



Dear Prospective Tenant,

Many ask, "How do you go about selecting a Tenant – What is the process?" This letter is to try and explain the process, and to give you information that will speed up the application processing time.

The normal time needed to make a decision is one to three days. This will depend on our office workload, the response time from your current landlord, previous landlord, and your employer(s). All adults that will live in the property must fill out separate applications. **We need enlarged original or color copy photo ID of every applicant's driver's license and Social Security card.**

Depending on an applicant's debt, we are looking for approximately three times the monthly rent in monthly income. **We will need one month of the original pay stub reflecting the applicant's year-to-date income.** Self-employed persons must provide us with written verification of income such as tax returns for the prior 2 years (top 2 pages only please), and/or bank deposit statements for the past 3 months.

**Be sure to honestly completely fill out the attached Application. The application fee of \$30.00 per applicant can either be paid online or at our office (if you bring your application fee into the office it must be in the form of a cashiers check or money order- No cash or personal checks).** We also screen applicants for evictions or criminal convictions. We never rent to an applicant that has been evicted. We make our best judgment calls regarding criminal convictions.

Tiner Properties, Inc. (DBA Asset Investment Managers, Inc.) will run your credit report. Although **we are looking for applicants with credit scores of at least 600**, we understand that credit problems are sometimes explainable. We look at the whole picture the applicant presents (reasons for credit problems, landlord histories, income, cash reserves...). If we decline an applicant for any reason that has to do with credit, we will send a letter that describes how to receive a free copy of your credit report, and where to go to correct any misinformation.

There are times that we receive several, very good applications for the same property in a very short period of time. Unfortunately, we can only choose one. We choose the applicant that we feel will be the best tenant for the owner - not the first applicant that applied. However, if we receive any application that we can approve, we do not wait for others to come in. The property owner makes the final approval decision.

We fully support both the spirit of Fair Housing Law, and the actual law itself. The above guidelines are just that – guidelines. Exceptions are made for almost any policy if the exception makes sense to Tiner Properties, Inc. and the property owner.

Tiner Properties, Inc. enjoy an eviction rate of under 1%! The most important way we safeguard against future tenant problems and/or evictions is careful tenant screening. Our screening may take a little longer – but when we approve a tenant, we look forward to a lasting, positive relationship.

Thank you in advance for you interest, patience, and cooperation.

Sincerely,

Tiner Properties, Inc., a California Corporation.

**PS. Once you are approved:** We will give you a call and ask you to come in and put up the move in monies (cashiers check or certified check only) and sign the Rental Agreement or a Deposit Receipt. Until an approved applicant does this, we continue to market, show, and attempt to rent the property to any acceptable applicant. **It is in your best interest to come in and sign up ASAP.**



# RENTAL APPLICATION

Rental office: (916) 974-6000

Fax: (916) 488-3700

<b>Property Address Desired:</b>				
Last Name:	First Name:	Middle Name:		
Maiden Name:	Email:			
Hm Phone:	Wk Phone:	Cell Phone:		
Social Sec #:	Drivers Lic #:	State:	Birth Date:	

## APPLICANT CHECK-LIST

1. How did you learn about this property? <input type="checkbox"/> Sign <input type="checkbox"/> Sacto. Bee <input type="checkbox"/> Web site <input type="checkbox"/> Craigs List <input type="checkbox"/> Other:
2. Verification of Identification: <input type="checkbox"/> Drivers license AND: <input type="checkbox"/> Social Security Card <input type="checkbox"/> Other:
3. \$30 Application Fee: <input type="checkbox"/> Paid see attached / enclosed (Cashiers Check or Money Order- <b>NO CASH OR PERSONAL CHECKS ACCEPTED</b> )
4. Verification of Income: <input type="checkbox"/> Pay stub w/ year-to-date total (1 months) OR: <input type="checkbox"/> Bank Statements (3 months) <input type="checkbox"/> Tax Returns (2 yrs.)

<b>How many proposed occupants including yourself?</b> Note: Everyone over the age of 18 must fill out an application.
<b>Have all applicants applying viewed the interior of this property? Yes/ No</b>
<b>Have you ever been evicted? Yes/No</b> Note: We will not rent to anyone that has been evicted in the past 10 years.
<b>Have you filed bankruptcy in the past 10 years? Yes/No</b> If yes, explain:
<b>Have you ever been convicted of a felony? Yes/No</b> If yes, describe conviction:
<b>Will you have any waterbeds? Yes/No</b> If yes, you must provide us with a copy of your insurance policy.
<b>Will smokers live in the property? Yes/No</b> Note: Smoking is not allowed in the house.
<b>Will you have pet(s)? Yes/No</b> Describe pet(s):
<b>If approved, how soon could you move in?</b> / / Note: We will not hold a property longer than 2 weeks.
<b>How many vehicles will be kept on the property, street, and driveway?</b>
<b>List all vehicles that will be kept at the property (year, model, license#):</b>

## List all proposed occupants that would live in the property below:

Occupant Name(s)	Age	Birth date	Occupant Name(s)	Age	Birth date

## HOUSING HISTORY

<b>Current Address:</b>	Apt #:	City:	State:	Zip:
Owner/Manager:	Owner/Mgr. Phone:		Monthly Payment:	
From: / / To: / /	Reason for moving:			
<b>Previous Address:</b>	Apt #:	City:	State:	Zip:
Owner/Manager:	Owner/Mgr. Phone:		Monthly Payment:	
From: / / To: / /	Reason for moving:			

**OVER** ⇨⇨⇨⇨⇨⇨

**OVER** ⇨⇨⇨⇨⇨⇨

**OVER** ⇨⇨⇨⇨⇨⇨

## EMPLOYMENT HISTORY

Present Employer:		Employer Address:	
Employer Phone #:		Supervisors Name:	
From: / / To: / /		Your Position/Title:	
Gross Monthly Income: \$	Other Monthly Income: \$	Source:	
Previous Employer:		Employer Address:	
Employer Phone #:		Supervisors Name:	
From: / / To: / /		Your Position/Title:	
Gross Monthly Income: \$	Other Monthly Income: \$	Source:	

## HOUSEHOLD INCOME (Combined - all applicants for this property)

Monthly Employment Income before deductions for:	\$
Monthly Employment Income before deductions for:	\$
Monthly Employment Income before deductions for:	\$
Source and amounts of other income (or cash reserve):	\$
Source and amounts of other income (or cash reserve):	\$
<b>Total Monthly Household Income:</b> Note: must be at least 3 times the rent.	<b>\$</b>

## PERSONAL REFERENCE / EMERGENCY CONTACT

Personal Reference:	Relationship:	Phone #:
Emergency Contact:	Relationship:	Phone #:

### BY SIGNING BELOW, APPLICANT UNDERSTANDS AND AGREES TO THE FOLLOWING:

1. I certify that all the information given above is true and correct. I hereby authorize the Owners/Managers/Employers listed above to verify any of the given information and to obtain credit, character, criminal, employment, and rental information. Above listed Owners/Managers/Employers are herewith given express permission and consent to provide copies of my entire tenancy file and/or employment information to Tiner Properties, Inc. (also dba Asset Investment Managers).
2. I hereby hold all the above named parties, as well as Tiner Properties, Inc. free and harmless of any liability for providing written or verbal information and/or discussing the quality of my tenancy/employment with my prospective Owners/Managers/Employers – both now and in the future.
3. I understand that my application will automatically be rejected if any of the information provided is not truthful.
4. As required by law, you are hereby notified that a negative credit report reflecting on your credit report may be submitted to a credit reporting agency if you fail to fulfill the terms of your credit obligations.
5. The application fee is \$30.00. The application fee is used to obtain a credit, eviction, and criminal conviction reports and/or written or verbal verification of income, rental history, prior rental history, and other references. Once the process to “check the information” on your application has begun, your application fee will not be refunded regardless of the outcome.
6. I understand that if I am approved, all rent and deposit monies due prior to occupancy must be paid in the form of a certified check or a cashiers check – no cash, money orders, or personal checks.

**Applicant Name (print):** \_\_\_\_\_ **Signature:** \_\_\_\_\_ / \_\_\_\_/20\_\_\_\_

<b>***** THIS BOX IS FOR OFFICE USE ONLY *****</b>			
ID verified by:	with: CDL, SS card, Other:		
Income verified by:	with: YTD on pay stub(s), W2, 1099, Tax returns, Other:		
Rent to start:	Month to month/Lease - How long:	Rent amount:	Deposit:
Rent inc: Water/Sewer/Garbage/Gardener/Asso. Dues/Pool service/Other:			
Application fee is \$30.00 per applicant. Application fee paid: Yes/No Amount paid: Money Order / Cashiers Check#:			
All applicants have viewed the property Yes/ No			