

MERIT

Rental Property Management

Lease Application Procedures

Welcome to Merit Rental Property Management! We are pleased that you have selected one of our properties to be your new home. To help expedite your application, please follow these guidelines:

- 1) An application is required for each adult over the age of 18 who will be living in the home including a \$40 processing fee (only one fee shall be payable for married couples).
- 2) Each adult over the age of 18 will be required to sign the lease.
- 3) You can send your application and payment to our office or bring it in to the following address:

Merit Rental Property Management
1 Polaris Way, Suite 200
Aliso Viejo, CA 92656

Our office hours are 8:00AM – 5:00PM Monday – Friday. After hours, on holidays and weekends, you may leave your application in the mail box on the left of our entry doors.

You may also fax or email your application and mail in the \$40 processing fee to the address above.

Website: www.meritrental.com
Phone: 949-448-6200
Fax: 949-448-6505
Email: meritrental@meritpm.com

- 4) Each applicant is required to have a good credit rating, which will be verified. Prior landlord references will be verified as well as unpaid judgments or prior evictions.
- 5) Each applicant must include a copy of his or her driver's license.
- 6) Payment of First Month's Rent and Security Deposit must be either Cashier's Check or Money Order.
- 7) If you have any questions regarding these procedures, please contact us at 949-448-6200.

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Application to Lease

ADDRESS OF PROPERTY YOU WOULD LIKE TO LEASE			PROPOSED MOVE IN DATE	LEASING AGENT
APPLICANT 1 LAST NAME	FIRST	MIDDLE	BIRTH DATE (MM-DD-YY)	SOCIAL SECURITY #
APPLICANT 2 LAST NAME (include roommates)	FIRST	MIDDLE	BIRTH DATE (MM-DD-YY)	SOCIAL SECURITY #
NAMES AND AGES OF OTHER OCCUPANTS				
1	<u>PRESENT ADDRESS</u>		CITY	STATE
				ZIP CODE
CELL PHONE	HOME PHONE	WORK PHONE	EMAIL ADDRESS	
FAX NUMBER	MOVED IN DATE	OWN <input type="checkbox"/> MORTGAGE \$ _____/month RENT <input type="checkbox"/> RENT \$ _____/month		
MANAGER OR LANDLORD NAME & ADDRESS		LANDLORD EMAIL	LANDLORD FAX #	LANDLORD PHONE #
2	<u>PREVIOUS ADDRESS</u>		CITY	STATE
				ZIP CODE
	MOVED IN DATE	OWN <input type="checkbox"/> MORTGAGE \$ _____/month RENT <input type="checkbox"/> RENT \$ _____/month		
MANAGER OR LANDLORD NAME & ADDRESS		LANDLORD EMAIL	LANDLORD FAX #	LANDLORD PHONE #
<u>PRESENT EMPLOYER APPLICANT 1</u>		PHONE	SUPERVISOR	MONTHLY GROSS INCOME
ADDRESS		CITY, STATE, ZIP		POSITION / YEARS
PREVIOUS EMPLOYER (IF LESS THAN 2 YEARS)		PHONE	SUPERVISOR	MONTHLY GROSS INCOME
ADDRESS		CITY, STATE, ZIP		POSITION / YEARS
<u>PRESENT EMPLOYER APPLICANT 2/ Roommate</u>		PHONE	SUPERVISOR	MONTHLY GROSS INCOME
ADDRESS		CITY, STATE, ZIP		POSITION / YEARS
PREVIOUS EMPLOYER (IF LESS THAN 2 YEARS)		PHONE	SUPERVISOR	MONTHLY GROSS INCOME
ADDRESS		CITY, STATE, ZIP		POSITION / YEARS
ADDITIONAL INCOME YOU WISH CONSIDERED - SOURCE				MONTHLY AMOUNT
WILL YOU HAVE A PET		KIND	WEIGHT	BREED

RESERVATION DEPOSIT SHALL BE RETAINED AS LIQUIDATED IF APPLICANT CANCELS RESERVATION. The undersigned persons represent that all of the above statements are true and complete and hereby authorize verification of such information. False information shall entitle owner to (1) reject this application, (2) retain application fee, and (3) terminate resident's right of occupancy. Authorization is hereby given to contact all persons provided. Applicant authorizes owner to access reports for evaluation. This agreement is not a lease agreement or a contract and is subject to approval by agent for owner. Application fee is non-refundable.

Signature of Applicant 1 _____ Date _____

Signature of Applicant 2/ Roommate _____ Date _____

Authorization to Obtain Credit Information

Dear Applicant (s),

You have applied to Merit Rental Property Management to rent a residential property. The processing of your application requires Merit Rental Property Management to obtain and review information about you.

By signing this document you are authorizing Merit Rental Property Management to obtain your credit report and to check other references as necessary to process your rental application.

“I hereby authorize Merit Rental Property Management to obtain a consumer report, and any other information it deems necessary, for the purpose of evaluating my application. I understand that such information may include, but is not limited to, credit history, civil and criminal information, records of arrest, rental history, employment/salary details, vehicle records, licensing records, and/or any other necessary information. I understand that subsequent consumer reports may be obtained and utilized under this authorization in connection with an update, renewal, extension or collection with respect or in connection with the rental or lease of a residence for which this application was made. I hereby expressly release Merit Rental Property Management, and any procurer or furnisher of information, from any liability what-so-ever in the use, procurement, or furnishing of such information, and understand that my application information may be provided to various local, state, and/or federal government agencies including without limitation, various law enforcement agencies.”

Merit Rental Property Management maintains safeguards to protect the confidentiality of your non-public personal information.

Applicant's Signature

Date

Applicant's/ Roommate's Signature

Date

RENTAL REFERENCE VERIFICATION

This person named below has applied for a rental unit at _____

This applicant has indicated that you are a present or past landlord. He/She has authorized us to request information relating to his/her living in your dwelling. Please answer the questions below and return this statement as soon as possible. ALL REPLIES WILL BE KEPT CONFIDENTIAL EXCEPT UPON THE REQUEST OF THE APPLICANT.

Thank you for your cooperation.

Merit Rental Property Management, Inc.

Applicant Name: _____ **Landlord's Name:** _____

Address: _____ **Landlord's Phone:** _____

Landlord's Email: _____

Applicant authorizes Merit Rental Property Management, Inc. to obtain all the below requested information.

Signature of Applicant _____

To be filled out by Landlord:

Move-In Date: _____ Amount of Monthly Rent: _____

What Utilities Were Paid By Renter? _____

How Many Times Was Rent Paid Late? _____

Were Late Fees Paid? _____

Is Rent Current At This Time? _____

How Many Persons/Pets Living In the Unit? Adults _____ Children _____ Pets _____

Were There Any Damages Beyond Normal Wear & Tear? _____

Describe Cleanliness: Good _____ Fair _____ Poor _____

Were Tenants Willing To Comply With Rules? Good _____ Fair _____ Poor _____

Would You Rent To This Person Again? YES _____ NO _____

Remarks: _____

Landlord Information:

Signature _____ Date: _____

Print Name _____

Address _____

Phone Number _____

Please fax back to 949-448-6505 OR email tpatla@meritpm.com