

Southern California Real Estate Management, Inc  
26639 Valley Center Drive, Suite 108  
Santa Clarita, CA 91351-2369  
Office – (661) 255-7600 Fax – (661) 255-8012

**APPLICATION TO RENT/LEASE RESIDENTIAL REAL PROPERTY**  
(One Application Per Adult)

Property Applying for: 1<sup>st</sup> Choice \_\_\_\_\_  
2<sup>nd</sup> Choice \_\_\_\_\_  
3<sup>rd</sup> Choice \_\_\_\_\_

Date you are willing to start a lease: \_\_\_\_\_

Lease term you are willing to sign:

1 Year  6 Months  Month to Month  Other \_\_\_\_\_

I have been shown the inside of the property:  Yes  No and I ACCEPT IT IN THE CONDITION I VIEWED IT or I am requesting the following items be done as a condition of my acceptance of the property:

\_\_\_\_\_

Do you intend to operate a business from your residence?  No  Yes...Explain: \_\_\_\_\_

Do you have any RV vehicles, trailers, boats, or TRUCKS OF ANY KIND that you intend to keep at the rental property?  No  If Yes...Please list vehicles: \_\_\_\_\_

Do you have any negative credit or evictions that you want to explain prior to a credit check?  No  Yes...Explain: \_\_\_\_\_

Do you or any other persons intending to occupy the property smoke?  No  Yes  
Are they willing to only smoke outside?  No  Yes

SINCE SOME EMPLOYERS WILL NOT VERIFY INCOME OVER THE PHONE, YOUR APPLICATION PROCESSING MAY BE EXPEDITED BY SUBMITTING A RECENT PAY CHECK STUB WITH YOUR APPLICATION.

IF YOU ARE SELF-EMPLOYED, PLEASE SUPPLY US WITH CURRENT INCOME INFORMATION (i.e.; Tax Returns, Bank Statement, etc.)

I am NOT requesting a copy of my credit report.

Or

I am requesting a copy of my credit report and have included an extra \$5.

(A copy of your credit report will be mailed to your present address as listed on your application).

APPLICATION SCREENING FEE: \$25.00  
COPY OF CREDIT REPORT: \$5.00

All application processing fees are deposited into our bank upon receipt. If your application is not processed, refunds will only be issued after sufficient time for your check to clear has passed.

PLEASE NOTE THE PROPERTY IS NOT AVAILABLE ON A FIRST COME FIRST SERVED BASIS. OUR FIDUCIARY RESPONSIBILITY IS TO THE OWNER OF THE PROPERTY.

OFFICE USE ONLY:

APP. FEE RECEIVED \$ \_\_\_\_\_ CASH \_\_\_\_\_ CHECK \_\_\_\_\_

DATE RECEIVED \_\_\_\_\_ I. D. CHECKED \_\_\_\_\_ LOGGED IN \_\_\_\_\_

**APPLICANT'S PERSONAL DATA:**

( ) \_\_\_\_\_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
 Your Home Phone      Your Work Phone      Your Cell Phone      Your Pager #

Full Name: FIRST	MIDDLE	LAST	JR, SR, II, etc	Social Security #	Driver License #	State
All other names by which you have been known:						Birth Date

**OTHER PERSONS TO OCCUPY THE PROPERTY:**

Full Name	Relationship	Birth Date	Occupation

**RESIDENCE HISTORY:** (List ALL residences for at least past 5 years. START WITH PRESENT RESIDENCE.)

Street Address	City	State	Zip	Date In	\$ Rent/Mo or Mortgage	Landlord Name & Phone #
Present						
Past						
Past						
Past						

**EMPLOYMENT HISTORY:** (List ALL Employers for past 5 years. START WITH PRESENT EMPLOYER.)

	Company			Position or Occupation	Start Date	Monthly Wage
	Name	Address	Phone			
Current						
Past						
Past						

**BANKING INFORMATION:**

Bank, S & L or CU Name	Branch	Phone	Account Number	Date Opened	Present Balance

(Continued)

**PERSONAL REFERENCES: (Not Related)**

Full Name	Relationship (i.e. Friend, Employer)	Address	Phone #	Phone # 2

**NEAREST RELATIVE: (Not Living With You)**

Full Name	Relationship (Parent, son/daughter)	Address	Phone #	Phone # 2

**IN CASE OF EMERGENCY NOTIFY:**

Full Name	Relationship	Address	Phone #	Phone # 2

**AUTOMOBILES:**

Make	Model	Year	License Number	Insurance Co.

**ACTIVE CREDIT ACCOUNTS:**

Creditor	Year Opened	Creditor	Year Opened

	Yes	No
HAS ANY CIVIL JUDGMENT BEEN ENTERED AGAINST YOU FOR THE COLLECTION OF A DEBT IN THE PAST 10 YEARS?	<input type="checkbox"/>	<input type="checkbox"/>
DO YOU HAVE OR INTEND TO HAVE WATER FILLED FURNITURE IN THE RENTAL UNIT?	<input type="checkbox"/>	<input type="checkbox"/>
DO YOU HAVE OR INTEND TO HAVE ANY PETS IN THE RENTAL UNIT?	<input type="checkbox"/>	<input type="checkbox"/>
HAVE YOU FILED FOR BANKRUPTCY IN THE PAST 10 YEARS?	<input type="checkbox"/>	<input type="checkbox"/>
HAVE YOU EVER BEEN EVICTED OR REFUSED TO PAY RENT FOR ANY REASON?	<input type="checkbox"/>	<input type="checkbox"/>
HAVE YOU OR DO YOU INTEND TO POSSESS, SELL OR USE ILLICIT DRUGS OR NARCOTICS IN OR ABOUT YOUR RESIDENCE?	<input type="checkbox"/>	<input type="checkbox"/>
HAVE YOU EVER BEEN ARRESTED FOR A FELONY OR CONVICTED FOR A MISDEMEANOR?	<input type="checkbox"/>	<input type="checkbox"/>
IF ANY QUESTION ABOVE HAS BEEN ANSWERED "YES", PLEASE EXPLAIN:		
HOW DID YOU HEAR ABOUT THIS VACANCY?	IF ACCEPTED, HOW LONG DO YOU EXPECT TO STAY?	

**The undersigned Applicant hereby** offers to rent/lease real property described herein as THE PROPERTY.

Applicant has no rights to said property until a Rental Agreement/Lease is duly executed **after** the approval of this Application.

A non-refundable credit check fee of \$25.00 to process this Application will be given by Applicant to Agent when this Application is turned in for processing.

Applicant represents all information in this Application to be true and accurate and authorizes Agent and its employees to verify said information in person, by mail, phone, fax, or otherwise, to help determine Applicant's rental, credit, financial and character standing. Applicant hereby releases Agent, its employees, and all other firms or persons investigating or supplying information, from any liability whatsoever concerning the release and/or use of said information and further, will defend and hold them all harmless from any suit or reprisal whatsoever. All holders, public and private, of any such information are hereby authorized to release, without reservation or limitation, any and all such information they have concerning Applicant and in so doing, will be acting on Applicant's behalf at Applicant's request and will be held blameless and without any liability whatsoever. A copy, fax, or other reproduction of this Authorization shall be as effective as the original.

\_\_\_\_\_  
Dated

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

\_\_\_\_\_  
Applicant's Name PRINTED

**When you are approved for a property you must sign your lease within 48 hours of your approval or you may lose your priority position and we may process any back-up applications.**

**At your lease signing, you will need to bring a cashiers check or money order (NO CASH or personal checks) for the Security Deposit plus the rent or prorated rent amount payable to Southern California Real Estate Management, Inc. or S.C.R.E.M. Inc.**

#### **Property Showing Policy & Application Processing Procedures**

- **The properties we show are currently for rent.**
- **We continue to show a property until it is rented.**
- **Please note that a property is not rented until a lease has been signed. When the lease has been signed, we will discontinue showings.**
- **Once an applicant is approved we will inform any other applicants and anyone with an appointment to see that property or who inquires about that property, that we have an “Approved Applicant”.**
- **You may submit an application as a back up in case an applicant withdraws or is declined or you may submit an application with two or three choices of properties.**
- **If a property is rented to someone else, you can still apply for another property. You do not have to fill out a new application, just inform us what other property you would like to apply for now.**
- **Applications and credit reports are good for 45 days.**
- **An application will not be processed if it is incomplete or if co-applicants have not submitted their applications or if fees have not been paid.**
- **If there are co-applicants on your application, agent is only responsible for contacting one applicant. Applicants are responsible for communicating with each other and advising agent of their decisions.**
- **The decision to approve or decline an applicant based on applicant’s qualifications once the application is processed is the property owner’s.**
- **Current SCREM tenants: You will need to fill out a new application. If your rental history is excellent (No late payments or NSF checks), we will waive your application fee. However, if you would like a copy of your credit report, the \$5.00 fee is required.**
- **SCREM supports Equal Housing Opportunity. We do not discriminate in the rental of dwellings based on race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents of legal custodians, pregnant women, and people securing custody of children under the age of 18), and handicap (disability).**

#### **Security Deposit Policy**

- **We collect the first rental payment and the security deposit in advance. If your lease starts on a day other than the first, your initial rental payment will be more or less than one months rent (prorated).**
- **We do not require or collect a “last months rent” in advance.**
- **We require a MINIMUM Security Deposit equal to one months rent.**
- **The MAXIMUM Security Deposit is equal to twice the rent amount (unfurnished properties).**
- **If you have pet(s), your Security Deposit will be higher.**
- **If you have had or have credit problems, have no credit history, no rental history or a bankruptcy your Security Deposit may be higher than the minimum.**
- **If you have not been on your job for very long or your income stability is unknown, your Security Deposit may be higher.**
- **Your Security Deposit is fully refundable based on the condition of the property and any unpaid charges at the time you move out.**
- **For other specific Security Deposit information, please refer to your rental agreement.**