

You'll notice the difference!



North County's Premier Property Management Company since 1986

Thank you for choosing a home managed by the CPM Team!
We take pride in providing you with friendly and personalized service.

Please read the following before completing application:

Procedures

1. One application for each adult (18 years and older) accompanied by an application fee of \$40.00 paid in cash or credit is required.
2. Application will not be processed unless completely filled out and supplemental items received.
3. Applicants must provide the following supplemental items: Written confirmation of income (copies of two most recent paystubs, LES, or 3 months of bank statements), copy of photo ID, photo of pet if applicable.

Qualification Criteria (any eviction or false information on application automatically disqualifies applicant)

1. Combined gross household income must be 2.5 times the rent.*
 2. Applicant must have satisfactory rental history.*
 3. Applicant must have satisfactory credit history.*
- *Deficiencies in one of these areas may be able to be overcome with an increased deposit and/or a qualified co-signor.

Once an application has been formally accepted, the applicant(s) will be notified and within 24 hours will receive the lease agreement. The applicant will have 48 hours, upon receipt of the lease agreement to: review, approve, sign, and return the lease agreement to CPM along with the security deposit in the form of cashier's check or money order. The property will be removed from the market upon receipt of the signed lease agreement and the security deposit. On or before move in, the approved applicant(s) must furnish the following to Chamberlain Property Management:

1. Proof of renters insurance for each resident (all residents may be listed on one policy)
2. Emergency contact information
3. First month's rent paid with certified funds (prorated if applicable)
4. SDGE and Water Account Number (if applicable)
5. HOA Registration (if applicable)

RENTAL APPLICATION

Property you are applying for _____

Applicant's Name: (Last, First, M.I.) _____ DOB _____

SS# _____ - _____ - _____ DL# _____ Issuing State _____

Phone # Cell () _____ Work () _____ Home () _____

E-mail address (required) _____

List names & birth dates of all Occupants and Dependents

<u>Name</u>	<u>Birth Date</u>	<u>Name</u>	<u>Birth Date</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Employment & Income

Current Employer _____ Salary / Wage \$ _____ Per _____
Address _____
Position / Occupation _____ Start Date _____
Supervisor _____ Phone # () _____
Describe any other income _____ Amount _____ Per _____

Residence History (Please provide 3 years of history)

Current Address _____ City _____ State _____ Zip _____
From _____ To _____ Rent ☐ Own ☐ Monthly Payment _____
Landlord / Mortgage Co. _____ Phone # () _____

Previous Address _____ City _____ State _____ Zip _____
From _____ To _____ Rent ☐ Own ☐ Monthly Payment _____
Landlord / Mortgage Co. _____ Phone # () _____

Previous Address _____ City _____ State _____ Zip _____
From _____ To _____ Rent ☐ Own ☐ Monthly Payment _____
Landlord / Mortgage Co. _____ Phone # () _____

Will you have:

Pets? YES / NO

Pet #1: Age _____ Weight _____ Breed _____ Color _____ Name _____

Pet #2: Age _____ Weight _____ Breed _____ Color _____ Name _____

Water-filled furniture? YES / NO – Please describe if any _____

Boats, R.V.s, or Trailers on the premises? YES / NO – Please describe if any _____

***Please note: NO trampolines, above-ground pools, or other items that can interfere with the insurance coverage on the premises will be permitted.**

In the past, have you:

Been delinquent in paying rent or other financial obligations? YES / NO – If yes, please explain _____

Failed to perform in any rental agreement or been asked to vacate a property you were renting?

YES / NO – If yes, please explain _____

Now that you have completed the application, please use the attached forms to:

- 1) Read and sign the RENTAL APPLICATION POLICY which authorizes us to move forward with your application
- 2) And select either Credit or Cash to pay the \$40 application fee.



Rental Application Policy and Credit Card Authorization / Cash Receipt

RENTAL APPLICATION POLICY

In order to provide equal opportunity and a fair environment for all applicants who apply for properties managed by Chamberlain Property Management, Inc., the following policy is in effect:

CPM will continue to accept applications at any time prior to a pending application being formally approved. Tracking the order in which an application was received would be almost impossible for us due to the number of agents working and the availability of on-line submittal. In addition, it is not fair to anyone to create a foot race when applying for a home to rent. Therefore, the date and time of application submittal will have no bearing on which application is accepted.

In the case of multiple applications that receive preliminary approval by an independent screening company, the final selection will be made via the following evaluations: **1.** Which applicant has a higher credit score? **2.** Which applicant has a better income-to-debt ratio or more "disposable" income? **3.** Which applicant has better landlord references? **4.** Which applicant is available to move in sooner? **5.** Which applicant has pets v. no pets and what breed? **The results of all of the 5 questions above will be weighed in making the determination for which applicant is ultimately accepted.**

Our goal is to process applications within 48 hours or sooner whenever possible. However, due to circumstances beyond our control such as slow responding landlord reference verifications and/or incomplete documentation of employment or income, the process can take longer. The more complete your application is as well as providing all needed verification documentation, the faster the process will go and the better chance you have of being a sole applicant.

Once an application has been formally accepted, the applicant will be notified and **within 24 hours will receive the lease agreement. The applicant will have 48 hours, upon receipt of the lease agreement to: review, approve, sign, and return the lease agreement to CPM along with the security deposit in the form of a cashier's check or money order.** The property will be removed from the market upon receipt of the signed lease agreement and security deposit. Other applicants will be notified that their application was not selected. If the approved applicant fails to complete the process within the prescribed time period, the next applicant in line will be notified and will have the opportunity to complete the process, and so on. In addition, the approved applicant must provide proof of a renter's insurance policy that is in place for the subject property prior to occupancy and 1st month's rent in the form of a cashier's check. The policy must name Chamberlain Property Management as additional insured, with minimum policy coverage of \$100,000 for apartments and \$300,000 for condos and single family homes.

My signature below authorizes ON-SITE MANAGER, INC. (OSM), a credit screening company, to conduct a background check including obtaining a consumer credit report. I understand there is a fee of \$40.00 per applicant for all services to process the application. The fee is itemized as follows: actual cost of credit report, eviction search, and other screening reports including verifying landlord and employment information that CPM may conduct - \$18.95; cost to obtain, process and verify information (may include staff time and other soft costs) - \$21.05. This application fee is refundable only if another applicant is approved to rent the dwelling **before** checking this applicant's credit history. Otherwise, this sum is entirely non-refundable. **It is understood that this sum is in no way to be considered a deposit to hold the dwelling.**

I understand that the conditions set forth on the application accompanying this form do not change. I understand that if I am paying for another person's application fee, the outcome of their application against mine does not constitute a reimbursement. I understand that I may have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this background check. By submitting this application, I hereby consent to the delivery of all notices or disclosures required by law via any medium so chosen by the community or On-Site.com, including but not limited to email or other electronic transmission. Notices shall be deemed received upon being sent. I warrant that all statements above set forth are true.

Acknowledgement

I, the undersigned, state that all the information provided in this application is true and correct to the best of my knowledge. I understand that you will retain this application and the fee whether or not it is approved. I have read and understand the application policy described on the application receipt. **I authorize you to verify all information contained in this application including my credit, landlord and employment information.** If I am accepted as a tenant, I authorize Chamberlain Property Management to answer inquiries regarding my tenancy and credit history with Chamberlain Property Management after I have vacated.

Applicant's Printed Name X _____

Applicant's Signature X _____ Date _____

Applicant Name:				
Property Applying for:				
Card Type <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS				
				Amount: \$
Name on Card		Card Number		Exp. Date
Billing Address		City	State	Zip Code
<p>My signature below authorizes ON-SITE MANAGER, INC. (OSM), a credit screening company, to conduct a background check including obtaining a consumer credit report. I understand that OSM will charge the above credit card \$40.00 per applicant for all services to process the application. The amount charged is itemized as follows: actual cost of credit report, eviction search, and other screening reports including verifying landlord and employment information that CPM may conduct - \$18.95; cost to obtain, process and verify information (may include staff time and other soft costs) - \$21.05 . This application fee is refundable only if another applicant is approved to rent the dwelling <u>before</u> checking this applicant's credit history. Otherwise, this sum is entirely non-refundable. <u>It is understood that this sum is in no way to be considered a deposit to hold the dwelling.</u></p> <p>I agree to pay for this charge according to the terms of my Cardholder Agreement. I understand that the conditions set forth on the application accompanying this form do not change. I understand that if I am paying for another person's application fee, the outcome of their application against mine does not constitute a reimbursement. I understand that I may have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this background check. By submitting this application, I hereby consent to the delivery of all notices or disclosures required by law via any medium so chosen by the community or On-Site.com, including but not limited to email or other electronic transmission. Notices shall be deemed received upon being sent. I warrant that all statements above set forth are true.</p>				
X _____ Card Holder Signature		X _____ Received by Signature		
_____ Date		_____ Date		
<input type="checkbox"/> Agent verification via telephone. Agent has read above paragraph and client hereby agrees.				

Received from: _____, Applicant, the sum of \$ _____ for the purpose of securing a credit report and/or eviction search and verifying landlord and employment information submitted on the application to rent that dwelling commonly known as:

Property Address: _____ City: _____, CA

My signature below authorizes ON-SITE MANAGER, INC. (OSM), a credit screening company, to conduct a background check including obtaining a consumer credit report. I understand there is a fee of \$40.00 per applicant for all services to process the application. The fee is itemized as follows: actual cost of credit report, eviction search, and other screening reports including verifying landlord and employment information that CPM may conduct - \$18.95; cost to obtain, process and verify information (may include staff time and other soft costs) - \$21.05 . This application fee is refundable only if another applicant is approved to rent the dwelling before checking this applicant's credit history. Otherwise, this sum is entirely non-refundable. It is understood that this sum is in no way to be considered a deposit to hold the dwelling.

I understand that the conditions set forth on the application accompanying this form do not change. I understand that if I am paying for another person's application fee, the outcome of their application against mine does not constitute a reimbursement. I understand that I may have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this background check. By submitting this application, I hereby consent to the delivery of all notices or disclosures required by law via any medium so chosen by the community or On-Site.com, including but not limited to email or other electronic transmission. Notices shall be deemed received upon being sent. I warrant that all statements above set forth are true.

The undersigned has reviewed and understands the foregoing policies and request that Chamberlain Property Management proceed with screening the attached application.

X _____ X _____
Applicant Signature Date Received by Signature Date