

AZALEA GARDENS APARTMENTS

3329 Halfway Avenue

McKinleyville, CA 95519

Ph: 707-839-4907~ Fax: 707-839-5082

www.jlfconstruction.net/rent/

Re: Rental Application

Dear Prospective Tenant(s):

Thank you for expressing an interest in the Azalea Gardens Apartments. Enclosed is the Rental Application form with attachments for you to complete and return to our office. Please be sure to fill the application out in its entirety as **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED OR CONSIDERED**. An **application** must be **submitted** for **each adult (18 years and older)** who will reside on the premises. **If you are full time student and/or do not meet the income requirements** you must have a **responsible party** who meets the income criteria **complete and submit an application as well as** the guarantor (co-signer). **There will be a non-refundable twenty-dollar (\$20.00) application fee for each application**. There is no need to fill out an application for each complex. One application is sufficient, unless otherwise instructed.

Please **carefully review** the enclosed documents and make sure that you have **fully completed** the Rental Application and any attached form(s). Please make sure that all information submitted is accurate and current, such as vehicle license plate numbers, addresses and telephone numbers. If you require clarification or have any questions please immediately contact our office. **Please write the type of apartment you are seeking (1 or 2 bedroom) in the upper right hand corner of the application.**

The rental rates are as follows: One-bedroom units range from **\$640.00 to \$700.00 per month** and the Security Deposit is **\$1,000.00**. Two-bedroom units range from **\$850.00 to \$975.00 per month** and the Security Deposits range from **\$1,200.00 to \$1,300.00**. Rent is due and payable on the first of the month. Water, sewer and garbage services are included with the rent. All other utilities are the responsibility of the Tenant. Each unit contains a stove, dishwasher, garbage disposal and refrigerator, and coin operated washing machines and dryers are located on-site within each building at the apartment complex. All appliances are gas as is the heat source. The apartment units are **NON-SMOKING UNITS**, which includes no smoking, cultivation or any use of marijuana or medical marijuana. No water-filled furniture is allowed. **NO PET OF ANY KIND** is allowed and if you have a pet when applying you will have to find it another home. Again, NO PETS!

You must provide verification of your income to meet the qualification criteria, which is based on the premise that your income ratio is 3 times the amount of the rent. For example, if your monthly rent is \$640.00 then your **minimum income** must be \$1,920.00. If you do not meet this income requirement you will not qualify. All income declared will be verified. You must also provide a valid California or other state driver's license or other photo identification card **and** proof of valid social security number.

Upon receipt of an application it will be reviewed for completion. Generally, you are approved for consideration after review and verification of the information provided on the Rental Application form is made, your income is verified to meet the required criteria, and your credit report comes back favorable (minimum credit score allowed is 600). Once you are approved for consideration an appointment will be scheduled to view the available unit. At that time you will be required to provide a valid California or other state driver's license or other photo identification card **and** proof of valid social security number. ***We do not show an apartment unit to a prospective tenant until their application has been accepted and approved for consideration.*** If a unit is not currently available your application will be retained on file for 60 days in the event of a vacancy.

Again, please be sure that your application and attachments (if any) are completed, signed and dated prior to submitting, as *incomplete applications will not be accepted*. Thank you.

Sincerely,

Monica Brock

Email: mbrock@jlfconstruction.net

Property Manager
MB/bs

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RENTAL APPLICATION

(Note: Incomplete applications will be rejected. All applications are subject to credit and reference approval and verification.)

ALL APPLICANTS OVER 18 MUST COMPLETE AN APPLICATION FORM.

- Applicant - Full Name, including all names you use(d).

Name(s) _____

Current Mailing Address _____

Home Phone: () _____ Work Phone: () _____

Social Security Number _____ Date of Birth _____

Driver's License No./State _____ E-mail address: _____

Have you applied here before? YES or NO

Vehicle(s) Information: List Make, Model, Year, Color, and License Plate Number/State

Vehicle #1 _____

Vehicle #2 _____

- Additional Occupants - List everyone who will live with you.

Full Name Age Relationship to Applicant(s) Occupation

- Rental History – (NOTE: THE RENTAL REFERENCES CANNOT BE RELATIVES.)

Current Address _____

Dates Lived at Address _____ Reason for Leaving _____

Landlord/Manager _____ Telephone Number: () _____

Landlord/Manager Mailing Address _____

Previous Address _____

Dates Lived at Address _____ Reason for Leaving _____

Landlord/Manager _____ Telephone Number: () _____

Landlord/Manager Mailing Address _____

Previous Address _____

Dates Lived at Address _____ Reason for Leaving _____

Landlord/Manager _____ Telephone Number: () _____

Landlord/Manager Mailing Address _____

- Employment History

Current Employer _____

Employer's Address _____ Telephone Number: () _____

Dates of Employment _____ Monthly Income: \$ _____

Previous Employer _____

Employer's Address _____ Telephone Number: () _____

Dates of Employment _____ Monthly Income: \$ _____

Previous Employer _____

Employer's Address _____ Telephone Number: () _____

Dates of Employment _____ Monthly Income: \$ _____

- Income Information (NOTE: The REQUIRED income ratio is 3 times the amount of the rent. For example, if your monthly rent is \$620 then your *minimum income* must be \$1,860. If you do not meet this income requirement you will not qualify. All income declared will be verified.)

1. Your gross monthly employment income (before deductions). \$ _____

2. Average monthly amounts of other income. Source: _____ \$ _____

3. Total monthly household income (sum of two items above). \$ _____

• **Credit and Financial Information**

	Bank/Institution	Branch		Current Balance
Checking Account:	_____			
Savings Account:	_____			
Other Account(s):	_____			

• **Credit Accounts and Loans**

Account Type (Auto Loan, Visa, etc.)	Name of Creditor	Amount Owed	Monthly Payment	Account Balance
Major Credit Card	_____			
Major Credit Card	_____			
Loan	_____			
Other	_____			
Other	_____			

• **Personal References and Emergency Contact**

Reference Name _____
 Address _____
 Telephone Number: () _____ Relationship _____

Reference Name _____
 Address _____
 Telephone Number: () _____ Relationship _____

Contact in Emergency _____
 Address _____
 Telephone Number: () _____ Relationship _____

• **Miscellaneous Information**

1. Do you or any other potential occupant smoke? yes no If yes, indicate who: _____
 2. Have you ever: Filed bankruptcy? yes no Been sued? yes no Been evicted? yes no
 Explain any "yes" to #2 above: _____
 3. Do you have any pets? yes no If yes, please list and describe: _____

I certify that all the information given above is true and correct and understand that my lease or rental agreement may be terminated if I have made any material false or incomplete statements in this application. I authorize verification of the information provided in this application from my credit sources, credit bureaus, current and previous landlords and employers, and personal references. I understand that if I have initiated a "security freeze" on my credit information with any of the credit reporting agencies, I will promptly lift the freeze for a reasonable time so that my credit report may be accessed by the Landlord/Manager; and I understand that if I fail to do so, the Landlord/Manager may consider this an incomplete application. (CC § 1785.11.2). This permission will survive the expiration of my tenancy.

 Signature
 if electronic signature not supported, print out and mail in form

 Date

NOTES (Landlord/Manager):	Verification of Rental History	_____ <input type="checkbox"/>
	Verification of Credit History	_____ <input type="checkbox"/>
	Verification of Income	_____ <input type="checkbox"/>
	Verification of References	_____ <input type="checkbox"/>
	Credit Report Check	_____ <input type="checkbox"/>

 Reviewed by:

 Date

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CONSENT TO BACKGROUND AND REFERENCE CHECK

I hereby authorize **AZALEA GARDENS APARTMENTS** and/or its **Agent or Representative** to obtain information about me from my credit sources and previous landlords and employers, and personal references, to enable **AZALEA GARDENS APARTMENTS** to evaluate my rental application. I authorize my credit sources, credit bureaus, current and previous landlords and employers, and personal references to disclose to **AZALEA GARDENS APARTMENTS** and/or its **Agent or Representative** information about me that is relevant to **AZALEA GARDENS APARTMENTS** decisions regarding my application and tenancy. This permission will survive the expiration of my tenancy.

Name

Address

Telephone Number(s)

Date

if electronic signature not supported, print out and mail in form

Application Fee: _____