

# HOME RUN PROPERTY MANAGEMENT

*"Hitting It Out of the Park For You!"*

2600 E. Bidwell Street Suite 110, Folsom, CA 95630  
(916) 984-9548 OFFICE (916) 984-4548 FAX  
[www.HomeRunRentals.com](http://www.HomeRunRentals.com)

## **Please read instructions carefully before filling out and submitting Application**

1. **YOUR APPLICATION WILL NOT BE PROCESSED UNTIL YOU HAVE VIEWED THE PROPERTY YOU ARE APPLYING FOR.**
2. **Please complete application entirely.** Incomplete applications or unsigned applications will not be processed.  
  
A Complete Application Package includes:
  - All pages of Application(s) completely filled out, all questions answered and signed/dated
  - Application Fee(s) paid, either in person or using PayLease function through company website
  - Copies of minimum 2 months of paystubs OR verifiable proof of non-W2 Income, examples are Tax Return(s), Social Security Benefits Statement, Proof of Child Support, proof of Alimony payments, Disability benefits Statement, etc.
  - Verify with our office that you have seen the property you are applying for with one of our Home Run PM showing agents. *You are responsible for ensuring that the property you are applying for is appropriate for your housing/parking needs.*
3. A completed application is required for anyone over the age of 18 who will be living at the property. Identification to be verified by a government issued photo ID.
4. **Only original, signed applications will be accepted.** No e-signatures allowed. Applications can be submitted in person to the property manager or to the office, faxed in, scanned and e-mailed or mailed into the office address above and **must** be accompanied with full application fee. Application fees can be paid online from the website.
5. **No Co-Signers or Guarantors Allowed.**
6. **Application fee is \$35.00 per applicant.** Please note that the application fee is non-refundable and is not a guarantee to rent the property. The fee is to be submitted at the time of your application.  
*Exempt from paying application fees: Children under 18 years old, full-time students under the age of 21, disabled persons, or seniors over 62 years old. This exemption ONLY applies when applicant is fully financially supported by and lives with a family member or guardian who is signing the lease on the property applied for.*
7. Application process and approval is approximately 1-5 business days depending on the number of applications, response times to our reference or employment verification requests or timely submission of documents by applicant.

8. **Complete applications are processed in the order that they are received.** If a qualified tenant is identified with an earlier complete application, then all remaining unused application fees will be returned to applicant's via U.S. Postal service to the current address listed on application.
9. Most properties require a minimum one year lease, after which, the lease may be renewed or revert to a month to month tenancy. Shorter lease terms must be approved by the property owner in advance.
10. Copies of lease agreements are available for viewing at our office between normal business hours. 8:30am to 5pm, Mondays thru Fridays, excluding holidays.
11. Information regarding the amenities of each property is not guaranteed by Home Run Property Management. **We require potential tenants to view each property to insure the amenities offered by that property meet your individual requirements**
12. **We do business under the Federal Fair Housing Law.**

Your application will be denied for any of the following reasons:

- Verifiable household income below 2.5X rent for rents below \$1500/ 3.0X for rents \$1500 and above.
  - Overtime and Bonuses are not considered when verifying income
  - Non-W2 income will be evaluated on a case by case basis
- Open Bankruptcies, open collection accounts, unpaid judgments or liens
- Settled Bankruptcy within most recent 12 months
- Multiple Bankruptcies in most recent 7 years
- FICO score below 600
- More than 3 delinquent accounts in most recent 24 months.  
(Exceptions that may be considered are medical bills or verifiable short sale or foreclosure of personal residence, if disclosed in advance by applicant)
- Prior eviction or unfavorable rental reference.
- Unverifiable, incomplete or false information provided on your application.
- Application fee payment not honored by your bank. (bounced payment)
- Criminal conviction for felony manufacture or sale of controlled substances.
- Expressing threatening or abusive behavior or language during the application or rental process.

**I have read and understood this application guideline.**

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Applicant

# APPLICATION TO RENT

Tenant  
 Guarantor

(All sections must be completed) Individual applications required from each occupant 18 years of age or older.

Last Name		First Name		Middle Name		Social Security Number or ITIN		
Other names used in the last 10 years				Work phone number ( )		Home phone number ( )		
Date of birth		E-mail address				Mobile/Cell phone number ( )		
Photo ID/Type		Number		Issuing government		Exp. date		
Other ID								
1. Present address								
		City		State		Zip		
Date in		Date out		Owner/Agent Name		Owner/Agent Phone number		
Reason for moving						Current rent \$ /Month		
2. Previous address								
		City		State		Zip		
Date in		Date out		Owner/Agent Name		Owner/Agent Phone number		
Reason for moving								
3. Next previous address								
		City		State		Zip		
Date in		Date out		Owner/Agent Name		Owner/Agent Phone number		
Reason for moving								
Proposed Occupants. List all in addition to yourself	Name		Date of Birth		Name		Date of Birth	
	Name		Date of Birth		Name		Date of Birth	
	Name		Date of Birth		Name		Date of Birth	
Will you have pets?	Describe			Will you have a waterbed or a large fish tank?			Do you smoke?	
How did you hear about this rental? <input type="checkbox"/> am <input type="checkbox"/> am not a member of the Armed Forces (including the National Guard and Reserves)								
A. Present occupation or source of income				Employer name				
Dates of employment		Supervisor's phone number ( )		Employer address				
Name of your supervisor				City, State, Zip				
B. Prior occupation				Employer name				
Dates of employment		Supervisor's phone number ( )		Employer address				
Name of your supervisor				City, State, Zip				
Current gross income \$		Per		Check one <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year		Please list ALL of your financial obligations below.		
Name of your bank		Branch or address				Account Number		



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Page 1 of 2

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## RECEIPT FOR TENANT SCREENING AND/OR CREDIT CHECKING FEES

On \_\_\_\_\_, Owner/Agent received \$ 35.00 from the undersigned, hereinafter called "Applicant," who offers to rent from Owner/Agent the premises located at:

\_\_\_\_\_, Unit # (if applicable) \_\_\_\_\_

\_\_\_\_\_, CA \_\_\_\_\_

(City) \_\_\_\_\_ (Zip) \_\_\_\_\_  
Applicant authorizes verification of information supplied by Applicant via methods which may include, but are not limited to, tenant screening and credit checking.



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Page 1 of 2

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Name of Creditor	Address	Phone Number	Monthly Pymt. Amt.
		( )	
		( )	
		( )	
		( )	
		( )	
		( )	
In case of emergency, notify:		Address: Street, City, State, Zip	Relationship
1.			Phone
2.			
Personal References:		Address: Street, City, State, Zip	Length of Acquaintance
1.			Occupation
2.			Phone

Automobile: Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ License #: \_\_\_\_\_

Automobile: Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ License #: \_\_\_\_\_

Other motor vehicles: \_\_\_\_\_

Have you ever filed for bankruptcy? \_\_\_\_\_ Have you ever been evicted or asked to move? \_\_\_\_\_

Have you ever been convicted of selling, distributing or manufacturing illegal drugs?

Applicant represents that all the above statements are true and correct and hereby authorizes verification of the above items including, but not limited to, the obtaining of a credit report and agrees to furnish additional credit references upon request. Applicant consents to allow Owner/Agent to disclose tenancy information to previous or subsequent Owners/Agents.

Owner/Agent will require a payment of \$ 35.00, which is to be used to screen Applicant with respect to credit history and other background information. The amount charged is itemized as follows:

- Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports \$ 22.00
- Cost to obtain, process and verify screening information (may include staff time and other soft costs) \$ 35.00
- Total fee charged \$ 35.00

The undersigned is applying to rent the premises designated as:

Apt. No. \_\_\_\_\_ Located at \_\_\_\_\_

The rent for which is \$ \_\_\_\_\_ per \_\_\_\_\_. Upon approval of this application, and execution of a rental agreement or lease, the applicant shall pay all sums due, including required security deposit of \$ \_\_\_\_\_, before occupancy.

Date \_\_\_\_\_

Applicant (signature required)

**CALIFORNIA APARTMENT ASSOCIATION CODE FOR EQUAL HOUSING OPPORTUNITY**

The California Apartment Association supports the spirit and intent of all local, state and federal fair housing laws for all residents without regard to color, race, religion, sex, marital status, mental or physical disability, age, familial status, sexual orientation, or national origin.

The California Apartment Association reaffirms its belief that equal opportunity can best be accomplished through effective leadership, education, and the mutual cooperation of owners, managers, and the public.

Therefore, as members of the California Apartment Association, we agree to abide by the following provisions of this Code for Equal Housing Opportunity:

- We agree that in the rental, lease, sale, purchase, or exchange of real property, owners and their employees have the responsibility to offer housing accommodations to all persons on an equal basis.
- We agree to set and implement fair and reasonable rental housing rules and guidelines and will provide equal and consistent services throughout our residents' tenancy.
- We agree that we have no right or responsibility to volunteer information regarding the racial, creed, or ethnic composition of any neighborhood, and we do not engage in any behavior or action that would result in "steering."
- We agree not to print, display, or circulate any statement or advertisement that indicates any preference, limitations, or discrimination in the rental or sale of housing.



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Page 2 of 2

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Payment is to be used to screen "Applicant" with respect to credit history and other background information. The amount charged is itemized as follows:

- Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports \$ 22.00
- Cost to obtain, process and verify screening information (may include staff time and other soft costs) \$ 35.00
- Total fee charged (cannot exceed \$40 per applicant, which may be adjusted annually with the CPI as of 1-1-98) \$ 35.00

Date \_\_\_\_\_

Applicant

Date \_\_\_\_\_

Owner/Agent

For Owner/Agent Use Only

Screening fees paid by:  Cash  
 Personal Check  Cashier's Check  
 Money Order  
 Credit Card # (Last 4 digits only) \_\_\_\_\_  
MCMISAVAMEX Expiration Date: \_\_\_\_\_



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Page 2 of 2

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## RENTAL APPLICANT REFERENCE FORM

- ❖ This form is used to obtain information regarding the tenant history of Applicants for rental housing. The information provided by the current or former Owner/Agent may be used solely for the purpose of evaluating the application for rental housing.
- ❖ The Owner/Agent requesting this information must receive authorization from the Applicant before obtaining the information. Such authorization is granted if Applicant's Signature is provided in Section 2. Copies of this form and of the Applicant's signature are acceptable.
- ❖ The Applicant may be contacted to verify the authenticity of this request.

### 1. Person requesting the rental reference

Name of the Owner/Agent Home Run Property Management  
Address 2600 East Bidwell Street Unit # 110  
City Folsom State CA Zip 95630  
Phone number (916) 984-9548 Fax number (916) 984-4548

### 2. Authorization by rental Applicant for the release of information

I hereby authorize the release of the information requested on this Rental Applicant Reference Request to the Owner/Agent listed above.  
I hereby acknowledge that the Owner/Agent can make copies of this executed page in order to obtain the information requested.

Name \_\_\_\_\_ Phone number (\_\_\_\_) \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

## APPLICANTS - DO NOT WRITE BELOW - LANDLORD USE ONLY

### 3. Applicant's rental information

Name of rental community (if any) \_\_\_\_\_  
Address of rental unit \_\_\_\_\_ Unit # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Name of Owner / Agent \_\_\_\_\_  
Phone Number (\_\_\_\_) \_\_\_\_\_ Fax number (\_\_\_\_) \_\_\_\_\_  
Monthly Rent \_\_\_\_\_ Move-in Date (MM/YY) \_\_\_\_\_ Move-out Date (MM/YY) \_\_\_\_\_

### 4. Rental Reference information provided by former or current Owner/Agent

Did applicant live at your property during the period indicated above? YES / NO

If no, what were the dates of occupancy? From (month/year) \_\_\_\_\_ To (month/year) \_\_\_\_\_

How many times during the past 12 month did Applicant pay the rent late? \_\_\_\_\_

Was any check from Applicant returned due to non-sufficient funds (NSF)? YES / NO

Did you ever file for an unlawful detainer against Applicant for unpaid rent? YES / NO

If yes, what was the result? \_\_\_\_\_

Does Applicant owe any amount for delinquent rent, utilities or damage to unit? YES / NO

Did Applicant provide notice for ending tenancy according to the terms of the rental agreement? YES / NO

Did you ever service a Three Day Notice to Applicant? YES / NO

If yes, please explain: \_\_\_\_\_

Is this tenant eligible for re-rent? YES / NO

Information provided by: Name \_\_\_\_\_ Phone number (\_\_\_\_) \_\_\_\_\_

Information obtained by: \_\_\_\_\_ Phone \_\_\_\_\_ Mail \_\_\_\_\_ Fax \_\_\_\_\_

Please mail or fax this form to the person listed in section 1 as soon as possible (within 24-48 hours)