



HL Property Management

## RESIDENTIAL RENTAL AND CREDIT APPLICATION INSTRUCTIONS

1. Please fill in all applicable information, print, and then sign and date on the bottom of the last page. **DO NOT Docusign the application as we require an original signature.**
2. Please attach a photocopy of your photo identification as indicated in the application.
3. Please attach copies of any extra documents supporting verification of your income stated in the application (W-2, pay stubs, tax returns, business P/L statement, bank statements, etc).
4. Please mail or personally deliver your application, \$45.00 Application Processing Fee, and all attached materials to HL Property Management. If you elect to send your application to us by email you assume all risks associated with theft of your personal information sent in a non-secured or non-encrypted method.

**HL Property Management will not begin processing your application until we receive your \$45.00 Application Processing Fee and a completed, signed and dated application along with copies of the documents indicated in the application.**

### **Application Processing Fee**

HL Property Management requires a **\$45.00 Application Processing Fee** from each adult applicant, including \$45.00 for each spouse.

### **Who Must Complete an Application?**

Every adult (18 years old and over) who will occupy the property being rented must submit an application along with a copy of a current and valid form of photo identification.

### **What is the Application Processing Fee Used and Can I obtain a Refund?**

The Application Processing Fee is used by HL Property Management to obtain a credit report for each applicant from a national credit reporting agency, verification of applicants' employment and landlord references, processing the application and notifying the applicant if their application has been accepted or rejected. HL Property Management charges you our actual cost for obtaining a credit report and \$35 per hour for our other services in processing an application. If our costs exceed the \$45.00 per person there is no additional charge. If our costs are less than the \$45.00 per person, we will refund the difference. If you provide a credit report from a national credit reporting agency that has a "credit score" and the report was created within 90 days of your application date, we will waive our costs for that amount of the Application Processing Fee. Regardless of the reason, you are not entitled to a refund of your application fee just because your application is not accepted by the landlord.

**Equal Opportunity Housing.** It is the policy of HL Property Management and the landlords we represent, to provide equal opportunity in housing. We comply with all Federal, State and local laws prohibiting discrimination based on race, ethnic background, sex, religion, marital status, disability, sexual preference or orientation. If you have questions or complaints regarding our discrimination policy, please contact the US Department of Housing & Urban Development at 415-556-5096 or the California Department of Fair Employment and Housing at 415-557-2325.



HL Property Management

# RESIDENTIAL TENANT LEASE/RENTAL & APPLICATION AND AUTHORIZATION TO OBTAIN CREDIT REPORT

**Note: Your application fee must be received before we begin processing your application**

Please fax completed application to: 415.446.4242 or hand deliver, or mail to:

70 Mitchell Blvd, Ste 104, San Rafael, CA 94903

## INFORMATION ABOUT THE PROPERTY YOU ARE APPLYING FOR

ADDRESS OF PROPERTY	UNIT#	CITY	ZIP CODE	MONTHLY RENT FOR UNIT
DATE YOU WISH TO MOVE IN	DO YOU HAVE OR ARE YOU WILLING TO PURCHASE RENTER'S INSURANCE?			YES NO

## APPLICANT'S PERSONAL INFORMATION

LAST NAME	FIRST NAME	MIDDLE INITIAL	MR	MRS	MS
DATE OF BIRTH	SOCIAL SECURITY NUMBER	CELL PHONE #	WORK PHONE #	EMAIL ADDRESS	
<u>CURRENT</u> RESIDENCE ADDRESS	CITY	STATE	ZIP CODE	OWN	RENT
<u>CURRENT</u> LANDLORD NAME	<u>CURRENT</u> LANDLORD TELEPHONE#	<u>CURRENT</u> MONTHLY RENT	REASON FOR MOVING		
<u>PRIOR</u> RESIDENCE ADDRESS	CITY	STATE	ZIP CODE	OWN	RENT
<u>PRIOR</u> LANDLORD NAME	<u>PRIOR</u> LANDLORD TELEPHONE#	<u>PRIOR</u> MONTHLY RENT	REASON FOR MOVING		

## APPLICANT'S EMPLOYMENT INFORMATION (If self employed, or owner of business, skip to next section)

<u>CURRENT</u> EMPLOYER NAME	TYPE OF BUSINESS	APPLICANT'S POSITION	YEAR STARTED
<u>CURRENT</u> EMPLOYER ADDRESS	CITY	STATE	ZIP CODE
<u>CURRENT</u> EMPLOYER BUSINESS TELEPHONE#	CONTACT PERSON TO VERIFY EMPLOYMENT	APPLICANT'S CURRENT GROSS INCOME/MONTH	
<u>PRIOR</u> EMPLOYER NAME	TYPE OF BUSINESS	APPLICANT'S POSITION	YEAR STARTED
<u>PRIOR</u> EMPLOYER ADDRESS	CITY	STATE	ZIP CODE
<u>PRIOR</u> EMPLOYER BUSINESS TELEPHONE#	CONTACT PERSON TO VERIFY EMPLOYMENT		

## SELF EMPLOYED OR BUSINESS OWNER INFORMATION

NAME OF BUSINESS	TYPE OF BUSINESS	BUSINESS TELEPHONE	BUSINESS WEBSITE
<u>CURRENT</u> BUSINESS ADDRESS	CITY	STATE	ZIP CODE
APPLICANT'S POSITION/TITLE	APPLICANT'S COMPENSATION/MO	YEAR BUSINESS STARTED	BUSINESS TAX IDENTIFICATION #
BUSINESS BANK NAME	BANK CONTACT PERSON	BANK CONTACT PHONE#	BRANCH LOCATION

**APPLICANT'S OTHER INFORMATION**

APPLICANT'S VEHICLE: MAKE MODEL YEAR COLOR LICENSE PLATE#

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PLEASE LIST THE NAMES OF ANY OTHER PERSONS WHO WILL OCCUPY THE PROPERTY AND THEIR RELATIONSHIP TO YOU

WILL YOU HAVE ANY PETS IN THE RENTED PROPERTY? (Dog, cat, turtle, birds, snakes, fish, etc) YES NO

WILL YOU HAVE A WATERBED OR OTHER FURNITURE FILLED WITH WATER OR OTHER LIQUID? YES NO

HAVE YOU EVER FILED FOR BANKRUPTCY? YES NO

HAVE YOU EVER BEEN A DEFENDANT IN AN UNLAWFUL DETAINER (EVICTION)? YES NO

HAVE YOU EVER WITHHELD RENT FROM A LANDLORD FOR ANY REASON? YES NO

If yes to any of the above questions, please attach a detailed explanation: Explanation Attached: YES NO

**OTHER DOCUMENTS TO SUPPORT QUALIFICATION (Please check the boxes indicating any attached items)**

PAY STUBS FOR 2 MOST RECENT PAYCHECKS FROM YOUR CURRENT EMPLOYER

MOST RECENT BUSINESS OR PERSONAL BANK ACCOUNT STATEMENTS

PROOF OF OTHER INCOME(ALIMONY, CHILD SUPPORT, RENTAL INCOME, INVESTMENT INCOME, TAX RETURNS)

**VERIFICATION OF APPLICANT'S IDENTITY (Please check the box below indicating attached document)**

VALID STATE DRIVER'S LICENSE WITH PHOTOGRAPH

VALID STATE IDENTIFICATION CARD WITH PHOTOGRAPH

VALID PASSPORT WITH PHOTOGRAPH

**CERTIFICATION AND AUTHORITY TO OBTAIN AND SHARE INFORMATION.** The undersigned certifies that the information contained in this application is true, correct and complete; and, authorizes HL Property Management ("HLP") to supply or obtain any information necessary to process this application; and, further authorizes any person or credit reporting agency to furnish HLP any information it may have or obtain in response to your credit application. The undersigned further understands and agrees that HLP or Landlord may enter into a lease, sub-lease, or sales contract in reliance on the information provided in my application. If any of the information provided is misstated or false an HLP or Landlord may deny your application or terminate any agreement entered into in reliance on such misstatements. HLP is authorized to release the information and any credit history report based on this application to any Landlord (and their broker or other representatives) as we may be verbally instructed by the applicant.

**RECORDS DESTRUCTION POLICY.** Your application and related documents are kept for a minimum of (3) years from the date received. Applications deemed ready to be destroyed are shredded or otherwise rendered unreadable. You are entitled to a copy of your application and/or credit history reports upon request. We are not a credit reporting agency and do not have the ability to amend, correct or modify any information provided by other parties in your credit report or other tenant history. Upon request, we will provide you the contact information of any credit reporting agency or other party that has provided information in connection with your application.

**Application Processing Fees** HL Property Management charges an application processing fee of forty-five dollars (\$45.00) for each applicant, including married applicants. This fee is based on our actual cost of obtaining a credit history report, and our processing and verification of information in your application. The fee is due before we begin processing your application, and any checks should be made payable to "HL Property Management." No portion of the application fee is refundable unless we do not obtain a credit history report or process or verify your application information; in which case, we will refund any portion of the fee where we did not incur a cost or did not process the application.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**For Office Use Only**

Agent(s): \_\_\_\_\_ HLP Client: \_\_\_\_\_

Fee Collected:\$ \_\_\_\_\_ Cost of Credit Report:\$ \_\_\_\_\_ Processing Charge:\$ \_\_\_\_\_

Fee Returned:\$ \_\_\_\_\_ HLP Check #: \_\_\_\_\_ Date: \_\_\_\_\_