

**INDIVIDUAL, CO-TENANT OR CO-SIGNOR  
RESIDENTIAL PROPERTY RENTAL APPLICATION & CREDIT HISTORY CHECK AUTHORIZATION**

HL Property Management Application Polices:

1. Please submit one application per person. If you are applying with a co-tenant(s) (Roommates) each of you will need to submit a separate application and pay a separate Application Screening Fee. If you are married, you should fill out a different application form.
2. By completing and submitting this application you are applying to rent or lease a residential property, and you will be authorizing HL Property Management (hereinafter "HLP M") and any licensed credit reporting agency with whom HLP M contracts, to obtain the applicant's credit information report (*credit history, FICO credit score, credit profile summary, eviction search, and skips, damages, monies owed, etc.*).
3. Your employment and rental history will also be verified. To avoid any delay in the processing of your application please advise your employer and landlord to provide us verification information as soon as possible after submitting your application.
4. All of our residential rental properties have a NO SMOKING POLICY.
5. All applications are required to have the following items attached otherwise they will not be processed:
  - A photocopy of a current valid identification with your photograph. We will accept a drivers license, state identification card, passport or military identification card.
  - A copy of your two most recent employment paystubs evidencing the gross income you are claiming in the application. If you are self-employed we will require the two most recent years personal income tax returns. If you cannot supply pay stubs or tax returns we will require other evidence of your ability to pay the rent for the property for which you are applying.
  - Payment of an Application Screening Fee of \$35.00 per applicant. This fee or portions thereof are **non-refundable** unless we choose not to order a credit history report or process your application. Checks should be made payable to "HL Property Management". The fee is due and payable to HLP M at the time the application is submitted.



**HL Property Management**

4304 Redwood Hwy, Ste. 200, San Rafael, CA 94903  
Telephone Number 415-446-4252      Fax Number 415-446-4242  
Office Hours are Monday – Friday 8:30 am to 5:30 pm

**PRIVACY POLICY:** HL Property Management respects your privacy. The information in your application and the credit/tenant history reports obtained from outside sources is only available to our company personnel authorized to process the information and to the property owner, brokers and other owner representatives to whom you have authorized its release. Your application and related reports are kept on file for a minimum of (3) years from the date the application is 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 items in your credit or tenant history reports. Upon request we will provide you the contact information of any credit investigation agency who has provided information contained in your report.





Have you every declared bankruptcy or been foreclosed upon? If so, please describe \_\_\_\_\_

Have you ever been a party to an unlawful detainer action, evicted, or asked to move out of a residence in the last 7 years?

No  Yes If yes, please describe why, where and when: \_\_\_\_\_

Do you own any other automobiles, boats, campers, trailers, motorcycles, or other recreational vehicles which you desire to store on the property? \_\_\_\_\_ If yes, please describe \_\_\_\_\_

The Applicant understands and agrees that submission of this Application does not guarantee the Applicant will be offered the rental premises applied for; and, the Landlord and/or HL Property Management may accept more than one application for the rental premises; and, that Landlord or HL Property Management's may at their sole discretion, select whom they deem to be the most qualified applicant.

The undersigned represents the information in the foregoing application is true and correct and authorizes HL Property Management and any licensed credit investigation agency with whom HLPM contracts, to obtain a credit information report, verify the information contained herein, and disclose the information to any property owner to which applicant applies, and their real estate broker or other representative(s). Any of the foregoing parties are also authorized to verify the contents of the report and/or the information contained in the application. If the applicant wishes to use this application and credit history report to apply to rent more than one property offered by HL Property Management, we are authorized to release the completed application and any credit reports or other investigation information to any such property owner (including their agent(s) or other representatives) . If applicant applies to rent more than one property there will only be one Application Screening Fee charged.

**Application Screening Fee:**

Applicant has paid with delivery of this Application a non-refundable application screening fee of \$35.00 payable to "HL PROPERTY MANAGEMENT", applied as follows:

\$17.50 for a tenant history and credit report prepared by Tenant Screening Center, Inc.

\$17.50 for application processing by HL Property Management.

If your application is incomplete, or received without the Application Screening Fee, the application will not be processed and your fee returned. Please attach a copy of your photo identification and two recent work paystubs or if you are self employed attach copies of your 2 most recent personal income tax returns. Please return your completed application along with the Application Screening Fee to:

HL PROPERTY MANAGEMENT, 4304 Redwood Hwy, Ste. 200, San Rafael, CA 94903  
Telephone Number 415-446-4252 Office Hours are Monday – Friday 8:30 am to 5:30 pm

The undersigned applicant has read the foregoing Application and acknowledges receipt of a copy.

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

\_\_\_\_\_  
Date

The undersigned representative of HL Property Management acknowledges receiving the screening fee indicated above.

\_\_\_\_\_  
HL Property Management Representative Signature

\_\_\_\_\_  
Date

***For Office Use Only***

HLPM Client(s): \_\_\_\_\_ Date Completed Application Received by Office: \_\_\_\_/\_\_\_\_/\_\_\_\_

TSC Report Ordered By (initials): \_\_\_\_\_ TSC Report Ordered Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Application is:  APPROVED  
 DENIED  Denial letter sent to Applicant on \_\_\_\_/\_\_\_\_/\_\_\_\_

Unused Application Fee Returned to Applicant: Amount Returned: \$ \_\_\_\_\_