



23011 Moulton Parkway, Ste F-2
Laguna Hills, CA 92653
(949) 716-1888
Fax (888)838-5055

ATTENTION APPLICANTS!

Welcome! We will do everything we can to place you. We need your assistance with the following to ensure speedy processing.

Application Fees:

\$30 per adult (all occupants 18 years or older)
Application fees are non-refundable
Checks or cashier's check, made payable to Gallery Property Management

Please mail applications and fees to the address below:
23011 Moulton Pkwy Ste F-2, Laguna Hills, CA 92653

Or email your applications to info@propmgtocwide.com

**Upon acceptance, the security deposit must be paid by money order or cashier's check, made payable to:
GALLERY PROPERTY MANAGEMENT**

Minimum Resident Requirements:

1. Applicants must be 18 years of age or older to sign rental agreement. An application must be completed by all potential residents 18 years of age or older. Under some circumstances, a co-signer may be required.
2. Any history of evictions or consistent rent default will disqualify the applicant.
3. Your application must be complete including application fees before being processed. A current/valid form of ID with photograph is needed.
4. Credit history and criminal background check to be verified.
5. Each applicant's employment and/or other income sources will be verified.
6. References from current and prior landlords will be checked.
7. Any prior breach of lease, including material default of lease terms and/or breach of CC&R's will disqualify the applicant.
8. Failure to give thirty (30) day notice in writing prior to termination of tenancy may disqualify the applicant.
9. Each applicant's inclination and ability to care for current and prior residences will be verified.
10. Tenant is expected to fulfill their lease agreement terms.



APPLICATION TO RENT/SCREENING FEE

(C.A.R. Form LRA, Revised 11/13)

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.
Total number of applicants _____

2. **PREMISES INFORMATION**
Application to rent property at _____ ("Premises")
Rent: \$ _____ per _____ Proposed move-in date _____

3. **PERSONAL INFORMATION**
A. **FULL NAME OF APPLICANT** _____
B. Date of Birth _____ (For purpose of obtaining credit reports. Age discrimination is prohibited by law.)
C. Social Security No. _____ 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) or service animals (number and type) _____

H. Auto: Make _____ Model _____ Year _____ License No. _____ State _____ Color _____
Other vehicle(s): _____

I. In case of emergency, person to notify _____
Relationship _____
Address _____ Phone _____

J. Does applicant or any proposed occupant plan to use liquid-filled furniture? No Yes Type _____

K. Has applicant been a party to an unlawful detainer action or filed bankruptcy within the last seven years? No Yes
If yes, explain _____

L. Has applicant or any proposed occupant ever been convicted of or pleaded no contest to a felony? No Yes
If yes, explain _____

M. Has applicant or any proposed occupant ever been asked to move out of a residence? No Yes
If yes, explain _____

4. **RESIDENCE HISTORY**

Current address _____	Previous address _____
City/State/Zip _____	City/State/Zip _____
From _____ to _____	From _____ to _____
Name of Landlord/Manager _____	Name of Landlord/Manager _____
Landlord/Manager's phone _____	Landlord/Manager's phone _____
Do you own this property? <input type="checkbox"/> No <input type="checkbox"/> Yes	Did you own this property? <input type="checkbox"/> No <input type="checkbox"/> Yes
Reason for leaving current address _____	Reason for leaving this address _____

5. **EMPLOYMENT AND INCOME HISTORY**

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

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Applicant's Initials (_____) (_____)

Reviewed by _____ Date _____



APPLICATION TO RENT/SCREENING FEE (LRA PAGE 1 OF 2)

Property Address: _____ Date: _____

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 _____

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 accept more than one application for the Premises and, using their sole discretion, will select the best qualified applicant, and (iii) Applicant will provide a copy of applicant's driver's license 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; and (ii) obtain a credit report on applicant and other reports, warnings and verifications on and about applicant, which may include, but not be limited to, criminal background checks, reports on unlawful detainers, bad checks, fraud warnings, employment and tenant history. Applicant further authorizes Landlord or Manager or Agent to disclose information to prior or subsequent owners and/or agents.

If application is not fully completed, or received without the screening fee: (i) the application will not be processed, and (ii) the application and any screening fee will be returned.

Applicant _____ Date _____ Time _____

Return your completed application and any applicable fee not already paid to: _____
 Address _____ City _____ State _____ Zip _____

II. SCREENING FEE

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

Applicant has paid a **nonrefundable** screening fee of \$ _____, 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. The California Department of Consumer Affairs calculates the applicable screening fee amount to be \$42.06 as of 2009.)

\$ _____ for credit reports prepared by _____ ;
 \$ _____ for _____ (other out-of-pocket expenses); and
 \$ _____ for processing.

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

Applicant Signature _____ Date _____

The undersigned has received the screening fee indicated above.

Landlord or Manager or Agent Signature _____ CalBRE Lic. # _____ Date _____

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Reviewed by _____ Date _____





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A. **FULL NAME OF APPLICANT** _____
B. Date of Birth _____ (For purpose of obtaining credit reports. Age discrimination is prohibited by law.)
C. Social Security No. _____ 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) or service animals (number and type) _____

H. Auto: Make _____ Model _____ Year _____ License No. _____ State _____ Color _____
Other vehicle(s): _____

I. In case of emergency, person to notify _____
Relationship _____
Address _____ Phone _____

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LRA REVISED 11/13 (PAGE 1 OF 2)

Applicant's Initials (_____) (_____)

Reviewed by _____ Date _____



APPLICATION TO RENT/SCREENING FEE (LRA PAGE 1 OF 2)

Agent: Donna Hinshaw Phone: 949.300.9984 Fax: 888-838-5055 Prepared using zipForm® software
Broker: Gallery Real Estate Services, 23011 Moulton Pkwy, Ste F2 Laguna Hills, CA 92653

Property Address: _____ Date: _____

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 _____
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