



Real Estate Brokerage Property Management

**THE LAUREL COMPANY**  
**RENTING POLICIES AND PROCEDURES**

To expedite the application procedure and make your time renting from The Laurel Company an enjoyable one, please read the following guidelines:

1. **APPLICATION**: Applications are only given out after the unit has been inspected by ALL prospective occupants. Only one application is processed at a time for a particular unit. Applications are received on a first come first serve basis. A unit is considered to have an application pending only when the application or applications of all roommates and/or co-signers have been completed and returned with the appropriate fees to the Rental Office. All applicants must submit a separate application. An application fee is required for all individuals applying for a unit.
2. **APPLICATION FEES**: There is a forty dollar (\$40.00) application fee for each applicant. All application fees must be cash, with **exact change please**. We do not have change in the office. The application fee is exactly what it costs to process the application through an outside company and is **non-refundable**.
3. **QUALIFYING CRITERIA**: A prospective resident is subject to the following criteria:
  - A. **INCOME/EMPLOYMENT**: Applicants collectively must gross verifiable income of two and a half (2.5) times the rent. If employment income is used to qualify an applicant, it must be a verifiable. Applicants who are self-employed must provide the last two years tax returns. Applicants using Trust Accounts to qualify must provide a Letter of Appointment for their Trustee and certified copy of Trust Documents.
  - B. **COSIGNER QUALIFICATION**: A cosigner may be used if it is listed on the rental list description. This requires a separate application and fee. We allow one cosigner for the entire property and all residents. The co-signer is responsible for the rent, damages and remains responsible for all tenant obligations under the lease. Co-signers who are self-employed must provide the last two years tax returns and must meet independent of the income qualifications of tenants the three (3) times rental income standard and credit score standard. In the event that the co-signer's resident vacates the unit a new co-signer may be substituted. Until that substitution of co-signer is approved in writing by Landlord the co-signer will not be released from their guaranty. Deposit adjustments are the responsibility of the residents. No deposit will be refunded until all residents vacate the unit and the premises are surrendered to Landlord.

- C. **CREDIT**: Applicants must have acceptable credit as reasonably determined by the Landlord. Bad credit will disqualify you. A credit report will be purchased and your application to rent expressly gives us the right to investigate your credit.
- D. **RENTAL HISTORY**: Applicants must have a good rental history, which can be verified, with no delinquent or unpaid damage charges. Please provide previous rental agent/landlords and phone numbers for at least the last 5 years. Any missing information including addresses/zip codes will result in your application being delayed or disqualified.
- E. **OCCUPANCY LIMITS**: There is a limit of two (2) people per bedroom in any rental unit. Children of the age of one (1) year and over are counted as a person. Children under one (1) year are not counted.
4. **PETS**: Pets are generally not allowed on most properties. Check the rental list carefully, it will tell you if pets are allowed in a specific unit. If pet(s) are allowed there will be an additional pet deposit, \$250.00/cat and \$300/dog.
5. **LIQUID FURNITURE**: Not all units accept waterbeds which use is regulated California Law. Please check if the particular unit you are interested in allows water furniture. Tenants are not allowed the use or to have liquid-filled furniture on the Premises unless Tenant first gives proof of compliance to Landlord=s reasonable satisfaction, including increased security deposit, under Civil Code ' 1940.5.
6. **AMOUNT TO MOVE IN AND HOW TO PAY**: Prior to obtaining possession, a FULL first months rent must be paid along with a FULL security deposit (which is equal to one month's rent.) The initial payment must be in the form of a cashier's check or money order. We will pro-rate the following month's rent.
7. **LEASE TERM**: Unless otherwise stated, all leases are for six (6) months \_\_\_\_\_ or 1 year \_\_\_\_\_. Upon completing the lease term your lease will revert to month to month terms.
8. **RESPONSIBILITY**: All residents and co-signers are jointly and severally responsible for any and all charges, damages and other financial obligations of the Lease for the unit.
9. **SECTION 8** - Santa Barbara Housing Authority – Can be used for income verification.

Signed: \_\_\_\_\_  
(Read and received)

Date: \_\_\_\_\_

# APPLICATION AND OFFER TO RENT/LEASE REAL PROPERTY

Management by: The Laurel Company

Leasing Agent: Laura Lerman

Telephone: (805) 963-5945

### THE PROPERTY

COMPLEX NAME	ST. NO.	ST. NAME	APT # UNIT #
PARKING SPACE #	STORAGE SPACE #	CITY	STATE ZIP
RENTAL RATE \$	PER MONTH	UTILITIES INCLUDED [ ] YES [ ] NO	SECURITY DEPOSIT \$
			INTENDED START DATE <u>upon approval</u>

### Instructions to Applicant:

Use black ink only. 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 by each intended adult occupant. Each Applicant must show satisfactory identification to owner/manager at the time this Application is submitted for processing.

### APPLICANT'S PERSONAL DATA

( ) \_\_\_\_\_ Your Home Phone

( ) \_\_\_\_\_ Your Work Phone

FULL NAME: FIRST, MIDDLE, LAST, GENERATION	SOCIAL SECURITY	DRIVER LICENSE	STATE
			BIRTH DATE
ALL OTHER NAMES BY WHICH YOU HAVE BEEN KNOWN:			

### OTHER PERSONS TO OCCUPY THE PROPERTY

FULL NAME	RELATIONSHIP	AGE	OCCUPATION

### RESIDENCE HISTORY (List ALL residences for at least past 5 years, START WITH PRESENT RESIDENCE.)

STREET ADDRESS	CITY	STATE	ZIP	DATE IN	\$ RENT/MO	LANDLORD NAME AND PHONE

### EMPLOYMENT HISTORY (List ALL employers for past 5 years, START WITH PRESENT EMPLOYER.)

NAME	COMPANY	ADDRESS	PHONE	POSITION OR OCCUPATION	START DATE	MONTHLY WAGE

### BANKING INFORMATION

BANK OR S&L NAME	BRANCH	PHONE	ACCOUNT NUMBER	DATE OPENED	PRESENT BALANCE

(OVER)

**PERSONAL REFERENCES (NOT RELATED)**

FULL NAME	RELATIONSHIP	ADDRESS	PHONE

**NEAREST RELATIVE (NOT LIVING WITH YOU)**

FULL NAME	RELATIONSHIP	ADDRESS	PHONE

**IN CASE OF EMERGENCY NOTIFY**

FULL NAME	RELATIONSHIP	ADDRESS	PHONE

**AUTOMOBILES**

MAKE	MODEL	YEAR	LICENSE NUMBER	INSURANCE CO.

**ACTIVE CREDIT ACCOUNTS**

CREDITOR	YR OPENED	CREDITOR	YR OPENED

	YES	NO
HAS ANY CIVIL JUDGMENT BEEN ENTERED AGAINST YOU FOR THE COLLECTION OF A DEBT IN THE PAST 10 YEARS?		
DO YOU HAVE OR INTEND TO HAVE WATER FILLED FURNITURE IN THE RENTAL UNIT?		
DO YOU HAVE OR INTEND TO HAVE ANY PETS IN THE RENTAL UNIT?		
HAVE YOU FILED FOR BANKRUPTCY IN THE PAST 10 YEARS?		
HAVE YOU EVER BEEN EVICTED OR REFUSED TO PAY RENT FOR ANY REASON?		
HAVE YOU, OR DO YOU INTEND TO, POSSESS, SELL, OR USE ILLICIT DRUGS OR NARCOTICS IN OR ABOUT YOUR RESIDENCE?		
HAVE YOU EVER BEEN ARRESTED FOR A FELONY OR CONVICTED FOR A MISDEMEANOR?		
IF ANY QUESTION ABOVE HAS BEEN ANSWERED "YES", PLEASE EXPLAIN:		
HOW DID YOU HEAR OF THIS VACANCY?	IF ACCEPTED, HOW LONG DO YOU EXPECT TO STAY?	

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

Applicant has no rights to said property until a Rental Agreement/Lease is duly executed after the approval of this Application.

A non-refundable credit check fee of \$ 40.00 to process this Application and an Application Deposit of \$ 500 will be given by Applicant to the owner/manager when this Application is turned in for processing. The Application Deposit is fully refundable if Applicant is rejected or if written notice revoking this offer is received by the owner/manager prior to acceptance of this offer.

Applicant represents all information in this Application to be true and accurate and authorizes owner/manager and his/her/its employees and agents to verify said information in person, by mail, phone, fax, or otherwise, to help determine Applicant's rental, credit, financial and character standing. Applicant hereby releases owner/manager, his/her/its employees and agents, The U.D. Registry, Inc., 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 defend and 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 reservation or 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, fax, or other reproduction of this Authorization shall be as effective as the original.

Dated \_\_\_\_\_

X \_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Applicant's name PRINTED