

SAN DIEGO PROPERTY MANAGEMENT

TENANT APPLICATION INSTRUCTIONS

Please follow these instructions so that we may process your application as quickly and efficiently as possible.

1. **APPLICATION FEE:** Each Applicant must pay a **\$30 application fee** payable to "San Diego Property Management" by **Money Order or Cashier's Check ONLY** (cash, check and credit cards will not be accepted). The fee is required prior to processing and is NON-REFUNDABLE regardless of whether or not you rent the property.

Please fill out one application completely for each occupant over the age of 18. Separate applications are required to conform to anti-discrimination practices. Co-applicants may refer to the other application for duplication information such as current and previous addresses.

The application fee must be turned in with your application to the property manager. You may fax any further information to the fax number listed below, this includes; landlord information, pay stubs or income verifications, tax returns etc. If your application is faxed, it will not be processed until the fee has been received.

2. **FILLING OUT THE APPLICATION:**

**Be sure to include the name and phone number of your present and past landlords. We must be able to verify 5 years of residence.

**Please provide all information requested regarding employment. Be sure to include the name(s) of those who can verify your employment and your income or provide last 2 months pay stubs. If you are self employed and/or own your own business, please provide as much information as possible including business references, bank references and any other applicable information. And a copy of the prior year's tax return.

**Be sure to read "Authorization to Verify Information" and sign and date the application. Indicate a phone number where you can best be reached during business hours. You may list more than one phone number and/or message phone if you prefer.

**If you need additional space, please attach an additional sheet. It is better to provide too much information than not enough.

REMEMBER: IF YOUR APPLICATION IS NOT COMPLETE, WE CANNOT PROCESS OR APPROVE IT.

3. **APPROVAL PROCESS:** Typically applications are approved based on the following:
 - **Credit History: Provided by a major credit bureau. **If you have ever been evicted from a property, your application will NOT be approved.**
 - **Lease Terms: One (1) Year Required (Unless otherwise discussed with Manager).
 - **Income: Verifiable and stable.
 - **Prior Tenancy: Current and previous (5years) landlords or home ownership payment history, duration of prior occupancy.

All applications are reviewed by the property manager who submits it to the corporate office. Applications are approved by qualifications rather than on a "first come, first serve" basis. Typical processing time is 1-3 business days but is often extended when applications are incomplete or when awaiting return calls. **Final approval comes from the Corporate Office. If your application is not approved, you will be given a form that explains how to obtain your credit history.** Non approval is not based on Race, Color, Religion, Sex, Handicap, Family Status, National Origin, or any other protected class under the rules of fair housing. The age of additional occupants is necessary for determining if they must complete an application and for lease preparation.

4. **DEPOSITS / RENT PAYMENTS:** **First month's rent payment and security deposit must be in the form of a cashier's check or money order and made payable to SAN DIEGO PROPERTY MANAGEMENT, however, we cannot accept any deposits until your application has been approved.** Subsequent rental payments, after you have moved in, may be made by personal check.
5. **We cannot accept cash payments under any circumstances.**

TENANT APPLICATION

(Each adult tenant over the age of 18 must complete an application and pay a \$30 application fee – **no exceptions**)

Property Address: _____ # _____ Preferred Move-In Date: _____

Name of Applicant: _____

Social Security No.: _____ -- -- Driver's License No.: _____

Birth Date (MM/DD/YY): _____ / _____ / _____ State & Exp. Date: _____ / _____ / _____

Name of Spouse: _____

Spouse SS No.: _____ -- -- Spouse Driver's License No.: _____

Spouse DOB (MM/DD/YY): _____ / _____ / _____ State & Exp. Date: _____ / _____ / _____

Names & ages of **other occupants:** _____

Pets (number & type): _____

Current Address: _____ City: _____

State: _____ Zip: _____ Current Phone: _____ Alt. Phone: _____

Name of Owner or Agent: _____

Owner's Phone (including area code): _____

From: _____ To: _____ Reason for Leaving: _____

Previous Address (Past 5 years): _____ City: _____

Name of Owner or Agent: _____ State: _____ Zip: _____

Owner's Phone (including area code): _____

From: _____ To: _____ Reason for Leaving: _____

Previous Address (Past 5 years): _____ City: _____

Name of Owner or Agent: _____ State: _____ Zip: _____

Owner's Phone (including area code): _____

From: _____ To: _____ Reason for Leaving: _____

Present Employer: _____ Phone: _____ How Long: _____

Address: _____ Title: _____ Salary: _____

Person to contact: _____ Phone: _____ Title: _____

Spouse Present Employer: _____ Phone: _____ How Long: _____

Address: _____ Title: _____ Salary: _____

Person to contact: _____ Phone: _____ Title: _____

Auto (yr, mk & mdl): _____ Color: _____ Plate No: _____ State: _____

Auto (yr, mk & mdl): _____ Color: _____ Plate No: _____ State: _____

IN CASE OF EMERGENCY:

Name of person to be informed: _____ Relation: _____

Address: _____ Phone: _____

AUTHORIZATION TO VERIFY INFORMATION

***I authorize Landlord or his authorized agents to verify the above information, including but not limited to obtaining a Credit Report.**

Date: _____ Phone: _____ Applicant Signature: _____

Date: _____ Phone: _____ Spouse Signature: _____

SAN DIEGO PROPERTY MANAGEMENT

Corporate Office Location:
2245 San Diego Ave
Heritage Plaza – Suite 121
San Diego, CA 92110

Mailing Address:
PO Box 6746
San Diego, CA 92166

Phone Number:
(619) 718-6565
Fax Number:
(619) 718-6555