

MANAGEMENT WORKS REALTY

Instructions for Filling out Application

1. Each occupant and/or co-signer 18 &/or over must fill out a separate and complete application.
2. Be sure to initial and sign the first page.
3. In addition put the property you are applying for, the rental rate quoted, and your commencement date (you're desired move-in date).
4. Attached a clear copy of your driver's license.
5. Attach a check or cash (exact change) with an application fee of \$30 for each applicant in addition to only one \$15 fee for the property you are applying for. Make payable to: Golden Foundation Realty, Inc.
[i.e. 1 adult would be \$45 total].
6. Be as thorough as possible when filling our employment and residence history. PHONE NUMBERS ARE VERY IMPORTANT. Your application will not be processed if there is any missing information.
7. To speed up the application process please attach proof of income, i.e. pay stubs (the most recent month's worth), or Top Page of Tax return & Schedule C (only if you're in business for yourself), etc.
8. We do not need full account numbers on the credit information section, just last 4.
9. Return all information to:

If mailing or dropping off:
Management Works Realty
445 West Palmdale Blvd. Suite Q
Palmdale, California 93551

If you have any questions please contact our office at 661-265-1031

MANAGEMENT WORKS REALTY

Dear Applicant:

Welcome to Management Works, a real estate firm with a specialized management department. We hope to make this application process as easy as possible. Please find attached your Rental Application. It is vital to the proper processing of this application that you fill out all requested information to the best of your ability. A **\$30.00** per individual **non-refundable** credit fee and **\$15.00** processing fee per property is required on all applications.

Please find listed below the basic information pertaining to the apartment for which you are applying:

Property Address: _____
Rental Amount: _____
Commencement Date: _____

Applicant hereby understands the following:

1. A **\$30.00 per individual** credit fee and **\$15.00** processing fee **per property** will be required. These fees are non-refundable regardless of management's decision to rent this unit to applicant.
2. Applicant(s) is required to notify all agencies, in writing if necessary, (i.e. landlord, employer, bank) who may be contacted and requested to supply information in order to process this application. ***Your signature below serves as a release for Management Works to verify all information herein.***
3. **Applicant(s) is required to provide a copy of his/her driver's license or photo I.D.**
4. False or lack of information requested herein may subject applicant to disqualification and that any inquiries for such information does not constitute acceptance/non acceptance of application.
5. There is no guarantee that applicant(s) will qualify and/or be accepted for said premises applicant(s) is hereby applying for;
6. Any plans and/or expenses incurred by the applicant(s) herein to take possession of said premises prior to the approval of applications(s), approval of credit report(s), signing of a Lease/Rental Agreement by all parties, and payment of all move-in funds shall be the responsibility of the applicant(s) and not the Agent herein or the Owner(s) of the property. Payment of all move-in funds shall be in a form of certified funds only (bank check, cashiers check, or money order). **Please initial _____**
7. It is understood that simultaneously to the submission of this application for said premises there may be other applications submitted or being submitted for the same premises. Any lack of, false, or incomplete information on said application can cause delay in the processing of same. **Non-payment of any and all processing fee(s) required to accompany this application will cease or cause a delay in the processing of same.**
8. It is important to understand that "Time is of the essence" in this process.

Applicant's Signature

Phone

Date

APPLICATION TO RENT OR LEASE

APPLICANTS

PLEASE PRINT

First, Middle, Last	DOB	Social Security	Driver's License
Other Names Used Within The Last 5 Years	Cell Phone	Home/Work Phone	Email

ADDITIONAL OCCUPANTS

First, Middle, Last	Age	Relationship To Applicant

EMPLOYMENT

	Current Employment	Last Prior	Prior
Employer			
Address			
Employer Phone			
Job Title			
Name of Supervisor			
Dates of Employment	From: To:	From: To:	From: To:
Income Per Month	\$	\$	\$

RESIDENCE

	Current Residence	Previous Residence	Previous Residence
Street Address			
City			
State & Zip			
Dates of Stay			
Last Rent Paid	\$	\$	\$
Owner/Manager And Phone number			
Reason For Leaving			

VEHICLES

Automobiles	Make	Model	Color	Year	License No.
Motorcycles					

PERSONAL REFERENCES

In Case Of Emergency, Notify	Address/City	Phone	Relationship
Close Friend			
Nearest Relative Living Elsewhere			

CREDIT INFORMATION

Name of Bank or Savings & Loan		Branch or Address		Account Type		Approx. Balance
				Checking	Savings	\$
				Checking	Savings	\$
				Checking	Savings	\$
Credit References	Account No.	Address/City		Phone	Balance	Due Monthly

GENERAL INFORMATION

1. When have you received welfare or Unemployment Insurance? _____
2. Do you have any water-filled furniture or do you intend to use any water-filled furniture in the apartment?
3. Do you have an pets?_____If so, how many and what? _
4. Have you ever been evicted for non-payment or rent or any other reason? _____
5. Why are you leaving your present residence? _____
6. Please explain any "yes" answers to General Information: _____

Applicant represents that all information given on this application is true and correct and hereby authorizes verification of all references and facts, including but not limited to obtaining Unlawful Detainer and Credit Reports. Applicant hereby waives any claim and releases from liability any person providing or obtaining said verification or additional information.

The undersigned hereby applies to rent/lease Apartment No. _____ at _____
for \$ _____ per month and upon OWNER'S approval agrees to enter into a Rental Agreement and/or Lease and pay all rent and security deposits required before occupancy.

An application fee of \$ _____ is hereby submitted for the cost of Credit Reports and processing this application.

Additional information: _____

Dated: _____

Applicant: _____