

HOME RUN PROPERTY MANAGEMENT

"Hitting It Out of the Park For You."

9490 Madison Ave, #200, Orangevale, CA 95662
(916) 984-9548 OFFICE (916) 984-4548 FAX

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 WITH AN AGENT OF OUR COMPANY.**

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 applicants 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.**
13. **This rental home is a Non-Smoking property.** This means no smoking of pipes, cigars, cigarettes, e-cigarettes or marijuana is allowed anywhere on the premises.
14. **No cultivation of Marijuana is allowed on the premises.**

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 625
- 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.

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?		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	<input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year		Check one Please list ALL of your financial obligations below.				
Name of your bank			Branch or address			Account Number			



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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,"
(Date)
 who offers to rent from Owner/Agent the premises located at:

_____, Unit # (if applicable) _____
(Street Address)

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

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:

1. Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports \$ 22.00
2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) \$ 30.00
3. 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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Payment is to be used to screen "Applicant" with respect to credit history and other background information. The amount charged is itemized as follows:

1. Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports \$ 22.00
2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) \$ 30.00
3. 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) _____
MC/MISA/AMEX Expiration Date _____



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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 **9490 Madison Ave #200, Orangevale, CA 95662** E-mail: **Susan@homerunrentals.com**

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

Address of rental unit _____ Unit # _____

City _____ State _____ Zip _____

Name of Owner / Agent _____

Phone Number (_____) _____ Fax number (_____) _____

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

Monthly Rent Paid: _____ Any Roommates or Co-Tenants: _____

Move-in date: Month _____ Year _____ Move-out date: Month _____ Year _____ or _____ current resident

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) _____

Does Applicant have a Pet or Service/Companion Animal?: _____ yes/no Type/Breed: _____

Any behavior issues or damages related to Animal?: _____

Does Applicant pay rent on time? _____ yes/no If no, how many times has rent been late: _____

Any Bounced Rent checks, NSF checks ? _____ yes/no If yes, How Many NSF checks? _____

Any behavior issues / noise complaints with this tenant? _____ yes/no

If yes, please explain: _____

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 or Unlawful detainer against tenant? _____ yes/no

If yes, please explain: _____

Would you rent to this tenant again? _____ yes/no

If no, please explain: _____

Information provided by: Name _____ Phone number (_____) _____

Please mail or fax this form to the address/fax listed above as soon as possible (within 24-48 hours)