in Section 1. Copies of this form and of the Applicant's signature are acceptable. The Applicant may be contacted to verify the authenticity of this request. **Please mail or fax this form to the person listed in section 2 as soon as possible (within 24-48 hours)**

TO BE COMPLETED BY APPLICANT

1. Authorization by rental Applicant for the release of information

I hereby authorize the release of the information requested on this Employment Verification Request to the Owner/Agent listed above. I hereby acknowledge that the Owner/Agent can make copies of this executed page in order to obtain the information requested.

Name _____ Phone number (_____) _____

Signature _____ Date _____

TO BE COMPLETED BY OWNER/AGENT

2. Person requesting the employment reference

Name of Owner/Agent _____

Address _____ Unit # _____

City _____ State _____ Zip _____

Phone number (_____) _____ Fax number (_____) _____

3. Applicant's employment information:

Present **OR** Prior Occupation (check one)

Employer Name _____

Employer Address _____

City _____ State _____ Zip _____

Supervisor's/HR Manager's Name _____ Employer/HR Phone number (_____) _____

Beginning and Ending Dates of Employment _____

Current Gross Income (if applicable) \$ _____

TO BE VERIFIED BY CURRENT OR FORMER EMPLOYER

4. Employment information verification

Is the information provided in Section 3 above correct?

Employer Name	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employer Address	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Supervisor's/HR Manager's Name	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employer/HR Phone Number	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Beginning and Ending Dates of Employment	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current Gross Income (if applicable)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Verification provided by:

Name: _____

Title: _____

Phone: (_____) _____

If No, please explain: _____

Verification obtained by:

Phone

Mail

Fax

