

Monterey Bay Property Management

Monterey Bay Vacation Rentals

Pacific Grove Rentals

Central Coast Property Management

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.

Rental Policies and Procedures - Please read the following policies. If you feel you meet the guidelines for qualifying, we encourage you to submit an application.

Fair Housing

-The MontereyRentals.com companies adhere strictly to all requirements of the Fair Housing laws. 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.

Applicant

- To comply with 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.
- Applications will be evaluated on a "first-come, first-served" basis, in that the first complete application submitted with supporting documentation will be evaluated first.
- Applicants submitting incomplete applications will be notified that their applications are incomplete. Applications may be resubmitted, at which time a new submission date will be assigned to the application.

Application Fees and Initial Payment

- The application fee for each application is \$45.00, \$12.75 of which is the actual cost of the credit report. \$27.25 is the cost of verifying the information in the application. You may pay the application fee at the time of lease signing, if your application is approved. Application fees are NON-REFUNDABLE.
- A payment equal to approximately two times the monthly rent plus applicable fees, 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.

Qualification Criteria

- 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 submit policy declaration page when signing a rental agreement.
- 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/missing information may delay the processing of your application or 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.
- Favorable responses from references.
- The MontereyRentals.com companies will obtain a credit report. If you have had a credit problem, let us know. A letter of explanation may help qualify you. You will be given a copy of your credit report upon request.

Animals - Please note that falsely claiming to be the owner or trainer of a service animal is a crime in California punishable by fines and jail time. We report service animal fraud, pursuant to California Penal Code 365.7. Please go to <https://www.petscreening.com/referral/iJRQ6P88HlqC> to complete the animal screening portion of this application.

Approval and Move-In Conditions

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)/guarantors:

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

The length of occupancy I desire is _____.

Name (First/Middle/Last):	Birth date:	
Other names used:	Soc. Sec# or ITIN#	
Mobile Phone #	Work Phone #	Date visited property:
Primary E-mail address (will be used for all communication with you) -		

Animals

Please note that falsely claiming to be the owner or trainer of a service dog is a crime in California punishable by fines and jail time. We report service animal fraud, pursuant to **California Penal Code 365.7. All applicants:** Please go to <https://www.petsscreening.com/referral/iJRQ6P88HlqC> to complete the animal screening portion of this application or to confirm and attest that you have no animals.

Do you have ANY animals (includes service animals and ESAs)? Yes/No

Rental History

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			
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			

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			

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			

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

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

List Relatives or others for Emergency Contact in case of accident or death

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

I hereby authorize # 1, #2, #3, above, to access my rental property and to retrieve my possessions in case of accident/death.

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 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. Are you the co-maker or endorser on any lease, loan or mortgage? If yes, please explain.		
13. Are you obligated to pay child support or alimony? _____ If yes, how much? _____		
14. 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"/> CentralCoastPropertyManagement.com <input type="checkbox"/> PacificGroveRentals.com <input type="checkbox"/> drive by/sign <input type="checkbox"/> Other _____ <input type="checkbox"/> Realtor referral by _____ <input type="checkbox"/> referral by _____

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