



**THE GRIFFON MANAGEMENT GROUP, INC.**

1001 E. Morton Place, Ste. C, Hemet, CA 92543

Phone (951) 652-2399

[www.griffonmanagementgroup.com](http://www.griffonmanagementgroup.com)

BRE#01280973

***Incomplete applications will not be accepted***

***Applicants must view property with a GMG agent prior to making an application appointment***

**SCREENING POLICIES AND PROCEDURES**

1. A credit check and eviction search will be run on each applicant.
2. **Residence History** Prospective tenant must provide the **last five years of verifiable tenant/residence history.** (Provide on the back side of application if necessary).
3. Eviction/Judgment on a prospective tenant's credit report cannot be within the last six years from application date.
4. Bankruptcies and Foreclosures will be accepted at the owner's discretion.
5. **Income Requirements** vary depending on the property you are applying for. Applicants must show proof of income minimally of 2 1/2 to max of 5 times the rent amount. Please verify you meet income requirements prior to submitting your application for processing. Income must be verifiable, for example, three most concurrent pay stubs, most current tax returns, most current three month's of bank statements or other income documents. Originals should be submitted and copies will be made at the time you submit your application!!
6. Occupancy policy is based on HUD guidelines and is as follows: 2 occupants per bedroom plus 1. Example; 2 Bedroom Unit= 5 occupants maximum.
7. **Proof of identity** Be prepared to show a current government issued I.D. and social security card when you present your application. Examples of accepted government issued I.D. are: state issued driver's license or I.D., passport, military I.D., green card or any current non U.S. government I.D.

**A \$40.00 SCREENING FEE IS REQUIRED FOR EACH APPLICANT OVER 18 YEARS OLD!**

Screening fee must be in the form of Cash, Cashier's Check or Money Order. Please bring exact amount as we do not carry change.

**THE SCREENING FEE IS NON-REFUNDABLE Upon submittal!**

Applications can be submitted by appointment only Monday through Friday at either our Hemet or Beaumont office locations.

**ADDITIONAL INFORMATION ON POLICIES AND PROCEDURES**

- **Holding Deposits** will not be accepted until your application is approved; at that time you must put a holding deposit down that's equal to the security deposit and must be paid within 2 business days. You must complete your move in within 14 days of paying the holding deposit. Once the holding deposit has been paid, our office will contact you to schedule an appointment for your move in date.
- Holding Deposits and the first month's rent must be paid by cash, money order, or cashier's check only. No personal checks or debit/credit cards are accepted for your first initial payments prior to taking possession.
- **Security Deposits** are normally the same as the rent amount. Applicants may be asked to pay a higher deposit depending on credit, tenant history and rental history. Maximum security deposit can only be equal to 2 months rent.
- **The Pet Policy** is that all tenants are to pay an additional security deposit, regardless of how many, breed, or size of pet. Please verify with management if pets will be allowed on the property you are applying for. There are also *several* breeds of dogs that will not be *allowed* on any of our *properties*. (If applying with a service or companion animal, applicant must provide proper documentation, at the time of applying or submitting application).
- **Smoking is not permitted in/on any of the properties.**

I have read and understood the Screening Policies & Procedures. All applications, rent terms, and security deposits are subject to final approval based on Applicant's credit, completion of rental & income verification and completion of the screening process. **This is not a promise or guarantee of approval.**



Applicant's Signature

Date



APPLICATION TO RENT/SCREENING FEE

(C.A.R. Form LRA, Revised 12/19)



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 EMANCIPATED MINOR.

- 1. Applicant is completing Application as a (check one) tenant, tenant with co-tenant(s) or guarantor/co-signor.
2. PREMISES INFORMATION
3. PERSONAL INFORMATION
A. FULL NAME OF APPLICANT
B. Date of Birth
C. Driver's License No., State, Expires
D. Phone number: Home, Work, Other
E. Email
F. Name(s) of all other proposed occupant(s) and relationship to applicant
G. Pet(s)
H. Auto: Make, Model, Year, License No., State, Color
I. In case of emergency, person to notify
J. Does applicant or any proposed occupant plan to use liquid-filled furniture?
K. Has applicant been a party to an unlawful detainer action or filed bankruptcy within the last seven years?
L. Has applicant or any proposed occupant ever been asked to move out of a residence?
M. Has applicant or any proposed occupant ever been convicted of or pleaded no contest to a felony within the last seven years?

(After completing a credit review, Landlord may consider the nature of the felony and the length of time since it occurred so long as the felony is directly related to the applicant's ability to meet its obligations under the lease terms, and any other relevant mitigating information pursuant to 2 CCR §12266.)

4. RESIDENCE HISTORY

Current address, City/State/Zip, From, to, Name of Landlord/Manager, Landlord/Manager's phone, Do you own this property?, Reason for leaving current address

Previous address, City/State/Zip, From, to, Name of Landlord/Manager, Landlord/Manager's phone, Did you own this property?, Reason for leaving this address

Applicant's Initials ( ) ( )



Property Address: \_\_\_\_\_ Date: \_\_\_\_\_

**5. EMPLOYMENT AND INCOME HISTORY**

Current employer \_\_\_\_\_  
Current employer address \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Supervisor phone \_\_\_\_\_  
Employment gross income \$ \_\_\_\_\_ per \_\_\_\_\_  
Other income info \_\_\_\_\_

Previous employer \_\_\_\_\_  
Prev. employer address \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Supervisor phone \_\_\_\_\_  
Employment gross income \$ \_\_\_\_\_ per \_\_\_\_\_  
Other income info \_\_\_\_\_

**6. CREDIT INFORMATION**

Name of creditor	Account number	Monthly payment	Balance due

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

**7. PERSONAL REFERENCES**

Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_ Length of acquaintance \_\_\_\_\_ Occupation \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_ Length of acquaintance \_\_\_\_\_ Occupation \_\_\_\_\_

**8. NEAREST RELATIVE(S)**

Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_ Relationship \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_ Relationship \_\_\_\_\_

9. Applicant understands and agrees that: (i) this is an application to rent only and does not guarantee that applicant will be offered the Premises; (ii) Landlord or Manager or Agent may receive more than one application for the Premises and, will select the best qualified applicant; and (iii) Applicant will provide a copy of applicant's driver's license or other acceptable identification upon request.

Applicant represents the above information to be true and complete, and hereby authorizes Landlord or Manager or Agent to: (i) verify the information provided; (ii) obtain a credit report on applicant; and (iii) obtain an "Investigative Consumer Report" ("ICR") on and about applicant. An ICR may include, but not be limited to, criminal background checks, reports on unlawful detainers, bad checks, fraud warnings, and employment and tenant history. By signing below, you also acknowledge receipt of the attached **NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW (C.A.R. form BIRN)**.

Please check this box if you would like to receive, at no charge, a copy of an ICR or consumer credit report if one is obtained by the Landlord/Manager/Agent whenever you have a right to receive such a copy under California law.

10. Applicant further authorizes Landlord or Manager or Agent to disclose information to prior or subsequent owners and/or agents with whom applicant has had, or intends to have, a rental relationship.

If application is not fully completed, or if section II, 2 is applicable and the application is received without the full screening fee: (i) the application will not be processed, and (ii) the application and any portion of the screening fee paid will be returned.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_ Time \_\_\_\_\_

Return your completed application and any applicable fee not already paid to: **The Griffon Management Group, Inc**  
Address **1001 E. Morton Place, Suite C** City **Hemet** State **CA** Zip **92543**



Property Address: \_\_\_\_\_ Date: \_\_\_\_\_

## II. SCREENING FEE

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

1.  Applicant will provide screening information and fee directly to Landlord/Manager/Agent's authorized screening service at \_\_\_\_\_.

OR 2.  Applicant has paid a nonrefundable screening fee of **\$40.00**, 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. A CPI inflation calculator is available on the Bureau of Labor Statistics website, www.bls.gov.)

\$ **at cost** for credit reports prepared by Corelogic;

\$ **at cost** for Verification of Employment and Income, Rental History (other out-of-pocket expenses); and

\$ **at cost** for processing.

Applicant Social Security Number/Tax Identification Number: \_\_\_\_\_

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

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

If 2 is selected, the undersigned has  has not received the screening fee indicated above.

Landlord or Manager Agent Signature: \_\_\_\_\_

DRE Lic. # **01280973**

*The Griffon Management Group, Inc*

Date \_\_\_\_\_

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Reviewed by \_\_\_\_\_ Date \_\_\_\_\_



LRA REVISED 12/19 (PAGE 3 OF 3)

### APPLICATION TO RENT/SCREENING FEE (LRA PAGE 3 OF 3)



NOTICE REGARDING BACKGROUND INVESTIGATION REPORTS PURSUANT TO CALIFORNIA LAW

(C.A.R. Form BIRN, 12/19)

The person signing below (on behalf of the Landlord, if not the Landlord) intends to obtain information about you from an investigative consumer reporting agency and/or a consumer credit reporting agency for the purpose letting a dwelling.

CRA: Corelogic, Address: 3001 Hackberry Road, Irving, Texas 75063 Telephone: (888)333-2413 Email: www.corelogic.com

The Landlord agrees to provide you with a copy of an investigative consumer report when required to do so under California law.

Under California Civil Code section 1786.22, you are entitled to find out from a CRA what is in the CRA's file on you with proper identification, as follows:

- In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The CRA may not charge you more than the actual copying costs for providing you with a copy of your file.
A summary of all information contained in the CRA's file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
By requesting a copy be sent to a specified addressee by certified mail. CRAs complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the CRAs.

"Proper Identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the CRA require additional information concerning your employment and personal or family history in order to verify your identity.

The CRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection.

You may be accompanied by one other person of your choosing, who must furnish reasonable identification. A CRA may require you to furnish a written statement granting permission to the CRA to discuss your file in such person's presence.

Landlord or Manager or Agent Signature: The Griffon Management Group, Inc DRE Lic. # 01280973 Date

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BIRN 12/19 (PAGE 1 OF 1)

NOTICE REGARDING BACKGROUND INVESTIGATION REPORTS PURSUANT TO CALIFORNIA LAW (BIRN PAGE 1 OF 1)



# RENTAL APPLICANT REFERENCE FORM

- This form is used to obtain information regarding the rental history of applicants for rental housing.
- The Landlord 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, fax, or email 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 Form. I hereby acknowledge that the Landlord can make copies of this executed page in order to obtain the information requested.*

Name \_\_\_\_\_ Phone number (\_\_\_\_\_) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## TO BE COMPLETED BY LANDLORD

### 2. Person requesting the rental reference

Name of Landlord \_\_\_\_\_

Address \_\_\_\_\_ Unit # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone number (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Fax number (\_\_\_\_\_) \_\_\_\_\_

### 3. Applicant's rental information

Name of rental community (if any) \_\_\_\_\_

Address of rental unit \_\_\_\_\_ Unit # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name of Landlord \_\_\_\_\_

Phone number (\_\_\_\_\_) \_\_\_\_\_ Fax number (\_\_\_\_\_) \_\_\_\_\_

Move-in date: Month \_\_\_\_\_ Year \_\_\_\_\_ Move-out date: Month \_\_\_\_\_ Year \_\_\_\_\_ or  current resident



TO BE COMPLETED BY FORMER OR CURRENT LANDLORD

CAUTION: Do not include information about non-payment of "COVID-19 rental debt," which is unpaid rent or any other unpaid financial obligation of the resident under the tenancy that came due between March 1, 2020, and June 30, 2021.

4. Rental Reference Information

Residency

- a. Did Applicant live at your property during the period indicated above?
b. If no, what were the dates of occupancy? From (month/year): / To (month/year): /

Rent Payments:

- c. What was the last effective monthly rent? \$
d. How many times during the past 12 months did Applicant pay the rent late?
e. Was any check from Applicant returned due to non-sufficient funds (NSF)?
f. Did you ever file for an unlawful detainer against Applicant for unpaid rent?
If yes, what was the result?

- g. Does Applicant owe any amount for delinquent rent?

Other Financial Obligations of Tenancy (i.e., utilities, parking fees, damage to the unit):

- h. How many times during the past 12 months did Applicant pay other financial obligations of tenancy late?
i. Was any check from Applicant for other financial obligations of tenancy returned due to non-sufficient funds (NSF)?
j. Did you ever file an unlawful detainer action (eviction) against Applicant for unpaid financial obligations of tenancy other than rent?
If yes, what was the result?
l. Does Applicant owe any amount for other financial obligations of tenancy?

Other Three-Day Notices

- m. Did you ever serve a Three-Day Notice to Applicant other than for non-payment of rent or other financial obligations of the resident under the tenancy?
n. If yes, please explain:

Termination of Tenancy by Applicant

- o. If tenancy was terminated by Applicant, did Applicant provide notice for ending tenancy according to the terms of the rental agreement?

Information provided by: Name

Phone number ( ) Email

Information obtained by: Phone Mail Email Fax



Unauthorized Reproduction of Blank Forms is Illegal.



# 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 Landlord 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 Form to the Landlord listed below.  
I hereby acknowledge that the Landlord can make copies of this executed page in order to obtain the information requested.

Name \_\_\_\_\_ Phone number (\_\_\_\_\_) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## TO BE COMPLETED BY LANDLORD

### 2. Person requesting the employment reference

Name of Landlord \_\_\_\_\_

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

If No, please explain: \_\_\_\_\_

### Verification provided by:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

Verification obtained by:

Phone  Mail  Fax







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BRE#01280973

**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.





# Applicant Pre-Screening Checklist

(Inter-Office Use Only)

Please go through the list and check off as you review (for each applicant). If the list is not complete, **DO NOT ACCEPT THE APPLICATION.**

**Applicant Name:** \_\_\_\_\_

## Cover Page:

- Did the applicant sign the Screening Policies and Procedures Cover Page?

## I. APPLICATION TO RENT (PAGE 1)

- 1) Did applicant state how many total applicants are applying?
- 2) Did applicant state what property they are applying for?
- 2a) Rent amount
  - 2b) Proposed move in date
- 3) Did applicant complete the personal information section?
- |  |   |  |
|--|---|--|
| <input type="checkbox"/> 3a) Full name   | <input type="checkbox"/> 3f) Names of all other proposed applicants and relationship to applicant | <input type="checkbox"/> 3i) Emergency contact info  |
| <input type="checkbox"/> 3b) Date of birth                                       | <input type="checkbox"/> 3g) Pets (other than service animals) number and type.                   | <input type="checkbox"/> 3j-m) Completed questions J-M on application if Service/Companion animal - documentation provided (if applicable) |
| <input type="checkbox"/> 3c) Current gov't issued ID number, state, & expiration | <input type="checkbox"/> 3h) Vehicle Info (make, model, year, license no., etc.)                  |  |
| <input type="checkbox"/> 3d) Phone numbers                                       |   |  |
| <input type="checkbox"/> 3e) Email   |   |  |

## Rental History (Page 1)

- 4) Did applicant provide Residence History going back **5 years** with landlord names and phone numbers?
- Did applicant initial bottom section on Page 1 of Application?

## Employment/Income History (Page 2)

- 5) Did applicant provide Employment History with supervisor name, phone number, and proof of income and/or other income documentation and information? If less than 6 months of employment did applicant provide previous employment history?
- 6) Credit Information (last 5 digits of credit and bank accounts) filled in
  - 7) Personal References filled in
  - 8) Nearest Relative(s) filled in
- Does applicant meet the income requirements?
- a) Based on documentation provided at the time of applying, applicant's total income is: \_\_\_\_\_
- Did applicant sign and date Page 2?  Did applicant mark **# 9 on pg. 2** (Con. Report)?



**Applicant Pre-Screening Checklist**  
(Inter-Office Use Only)

**II. SCREENING FEE (PAGE 3)**

- Did applicant sign and date Page 3 of Application?
- GMG staff confirmed SS complete (pg. 2/sec. 3)
- GMG staff sign & date Page 3 of Application?

**Notice Regarding Background Investigation Reports Pursuant to CA Law (to be completed in # order)**

- 1) Did GMG employee sign & date?
- 2) Did GMG employee provide a copy of the Notice to applicant?

**Verification Forms**

- Did applicant complete section 1 of the Rental Application Reference form? (2 pages)
- Did applicant complete section 1 of the Employment Verification form?

**Additional Documentation**

- Did GMG staff ask Applicant to show proof of current gov't issued ID and Social Security card? (DO NOT MAKE COPIES OF IDENTIFICATION)
- ID Card Type: \_\_\_\_\_
- ID #: \_\_\_\_\_
- ID Exp. Date: \_\_\_\_\_
- SS #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
- DOB: \_\_\_\_\_
- Did GMG staff collect \$40.00 screening fee?

**Additional Notes and/or Comments:**

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 Before signing, are all of the boxes on this form filled in and complete?

\_\_\_\_\_  
Application Pre-Screening Checked By  
(GMG Employee Name)

\_\_\_\_\_  
DATE