

## Lock & Key Realty

17189 Bear Valley Rd. #150, Hesperia, CA 92345

Office (760) 596-3154

lockandkeyrealty@aol.com

Fax (760) 513-9872

### Qualification for Rent/Lease

Tenant

Please provide:

- Completed rental application(s)
- Copy of photo ID (driver's license, state identification card or military ID)
- Copy of social security card (for each applicant over the age of 18)
- Employment and/or income information
  - Copy of most recent (3) pay stubs
  - If self-employed- copy of first 2 pages of your last 2 year's tax returns and copies of the last three months bank statements (all pages).
- Complete Authorization for Landlord Verification. Have current Landlord sign. Renterinc.com will email you regarding rental verification (fee \$4.99)
- Signed & dated paragraph explaining any negative entries on credit report
- Copy of cover page of your last bank statement for verification
- Credit check (will be completed by Lock & Key Realty)
- Minimum combined gross income (before taxes) of three times the monthly rental amount; this income must be verifiable (paycheck stubs, bank statements or tax returns will verify income).
- \$50 credit check fee for each adult over the age of 18 at the time of the application. Application fees to be paid by money order or cashier's check made out to Lock & Key Realty.
- First month rent/lease payment and security deposit paid by cashier's check or money order
- Pets on approval
  - Photo of Pet (if applicable).

I have read and understand the requirements for approval

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Prior Eviction:

Some owner's may allow us to rent to applicants with a prior eviction. In all cases, the applicant must pay an increased refundable security deposit (up to and not more than two times the monthly rental amount, as allowed by California Law).



**APPLICATION TO RENT/SCREENING FEE**  
(C.A.R. Form LRA, Revised 6/18)  
**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. 1. Driver's License No. \_\_\_\_\_ State \_\_\_\_\_ Expires \_\_\_\_\_  
2. See section II, 2 for Social Security Number/Tax Identification Numbers. Such number shall be provided upon request from Landlord/Manager/Agent.
  - D. Phone Number: Home \_\_\_\_\_ Work \_\_\_\_\_ Other \_\_\_\_\_
  - E. Email \_\_\_\_\_
  - F. Name(s) of all other proposed occupant(s) and relationship to applicant \_\_\_\_\_
  - G. Pet(s)(Other than service or companion 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 \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_
  - 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 asked to move out of a residence?  No  Yes  
If yes, explain \_\_\_\_\_
  - M. Has applicant or any proposed occupant ever been convicted of or pleaded no contest to a felony?  No  Yes  
If yes, explain \_\_\_\_\_  
(After completing a credit review, Landlord may consider the nature of the felony and the length of time since it occurred.)

**4. RESIDENCE HISTORY**

Current address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
From \_\_\_\_\_ to \_\_\_\_\_  
Name of Landlord/Manager \_\_\_\_\_  
Landlord/Manager's phone \_\_\_\_\_  
Do you own this property?  No  Yes  
Reason for leaving current address \_\_\_\_\_

Previous address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
From \_\_\_\_\_ to \_\_\_\_\_  
Name of Landlord/Manager \_\_\_\_\_  
Landlord/Manager's phone \_\_\_\_\_  
Did you own this property?  No  Yes  
Reason for leaving this address \_\_\_\_\_

**5. EMPLOYMENT AND INCOME HISTORY**

Current employer \_\_\_\_\_  
Current employer address \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Supervisor phone \_\_\_\_\_  
Employment gross income \$ \_\_\_\_\_ per \_\_\_\_\_  
Other income info \_\_\_\_\_

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

Applicant's Initials ( \_\_\_\_\_ ) ( \_\_\_\_\_ )



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 receive more than one application for the Premises and, will select the best qualified applicant, and (iii) Applicant will provide a copy of applicant's driver's license or other acceptable identification 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, and employment and tenant history. Applicant further authorizes Landlord or Manager or Agent to disclose information to prior or subsequent owners and/or agents with whom applicant has had, or intends to have, a rental relationship.

**If application is not fully completed, or if section II, 2 is applicable and the application is received without the full screening fee: (i) the application will not be processed, and (ii) the application and any portion of the screening fee paid will be returned.**

Applicant \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Return your completed application and any applicable fee not already paid to: **Lock & Key Realty**  
 Address **17189 Bear Valley Rd. #150** City **Hesperia** State **CA** Zip **92345**

**II. SCREENING FEE**

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

1.  Applicant will provide screening information and fee directly to Landlord/Manager/Agent's authorized screening service at **17189 Bear Valley #150 Hesperia CA 92345**.

OR 2.  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.)

\$ \_\_\_\_\_ for credit reports prepared by **Rentec Direct**;  
 \$ \_\_\_\_\_ for \_\_\_\_\_ (other out-of-pocket expenses); and  
 \$ \_\_\_\_\_ for processing.

Applicant Social Security Number/Tax Identification Number: \_\_\_\_\_

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

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

If 2 is selected, the undersigned has  has not received the screening fee indicated above.

Landlord or Manager or Agent Signature **Dena M. Sam** DRE Lic. # **01460960**  
 Date \_\_\_\_\_

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LRA REVISED 6/18 (PAGE 2 OF 2)

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

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Victor St

# EMPLOYMENT VERIFICATION

## THIS SECTION TO BE COMPLETED BY MANAGEMENT AND EXECUTED BY TENANT

TO: (Name & address of employer) \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: \_\_\_\_\_ Applicant/Tenant Name Social Security Number Unit # (if assigned)

I hereby authorize release of my employment information.

\_\_\_\_\_  
Signature of Applicant/Tenant Date

The individual named directly above is an applicant/tenant of a housing program that requires verification of income. The information provided will remain confidential to satisfaction of that stated purpose only. Your prompt response is crucial and greatly appreciated.

\_\_\_\_\_  
Project Owner/Management Agent

**Return Form To:**

## THIS SECTION TO BE COMPLETED BY EMPLOYER

Employee Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Presently Employed: Yes \_\_\_ No \_\_\_ Date First Employed \_\_\_\_\_ Last Day of Employment \_\_\_\_\_

**Current** Wages/Salary: \$ \_\_\_\_\_ (check one)  
 hourly  weekly  bi-weekly  semi-monthly  monthly  yearly  other \_\_\_\_\_

Average # of regular hours per week: \_\_\_\_\_ Year-to-date earnings: \$ \_\_\_\_\_ from: \_\_\_/\_\_\_/\_\_\_ through: \_\_\_/\_\_\_/\_\_\_

Overtime Rate: \$ \_\_\_\_\_ per hour Average # of overtime hours per week: \_\_\_\_\_

Shift Differential Rate: \$ \_\_\_\_\_ per hour Average # of shift differential hours per week: \_\_\_\_\_

Commissions, bonuses, tips, other: \$ \_\_\_\_\_ (check one)  
 hourly  weekly  bi-weekly  semi-monthly  monthly  yearly  other \_\_\_\_\_

List any anticipated change in the employee's rate of pay within the next 12 months: \_\_\_\_\_; Effective date: \_\_\_\_\_

If the employee's work is seasonal or sporadic, please indicate the layoff period(s): \_\_\_\_\_

Additional remarks: \_\_\_\_\_

\_\_\_\_\_  
Employer's Signature Employer's Printed Name Date

\_\_\_\_\_  
Employer [Company] Name and Address

\_\_\_\_\_  
Phone # Fax # E-mail

**NOTE:** Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency of the United States as to any matter within its jurisdiction.

Employment Verification (March 2009)

## Authorization for Landlord Verification

\_\_\_\_\_  
Name of Landlord

\_\_\_ Current Landlord

\_\_\_ Previous Landlord

\_\_\_\_\_  
Landlord Phone Number

\_\_\_\_\_  
Landlord Address

\_\_\_\_\_  
Landlord Email

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Applicants Rental Address

The individual(s) listed above has/have completed an application for housing with us and has listed you as a previous or current landlord. The signature below provides you permission to provide information regarding the residency. Thank you.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Co-Applicant's Signature

\_\_\_\_\_  
Landlord Signature