

Lotus Property Services, Inc.

4157 E. Live Oak Ave
Arcadia, CA 91006
p. 626. 582. 8001
f. 626. 582. 8005



Rental Application Instructions

IN ORDER TO INSURE YOUR RENTAL / LEASE APPLICATION IS PROCESSED IN A TIMELY MANNER, BE SURE TO FILL IN ALL BLANK AREAS WITH YOUR CURRENT INFORMATION AND PLEASE PRINT CLEARLY !

WHEN RETURNING YOUR APPLICATION BE SURE TO:

- 1.) Fill out application completely, filling in all blank spaces.
- 2.) Provide verification of all applicants' personal identification cards (e.g. Driver's License, I.D. Cards, or Passport.) for any applicant that is over the age of 18 years of age and are applying for rental unit.
- 3.) Provide verification of Social Security Card(s).
- 4.) Attach copies of 1 month current checks stubs or other proof of income.
- 5.) \$30.00 application fee (Cash or Money Order: payable to "Lotus Property Services, Inc.")

ANY APPLICATION WHICH IS NOT FILLED OUT COMPLETELY OR CONTAINS FALSIFIED INFORMATION WILL BE DENIED.





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APPLICATION TO RENT OR LEASE

Today's Date: _____ Property Name: _____ Rental Amount: _____

Applying for Unit # _____ Zip Code: _____ Estimated Move -In Date: _____

Instructions to Applicant - Please read carefully:

Except for your signature, all information in this Application must be PRINTED in a clear and legible manner.

One Application must be filled out ENTIRELY and COMPLETELY with the name of each intended adult occupant. Each Applicant must show satisfactory identification to owner/manager at the time this Application is submitted for processing.

When supplying names, give complete and full names including full middle names, if any. Sign with your complete and full signature and list both your work and your home phone numbers.

When supplying addresses, give complete addresses including apartment numbers, cities, states and zip codes.

There must be a minimum residence history of at least 2 landlords and five (5) years.

Many Applications are expected to be received for this rental. Applying first does not give you a priority in acceptance. Only the best of all Applicants will be accepted.

WARNING: This Application may be refused and/or rejected if it is not signed, complete, or legible; if satisfactory identification is not presented; if any information is false, can not be verified, or does not meet predetermined requirements; if additional information is requested from Applicant and is refused; or a Co-Applicant is rejected.

BE PATIENT: It will take time to completely check out and verify the information in this Application. You will be notified of the acceptance or rejection of this Application as soon as possible.

Applicant Phone Numbers: Home: _____ Mobile: _____ Work: _____

APPLICANTS: (ONLY CREDIT CHECK APPLICANTS)

First	Middle	Last	Social Security	Driver's License	State	Birth Date

ADDITIONAL OCCUPANTS:

All Other Proposed Occupants	Relationship To Applicant

PLEASE MAKE SURE ALL FIELDS ARE FILLED OUT – NO BLANK SPACES

EMPLOYMENT HISTORY INFORMATION

List employers beginning with most recent

Employer:		Supervisor:	
Address:			Phone:
Starting Date:	Ending Date:	Salary:	
Reason For Leaving:		Position:	
Employer:		Supervisor:	
Address:			Phone:
Starting Date:	Ending Date:	Salary:	
Reason For Leaving:		Position:	

RESIDENCY HISTORY INFORMATION

Mandatory listing of current and previous Landlords.

Address:		Owner/Manager:	
City, State and Zip:		Mgr. Phone:	
Move-In Date:	Move-Out Date:	Amount of Rent Paid:	
Reason for Leaving:			
Address:		Owner/Manager:	
City, State and Zip:		Mgr. Phone:	
Move-In Date:	Move-Out Date:	Amount of Rent Paid:	
Reason for Leaving:			

VEHICLE INFORMATION:**Automobiles**

Make	Model	Color	Year	License No.

CREDIT INFORMATION:

Name Of Bank(s)	Branch Or Address	Account No.	Approx. Balance
		Checking: X X X X X _ _ _ _	S
		Savings: X X X X X _ _ _ _	S

PLEASE MAKE SURE ALL FIELDS ARE FILLED OUT – NO BLANK SPACES

PERSONAL REFERENCES:

Close Friend	Address/City	Phone	Relationship
Nearest Relative Living Elsewhere	Address/City	Phone	Relationship
In Case Of Emergency Notify	Address/City	Phone	Relationship

GENERAL INFORMATION:

1. Have you ever filed for bankruptcy protection? No _____ Yes _____ County/State where filed _____ Year _____
2. Have you ever had any public record suits, liens, judgments or repossessions? No _____ Yes _____ Please explain _____

3. Do you have any pets? No _____ Yes _____ How many and what type? _____
4. Have you ever been evicted for nonpayment of rent or any other reason? No _____ Yes _____ Please explain _____

5. Have you been convicted of a misdemeanor/felony? No _____ Yes _____ Please explain _____

ADDITIONAL INFORMATION:

The undersigned Applicant hereby offers to rent/lease real property described as THE PROPERTY on Page 1.

It is understood that this Application is not a Rental Agreement/Lease and that Applicant has no rights to said property until a written or oral Rental Agreement/Lease is duly executed **after** the approval of this Application. Applicant is aware of and agrees to all the covenants and conditions in the proposed Rental Agreement/Lease and agrees to timely execute said Rental Agreement/Lease after notification of the acceptance of this Application and Offer. Time is of the essence.

A credit check fee of \$ 30.00 (cash or money order per person) to process this Application is required. Applicant will give money to the owner/manager when this Application is turned in for processing.

Applicant represents all information on this Application to be true and accurate and understands that owner/manager will rely upon said information when accepting this Application whether an independent investigation has been performed or not. Applicant hereby authorizes owner/manager and his/her/its employees and agents to verify said information and make independent investigations in person, by mail, phone, fax, or otherwise, to determine Applicant's rental, credit, financial and character standing. Applicant hereby releases owner/manager, his/her/its employees and agents, its employees and agents and any 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 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 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 or other reproduction of this Authorization shall be as effective as the original.

BY SIGNING BELOW ALL APPLICANTS ALLOW LOTUS PROPERTY SERVICES, INC. AUTHORITY TO CHECK ALL APPLICANT'S PERSONAL BACKGROUND AND CRIMINAL HISTORY.

NOTICE: The rental for which you are applying may be reported to and monitored by various Consumer Credit Reporting Agencies. Your failure to satisfactorily perform your rental obligations may result in a derogatory entry in your rental and/or credit consumer file and could hamper your ability to obtain housing and/or credit in the future. In addition, owner/manager may report any and all information to other property owners/managers, credit grantors and/or public agencies. Credit Check fee is non-refundable. Lotus Property Services, Inc. does not provide applicants with a copy of credit report to obtain a copy or your report you may contact Experian at (800) 288-4757 or write to: 701 Experian Parkway, P.O. Box 2002, Allen, TX 75013

Signature

Date

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Lotus Property Services, Inc Use Only

DATE SENT: _____

TO: _____

Landlord: Current Past

Sign Here

VERIFICATION OF RENTAL HISTORY

BY SIGNING BELOW I _____ HEREBY AUTHORIZE MY

Name of Applicant(s)

LANDLORD (S) TO RELEASE THE ABOVE INFORMATION REGARDING MY TENANCY TO INQUIRING PARTY.

Signature: _____

Date: _____

Attention Landlord:

Lotus Property Services, Inc. is kindly requesting verification of rental history for the individual(s) named above, who state they are a current or former resident of your rental property. The above named person or persons have authorized the release of information regarding their tenancy. By filling out this form you will be assisting a fellow landlord and a good previous resident to find a good home!

Applicants Name(s): _____

Please complete the information and fax to (626) 582 – 8005. Thank you for your assistance!

Rental history of _____
Property Name

Address: _____ Unit # _____

Move-in Date: _____ Move-out Date: _____ Monthly rent \$ _____

Was rent paid on time? **YES NO** Number of times late? _____

Number of 3-Day Notice to Pay rent or Quit Served _____

Number of 3-Day Notice to Perform Covenant or Quit Served _____

What utilities included with rent? (Please circle) Water Elec. Trash Gas Cable None

Number of people on lease? _____ Proper notice to vacate given? **YES NO**

If former resident, did you return full security deposit? **YES NO** (IF NO PLEASE EXPLAIN BELOW)

Care of rental unit: (Please circle one): **Great** **Poor**
A+ B C D F

Any damage? _____ Any pets? _____

Would you rent to this tenant again: **YES NO** Why? _____

Name of Person providing info: _____

Title: _____ Phone: _____