



Rental Application Guidelines

Thank you for your interest in renting a property managed by Torrey Pines Property Management, Inc. (TPPM). The following guidelines were written to inform you of our basic rental practices and to assist you in processing your application in the most timely and efficient manner possible.

1. The rental application (all pages) **MUST BE FILLED OUT IN ITS ENTIRETY, including date, signature and address on the final page.** Incomplete applications will be denied. If an item on the form is not applicable, please respond N/A (not applicable).
2. Each person over the age of 18 who will be occupying the unit must complete a separate application. Guarantors, if permitted, must complete an application as well. Guarantors must be a current California state resident to be eligible.
3. Applicants must provide a valid, government-issued photo ID at the time the application is submitted. Management will compare the ID to the identifying information on the application and immediately return the ID to the applicant. Management will not retain a copy of the ID until and unless the application is approved and the applicant takes possession of a unit. Guarantor ID's will not be retained even if the application is approved and the applicant takes possession of a unit.
4. We must be able to verify your source of income and previous rental history. Please make sure the telephone numbers you provide are accurate and include area codes. We will accept written proof of any legal, verifiable source of income. Sufficient proof of income includes, but is not limited to, current paystubs, bank statements, 1040s, tax returns or W2s, military benefit statements, proof of retirement/investment income, Social Security, welfare, disability or other government income, spousal support, child support, student loans, Section 8 Housing Choice Vouchers or any other rental assistance from any federal, state, local or nonprofit-administered benefit or subsidy program, or any financial aid from any rental assistance program, homeless assistance program, security deposit assistance program, or housing subsidy program, whether paid directly to the program participant, landlord, or representative of either, or any other proof of legal, verifiable income.
5. For applicants without a Section 8 Voucher or other rental assistance, we require individual or combined applicants' current gross income to be a minimum of two and one half (2.5) times the total monthly rent. For applicants with a Section 8 Voucher or other rental assistance, we require individual or combined applicants' current gross income (including the voucher or subsidy amount) to be a minimum of two and one half (2.5) times the *applicant's share* of the total monthly rent. Guarantors, if applicable, are required to have a minimum current gross income of four (4) times the total monthly rent.



torreypinespm.com

ACCREDITED MANAGEMENT ORGANIZATION® Firm

7840 Ivanhoe Avenue | La Jolla, CA 92037 | O 858.454.4200 | F 858.454.1384

since 1983

6. Your credit history will be verified by a credit reporting agency. **YOU WILL BE CHARGED AN APPLICATION FEE OF \$28 FOR EACH APPLICATION.** The application fee is collected by credit card when you submit your application online. If your application is dropped off in person or faxed, you may provide a check payable to TPPM. **Cash will not be accepted.** The application fee includes \$17.39 for a credit report, plus \$10.61 for verifying references.

Credit History Requirements:

- a) Maximum percentage of past due and/or derogatory credit accounts cannot exceed 20%
- b) Balance of unpaid collections cannot exceed \$1000
- c) Bankruptcies newer than 5 years will not be accepted

Rental History Requirements:

- a) No unpaid landlord collections or judgements
- b) No evictions within the past 7 years, or 5 years with proof of financial settlement
- c) No more than one late, and one returned rental payment during a 12 month period

7. Upon approval of your application, the security deposit / holding deposit and first month's rent must be paid in full with a **CASHIER'S CHECK OR MONEY ORDER (ONLY)**. Personal checks are accepted beginning with the second month's rent. We also require a one-time documentation and online set up fee (D&O) of \$12.00 upon lease signing. The D&O fee reimburses our cost for lease document preparation and online tenant portal access. **The \$12.00 D&O fee shall be paid by separate check payable to TPPM.**

8. You will be required to provide proof of renter's insurance prior to moving in. Please visit www.epremiuminsurance.com to or call (800) 319-1390 set up a new policy.

You may apply online by following the link posted in all vacancy advertisements, mail or deliver your completed application(s) to 7840 Ivanhoe Avenue, La Jolla, CA 92037. Our business office is open Monday through Friday 9:00 a.m. to 5:00 p.m. Faxed applications will not begin processing until an application fee is received. Our fax number is (858) 454-1384. Additional applications and vacancy listings are available at www.torreypinespm.com.

Torrey Pines Property Management is an Equal Housing Opportunity supporter, committed to providing excellent service to everyone in a fair, efficient and friendly manner. We do not discriminate based on race, color, religion, sex, national origin, familial status, disability, age, ancestry, marital status, sexual orientation, medical condition, gender, gender identity, gender expression, source of income, genetic information, citizenship, immigration status, primary language, perception, association, any arbitrary characteristic, or any other protected classification under federal, state or local law. Any complaints should be directed to our corporate office at (858) 454-4200 or tenantrelations@torreypinespm.com. Should you have any questions, please ask.

☐ Tenant
☐ Guarantor

Name of Applicant:

APPLICATION TO RENT

(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	Landlord Name			Landlord phone number	
	Reason for moving out					Current rent \$ /Month	
2.	Previous address			City		State Zip	
	Date in	Date out	Landlord Name			Landlord phone number	
	Reason for moving out					Rent at move-out \$ /Month	
3.	Next previous address			City		State Zip	
	Date in	Date out	Landlord Name			Landlord phone number	
	Reason for moving out					Rent at move-out \$ /Month	
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 _____							



☐ Tenant
☐ Guarantor

Name of Applicant:

Name of your bank	Branch or address	Account Number	Type of Acct

Please list ALL of your financial obligations below.

Name of Creditor	Address	Phone Number	Monthly Pmt. 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? _____



☐ Tenant
☐ Guarantor

Name of Applicant:

NOTICE REGARDING CALIFORNIA INVESTIGATIVE CONSUMER REPORTING AGENCIES ACT

☐ Landlord does not intend to request an investigative consumer report regarding the Applicant.

Unless the box above is checked, Landlord intends to request an investigative consumer report regarding the Applicant's character, general reputation, personal characteristics, and mode of living. Under Section 1786.22 of the California Civil Code, the files maintained on you by the investigative consumer agency shall be made available to you during business hours and on reasonable notice, provided you furnish proper identification, as follows: (1) You may appear at the investigative consumer reporting agency identified below in person, (2) you may make a written request for copies to be sent by certified mail to a specified addressee, or (3) you may make a written request for a summary of the file to be provided over the telephone. The agency may charge a fee, not to exceed the actual duplication costs, if you request a copy of your file. The agency is required to have personnel available to explain your file to you, and the agency must explain to you any coded information appearing in your file. If you appear in person, a person of your choice may accompany you, provided that this person furnishes proper identification. If you are accompanied by a person of your choosing, the agency may require you to furnish a written statement granting permission to the investigative consumer reporting agency to discuss your file in the other person's presence. The agency that will prepare the report(s) identified in this section is listed below:

RP On-Site LLC

Name of Agency

2201 Lakeside Blvd., Richardson, TX 75082

Address of Agency

If you would like a copy of the report(s) that is/are prepared, please check the box below:

☐ I would like to receive a copy of the report(s) that is/are prepared

If the box above is checked, Landlord agrees to send the report to Applicant within three (3) business days of the date the report is provided to Landlord. Landlord may contract with another entity to send a copy of the report.

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 Landlord 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 Landlord to disclose tenancy information to previous or subsequent Landlords.

Landlord will require a payment of \$ 28.00 , 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	\$ <u>17.39</u>
2. Cost to obtain, process and verify screening information (may include staff time and other soft costs)	\$ <u>10.61</u>
3. Total fee charged	\$ <u>28.00</u>

The undersigned Applicant 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)



☐ Tenant
☐ Guarantor

Name of Applicant:

RECEIPT FOR TENANT SCREENING AND/OR CREDIT CHECKING FEES

On _____, Landlord received \$ _____ from the undersigned, hereinafter called "Applicant,"
(Date)

who offers to rent from Landlord the premises located at:

_____, Unit # (if applicable) _____
(Street Address)

_____, CA _____
(City) (Zip)

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 | \$ 17.39 |
| 2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) | \$ 10.61 |
| 3. Total fee charged (cannot exceed the amount fixed by law) | \$ 28.00 |

For Landlord 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: _____

_____, ☐ by _____, _____ Agent for Landlord
Landlord Individual Signing for Landlord Management Co. (If Applicable)

Date

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.



California Apartment Association Approved Form
www.caanet.org
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