



**MAIN OFFICE**  
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## RENTAL APPLICATION

**Majestic Property Management, Inc. requires each adult 18 years of age and older to complete a separate rental application.** A processing fee of \$35 is required for credit, employment, eviction, rental, and background check for each applicant. All fees are non-refundable once the application has been processed. **Processing fees must be paid by money order or cashier's check. Cash and personal checks are not accepted.** Applications must be submitted at our main office Monday through Friday 8:00am-4:30pm. **We do not accept pre-run credit reports from outside sources.**

**Applicants must submit acceptable forms of income verification as described below.**

- ⇒ **Employee:** 2 most current months of paycheck stubs. Bank statements are accepted to show direct deposits.
- ⇒ **Self-Employed:** IRS 1040 (first 2 pages of the last 2 years tax returns) and Schedule C (profit and loss statement of the last 2 years tax returns).
- ⇒ **Child Support:** File stamped court order plus proof of direct deposit or payments for a minimum of 12 months.
- ⇒ **Award Letters/Court Documentation:** Any social security income or disability income must have an award letter indicating the income amount along with bank statements showing proof of direct deposit or payments.

**Applicants must have verifiable rental history, employment history, and personal references.**

- ⇒ **Renter:** Name and phone number of the property management company, agent, and/or landlord are required.
- ⇒ **Homeowner:** Mortgage and/or title documents will be requested showing proof of ownership and/or property sale.

**Applicants that have any prior evictions or collections directly related to any residence will be automatically denied.**

**Approved applicants must pay all move-in funds via money order or cashiers check and provide proof that electricity, gas, and water were transferred over before keys are handed over.**

**All blanks on the application must be filled in. If a question does not apply, please write "n/a", as applicable per line.** Missing or incomplete information could delay or prevent verifications further permitting another application to be approved before yours or could ultimately result in your application being returned. Information that cannot be verified or is shown to be false shall result in denial of your application. References are considered unverifiable if your references have not returned our phone calls within three business days. Ultimate responsibility for ensuring access to this information lies with the applicant. Deposit amounts are equal to rent amounts unless stipulated otherwise. Additional deposit may be required for particular credit circumstances. Large pets will require an additional \$500 deposit while smaller pets will require an additional \$250 deposit as property permits. Decision is typically made within 3-5 business days. Holding deposits are accepted upon application approval. Properties are held for 15 days maximum with deposit paid in full. All properties are a standard one year lease unless stipulated otherwise.

## CHECKLIST

**Rental applications will not be accepted if the following are not submitted:**

- Complete Application with Signature of Authorization
- \$35.00 Money Order or Cashier's Check for Processing Fee on Each Application
- Proof of Income for the Two Most Recent Months Along with any Other Necessary Forms of Income Verification
- Copy of Photo Identification (Valid State Issued Driver's License or ID, Passport, Military ID, etc.)
- Copy of Social Security Card
- Address of the property you are applying for noted on the rental application where allotted.
- Rent amount noted on the rental application where allotted.

# 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 out				Current rent \$ /Month		
2.	Previous address			City		State	Zip
	Date in	Date out	Owner/Agent Name			Owner/Agent Phone number	
	Reason for moving out						
3.	Next previous address			City		State	Zip
	Date in	Date out	Owner/Agent Name			Owner/Agent Phone number	
	Reason for moving out						
Proposed Occupants:	Name		Relation	DOB	Name		Relation
	Name		Relation	DOB	Name		Relation
	Name		Relation	DOB	Name		Relation
Do you have pets?	Describe			Do you have a waterbed?	Describe		
How did you hear about this rental?							
A.	Current Employer Name			Job Title or Position		Dates of Employment	
	Employer address			Employer/Human Resources phone number ( )			
	City, State, Zip			Name of your supervisor/human resources manager			
	Current gross income \$		Check one Per <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year				
B.	Prior Employer Name			Job Title or Position		Dates of Employment	
	Employer address			Employer/Human Resources phone number ( )			
	City, State, Zip			Name of your supervisor/human resources manager			
	Other income source _____			Amount \$ _____		Frequency _____	
	Other income source _____			Amount \$ _____		Frequency _____	



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Name of your bank	Branch or address	Account Number

Please list ALL of your financial obligations below.

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	Phone
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, authorizes verification of the above items and agrees to furnish additional credit references upon request. Applicant authorizes the Owner/Agent to obtain reports that may include credit reports, unlawful detainer (eviction) reports, bad check searches, social security number verification, fraud warnings, previous tenant history and employment history. 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.

The amount charged is itemized as follows:

1. Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports \$ 27.50 \_\_\_\_\_
2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) \$ 7.50 \_\_\_\_\_
3. Total fee charged \$ 35.00 \_\_\_\_\_

The undersigned is applying to rent the premises designated as:

Apt. No. N/A Located at \_\_\_\_\_

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

\_\_\_\_\_ **Date**

\_\_\_\_\_ **Applicant (signature required)**



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## 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.

