



816 Wave Street, Monterey, CA
831 655 7840; Fax: 831 655 7845
www.MontereyRentals.com



650 Lighthouse Avenue, Suite 105
Pacific Grove, CA 93950
831 658-4005 Fax: 831 641-0902
www.PacificGroveRentals.com

Central Coast Property Management



816 Wave Street, Monterey, CA
831 658 4006; Fax: 831 658 4014
www.CentralCoastPropertyManagement.com

Thank you for your interest in our properties. You are using the Universal Application to Rent for MontereyRentals.com, a consortium to which the management companies listed above belong. Please circle the management company/companies who should be the recipient(s) of this application.

To expedite the processing of your application(s), please note:

APPLICATION INFORMATION AND INSTRUCTIONS:

- To comply with federal/state fair housing laws, each person 18 years of age or older who intends to reside in the rental property or who intends to guarantee the performance of the rental agreement must complete and sign a separate rental application **and the attached Lead-Based Paint Disclosure**.
- Applicants will be assisted without regard to race, color, creed, sex, religion, national origin, familial status, handicap, ancestry, physical or mental disability, medical condition, marital status, citizenship status, military service status, sexual orientation, source of income, age, gender identity, or any other classification protected by applicable federal, state or local law, or any other arbitrary reason.
- Residents will not be selected on a "first-come, first-served" basis. Residents will be offered the opportunity to rent available units based on a best-qualified basis and based on the landlords' needs.
- The property owners have contracted with the management company to advertise on their behalf and/or manage the property for which you are applying and will pay all fees due to the management company, other than the application fee for this application.
- The processing fee for *each application* is \$40.00 (cash or cashier's check), \$12.75 of which is the actual cost of the credit report. \$27.25 is the cost of verifying the information in the application. Applicants should retain a copy of this page as a receipt for the application fee.
- A payment equal to approximately two times the monthly rent, **in the form of a cashier's check**, will be required at the time a rental contract is signed. **No personal checks will be accepted for move-in funds.**
- Proof of renter's insurance (minimum \$500,000 liability and \$25,000 contents coverage) with Property Management Company named as additional insured (note that the cost of this coverage is approximately \$250 per year) is required of all residents. Please bring policy declaration page when signing a rental agreement.

QUALIFICATION CRITERIA:

- ✓ A complete application from each applicant/guarantor. We are unable to process applications if information is missing or if not all applicants/guarantors have applied. Incorrect/misinformation may disqualify you as a prospective renter.
- ✓ Evidence that applicant(s) have the financial ability to pay the rent along with their other obligations.
- ✓ Proof of income in the form of pay stubs, W-2 form, tax returns, bank statements, LES, or other documents. Please attach these items to this form when submitting an application to rent.
- ✓ Favorable responses from references when we contact them.
- ✓ A credit report demonstrating willingness to pay financial obligations in a timely manner. We will order the report. If you had a credit problem, let us know. A letter of explanation may help qualify you. You will be given a copy of the credit report upon request.

I have read and understand the above. I have downloaded and have in my possession a copy of Protect Your Family from Lead in Your Home (<http://www.epa.gov/lead/pubs/leadpdf.pdf>) and A Brief Guide to Mold, Moisture, and Your Home (<http://www.epa.gov/mold/pdfs/moldguide.pdf>).

Name (Please Print) _____

Signature (Name) _____

Date _____

Address of rental property: _____

I am applying with the following applicant(s): _____

If I am approved, I wish to take occupancy on (date): _____

The length of occupancy I desire is _____

Please Print or Type

Name as it appears on legal documents	Birth date:	
Other names used:	Soc. Sec# or ITIN#	
Home phone #	Cell phone #	Fax #
Primary E-mail address (will be used for all communication with you) -		
Other contact information		

List Your Last Four Addresses

Current address	City	State	Zip
Type of property (apartment, duplex, house, 4-plex, townhouse, mobile home, etc.)			
How long at present address?	Occupancy date	Why moving?	
Landlord's name	Phone #		
Email address	Fax #		
Current monthly rent or mortgage payment?	If you own, name of mortgage co.		
<i>If this house is/will be rented, please provide a copy of signed lease if using this income to qualify.</i>			

Former address	City	State	Zip
Type of property (apartment, duplex, house, 4-plex, townhouse, mobile home, etc.)			
How long at former address?	Occupancy dates	Why moved	
Former landlord's name	Phone #		
Email address	Fax #		

Former address	City	State	Zip
Type of property (apartment, duplex, house, 4-plex, townhouse, mobile home, etc.)			
How long at former address?	Occupancy dates	Why moved	
Former landlord's name	Phone #		
Email address	Fax #		

Former address	City	State	Zip
Type of property (apartment, duplex, house, 4-plex, townhouse, mobile home, etc.)			
How long at former address?	Occupancy dates	Why moved	
Former landlord's name	Phone		
Email address	Fax ##		

Personal Skills: () Plumbing () Carpentry () Painting () Electrical () Mechanical Other _____

Tools you own: () Tool box () Mower () Yard tools () Hoses/Sprinklers Other _____

List Nearest Relatives for Emergency Contact and/or Reference

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Relationship</u>	<u>Email Address</u>
1.				
2.				
3.				

List Your Employment History for the Last Four Years (Please include titles, ranks, etc.)

Current Employer	Dates	Phone#
Address	City	State Zip
Position/Job Description	Monthly gross pay \$ _	
*Mo take-home \$ _	HR or Supervisor who can verify	Phone#

*attach copy of pay stub or other verification

Former Employer	Dates	Phone#
Address	City	State Zip
Position/Job Description	Monthly gross pay \$ _	
Mo take-home \$ _	HR or Supervisor who can verify	Phone#

Former Employer	Dates	Phone#
Address	City	State Zip
Position/Job Description	Monthly gross pay \$ _	
Mo take-home \$ _	HR or Supervisor who can verify	Phone#

List other Income-producing Assets (income property, trusts, etc.) and Debts (credit cards, child support, mortgages, etc.)

<u>Asset*</u>	<u>Debt*</u>	Monthly income/payment amt.

*Verification of Assets and Debts and their amounts may be requested.

List All Vehicles (cars, trucks, trailers, boats, RV's, motorcycles, etc.) that will be parked at the Premises

<u>Vehicle - Make/Model/Year</u>	<u>License No./State</u>	<u>Mo. Pmt. Amt.</u>	<u>Insured with?</u>
1.			
2.			
3.			

List All Animals that you Desire to Have Live on the Premises (Note that animal rent may apply).

<u>Animal's name</u>	<u>Type/Breed/Size/Age</u>	<u>Sex/Neutered/Spayed</u>	<u>Weight</u>	<u>Indoor/Outdoor</u>	<u>License/Training</u>
1.					
2.					

List your Professional References (attorney, CPA, banker, etc.)

<u>Name</u>	<u>Address</u>	<u>City/State/Zip</u>	<u>Phone#</u>
1.			
2.			

List Two Personal References (Not related to applicants)

<u>Name</u>	<u>Address</u>	<u>City/State/Zip</u>	<u>Phone#</u>
1.			
2.			

	YES	NO
1. Have you ever been served a Three-Day Notice for any reason? _If yes, please explain.		
2. Have you ever willfully and intentionally refused to pay rent when due? _If yes, please explain.		
3. Do you know of anything which may interrupt your income or ability to pay rent? _If yes, please explain.		
4. Have you ever been evicted or asked to vacate a property for any reason? If yes, please explain.		
5. Have you ever broken a rental agreement or a lease? If yes, please explain.		
6. Rent is due by 4:00 P.M. on the first business day of each month. Are you able to fulfill this requirement?		
7. Have you ever filed a petition of bankruptcy? If yes, When? _____		
8. Are you a named party to a criminal proceeding, lawsuit or unlawful detainer filing? If yes, please explain.		
9. Have you ever initiated or been the defendant in a lawsuit? If yes, please explain.		
10. Are there any outstanding judgments against you? If yes, please explain.		
11. Have you had property foreclosed upon or given title or deed in lieu of foreclosure? If yes, please explain.		
12. Have you/anyone in your household ever been convicted of a misdemeanor/felony? If yes, please explain.		
13. Are you the co-maker or endorser on any lease, loan or mortgage? If yes, please explain.		
14. Are you obligated to pay child support or alimony? _____ If yes, how much? _____		
15. Do you plan on conducting any commercial business out of the residence? If yes, please explain.		

How did you find us and/or this vacancy (check all that are applicable)?

<input type="checkbox"/> MontereyRentals.com <input type="checkbox"/> CVRents.com <input type="checkbox"/> CentralCoastPropertyManagement.com <input type="checkbox"/> PacificGroveRentals.com <input type="checkbox"/> Craigslist <input type="checkbox"/> Other _____ <input type="checkbox"/> Realtor referral by _____ <input type="checkbox"/> referral by _____ <input type="checkbox"/> drive by/sign
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Any other information that will help us process your application *(attach additional information if necessary):*

Applicant agrees that if, for any reason, he/she becomes delinquent in rents or other charges, Landlord/Agent is hereby authorized to charge applicant's Master Charge or Visa account for those delinquent charges. Applicant also agrees that all credit information maintained by Landlord/Agent may be given to any credit reporting service. Applicant hereby certifies that the information given in this application is true and correct. Applicant understands that any false answers or statements made will be sufficient grounds for termination and eviction.

VISA OR MASTERCARD ACCOUNT#

EXPIRATION DATE

If the property address will be different than your mailing address, please list the mailing address at which you are able to receive first class mail

Privacy Notice



Information furnished in this application is considered private and your right to keep it confidential is respected. It will not be shared with any other entities unless authorized by you, although the right to report past due accounts to credit reporting agencies is hereby reserved. All information will be stored and disposed of as prescribed by law.

I hereby authorize current and past landlords, current and past employers, financial institutions, personal references, Courts of law and any other person/entity to release information regarding my rental, employment, credit and/or criminal history.

I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees from and against all claims, damages, losses and expenses, including reasonable attorneys' fees arising out of or by reason of complying with this request.

This authorization shall survive the original application process and be valid during or subsequent to any lease term with any of the MontereyRentals.com companies, its successors and/or assigns. A copy of this authorization may be accepted as an original.

Date

Applicant's signature

Applicant's printed name

**TARGET HOUSING RENTAL/LEASE AGREEMENT ADDENDUM
DISCLOSURE OF INFORMATION ON
LEAD-BASED PAINT AND LEAD-BASED PAINT HAZARDS**

Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, landlords must disclose the presence of known lead-based paint and lead-based paint hazards in the dwelling. Tenants must also receive a Federally approved pamphlet on lead poisoning prevention.

NOTE: The existence of lead on the rental property is not, by itself, cause for termination of the tenancy. (Public Law 102-550 sec. 1018(c))

Owner's Disclosure or Agent* acting on behalf of Owner (initial)

____ (a) Presence of lead-based paint or lead-based paint hazards (check one below):

____ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

____ Owner has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

____ (b) Records and reports available to the Owner (check one below):

____ Owner has provided the Tenant with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

____ Owner has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Agent's* Acknowledgment (initial)

*The term Agent is defined as any party who enters into a contract with the Owner, including anyone who enters into a contract with a representative of the Owner for the purpose of leasing housing. An on-site resident manager may act as the Agent if authorized to do so by either the Owner or the property management company.

____ (c) Agent has informed the Owner of his/her obligations under 42 U.S.C. 4852d, and the Agent is aware of his/her responsibility to ensure compliance.

Tenant's Acknowledgment (initial)

____ (d) Tenant has received copies of all information listed above.

____ (e) Tenant has received the pamphlet Protect Your Family from Lead in Your Home

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

Date _____ Resident _____
Printed name of Resident _____

Date _____ Landlord/Agent _____

 <p>MONTEREY BAY PROPERTY MANAGEMENT</p> <p>816 Wave Street, Monterey, CA 831 655 7840; Fax: 831 655 7845 www.MontereyRentals.com</p>	 <p><i>Pacific Grove</i> RENTALS</p> <p>650 Lighthouse Avenue, Suite 105 Pacific Grove, CA 93950 831 658-4005 Fax: 831 641-0902 www.PacificGroveRentals.com</p>	<p>Central Coast Property Management</p>  <p>816 Wave Street, Monterey, CA 831 658 4006; Fax: 831 658 4014 www.CentralCoastPropertyManagement.com</p>
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The MontereyRental.com property management companies subscribe to the Code of Ethics of the National Association of Residential Property Managers, thereby promoting a high standard of business ethics, professionalism, and fair housing practices. We hope you will let us know if you feel that we have not met or exceeded all of these goals.

Article 1. DUTY TO PROTECT THE PUBLIC

It is the duty of the Property Manager to protect the public against fraud, misrepresentation, and unethical practices in property management.

Article 2. DISCRIMINATION

The Property Manager shall not discriminate in the rental, lease, or negotiation for real property based on race, color, religion, sex, national origin, familial status, or handicap and shall comply with all federal, state, and local laws concerning discrimination.

Article 3. DUTY TO THE CLIENT

The Property Manager has a fiduciary responsibility to the Client and shall at all times act in the best interests of the Client.

Article 4. DUTY TO TENANTS

The Property Manager shall treat all Tenants professionally when applying for, living in, and vacating a managed residence. The Property Manager shall hold in high regard the safety and health of those lawfully at a managed property.

Article 5. PROPERTY CONDITION

The Property Manager shall manage all properties in accordance with safety and habitability requirements of the local jurisdiction.

Article 6. PROTECTION OF FUNDS

The Property Manager shall hold all funds received on behalf of others in compliance with state law with full disclosure to the Client and must never commingle the firm's or personal funds with those of the Client.

Article 7. DUTY TO DISCLOSE EXPERTISE

The Property Manager must provide accurate information within his area of expertise, but refrain from the unauthorized practice of other professions including but not limited to the law, accounting, financial planning, construction, and contracting.

Article 8. DUTY TO FIRM

The Property Manager shall act in the best interests of his/her Employer.

Article 9. RELATIONS WITH COMPETITORS

The Property Manager shall refrain from criticizing competitors or their business practices. In the event of a controversy between Property Managers with different firms, the Property Managers shall submit the dispute to arbitration rather than litigate the matter.

Article 10. PRICE FIXING

The Property Manager shall not engage in the improper acts of price fixing, anti-trust, or anti-competition with other Property Managers.

Article 11. DUTY TO REMAIN EDUCATED

The Property Manager shall strive to be informed about relevant matters affecting the property management field on a local, state, and national level.

Article 12. IMPROVING THE PROFESSION

The Property Manager shall strive to improve the property management profession by sharing with others their lessons or experience for the benefit of all.