

The LaBrada Group

Real Estate Services



Thank you for your interest in a property that is managed by
The LaBrada Group, Inc. - Property Management & Real Estate Services

Please read thru this packet to answer our most commonly asked questions. – DRE #02087854

APPLICATION: **ALL ADULTS, 18 and over, anticipated to live in the property MUST view the property in person,** must complete an application and be approved even if they are not going to be on the lease. We do limit the number of occupants in a unit/home – depending on factors such as number of bedrooms and size of property.

EMPLOYMENT VERIFICATION: As a basic guideline, you must be on your job for at least 6 months, we must be able to verify gross monthly income of at least 2.5 times the monthly rent amount. Your income **MUST BE** verifiable. We cannot include any sort of cash income. Questions about what is acceptable? Ask us.

RENTAL HISTORY: You must have good references from your current and/or previous landlords. Family is not considered a reference. A past eviction or balance due to a previous landlord is an automatic denial.

CREDIT HISTORY & BACKGROUND CHECK: We do a full credit report and a thorough background & criminal check. We do not require perfect credit - but as a general rule we look for good credit - a mid FICO score of 575 – with some consideration for compensating factors. **Please call to discuss or attach a detailed letter regarding your circumstances if you think you have any issues that may arise.** We will do our best to advise you & assist with qualifying. We are here to help.

PETS: For most of our properties, **NO PETS OF ANY KIND** are allowed, however, **if pets are allowed,** a weight & breed restriction will apply. Additional pet rent and security deposit is required. **A color picture, current license and proof of current vaccinations for animals is required with application.**

TENANT INSURANCE: We require **ALL** tenant to carry renter's insurance – proof must be submitted prior to move in. If you need a referral to a reputable insurance carrier, ask us.

WHAT IS NEEDED – You MUST supply for your application to be processed:

1. Attached Application – One per adult living in home. Be sure to sign and initial where indicated.
2. Copy of State Issued Identification **AND** Social Security Card or U.S. Passport.
3. Most recent 60 days of your paystubs from your current employer showing year to date earnings. If your employer charges to verify employment, be prepared to submit bank statements as proof of income.
4. A copy of your 2020 W-2 or your year end-paystub for 2020 showing 2020 Year-to-Date.
5. **Only IF** you are self employed: 3 months of full personal and business bank statements, a copy of your business license **AND** two years tax returns. We qualify based on your adjusted gross income.
6. **If applicable,** Pets: Picture of Pet, Copy of License and **RECENT** Verification of Vaccinations. If an Emotional Support Animal – **name and phone number of prescribing local doctor.** There is also a one-time pet set up fee of \$25 per pet due at time of move in.
7. Application and Processing Fee: Cashiers Check or Money Order only for \$35.00 **for each applicant.** **This fee is a NON-REFUNDABLE fee.**



**APPLICATION TO RENT/SCREENING FEE
AUTHORIZATION TO RUN CREDIT & PROCESS APPLICATION**

A separate application to rent is required for each occupant 18 years of age or over, or emancipated minors.

To apply for tenancy, please fully complete these (5) pages and return ORIGINALS, no faxed or emailed copies, to our offices with the above information. All move-in funds – first full 30 days rent, security deposit, lease set up fee, pet deposit etc (as applicable) – must be in cashiers check or money order only. See the final page for our phone number and addresses.

PLEASE NOTE: All new tenants are charged a non-refundable lease set up fee paid by new tenants of \$150 due at move in.

OUR APPLICATION PROCESS: Prospective tenants must call our office and make an appointment to bring in the original application and documents above to our office. Please call ahead so we can expect you. It takes us a minimum of 2-4 weekdays to process an application. We accept applications until one is accepted. From the time you are informed you have been accepted, you have 3 days to sign the lease and bring in your security deposit in the form of a cashiers check or money order, and a maximum of 2 weeks from your approval date to take possession of the property, no exceptions. Your second rent payment is prorated. We can shorten the overall process to approximately 4-5 days, but in general, you have a maximum of 2 weeks from acceptance to take possession, and again, no exceptions.

Any questions: Please call (909) 981-3500.



Signature (I have read and understand Pages 1 and 2)

Your Full Legal Name: _____

Total Number of Occupants (Including Children): _____

SECTION 1 - PREMISES INFORMATION

I am applying for the property at: _____

The advertised monthly lease amount is: \$ _____

SECTION 2 - PERSONAL INFORMATION

Date of Birth: _____ Social Security Number: _____

License or Identification No: _____ State: _____ Expires: _____

Cell Phone: _____ Work Phone: _____

Email Address: _____

Auto Make and Model: _____ Year and Color: _____

SECTION 3 - LIST ALL OCCUPANTS

Full Name Relationship Date of Birth Age

SECTION 4 - PETS (If Applicable)

Name of Pet(s): Breed/Color: Age/Weight: Indoor or Outdoor:

Name & Phone Number of Prescribing LOCAL Doctor if Emotional Support Animal:

SECTION 5 - MISCELLANEOUS INFORMATION

In Case of Emergency, person to contact/notify:

Name: _____ Phone: _____

Address: _____ City/State/Zip: _____

- 1. Does applicant or any proposed occupant plan to use liquid furniture: Yes: _____ No: _____
- 2. Has Applicant or any proposed occupant ever been convicted of or pleaded no contest to a felony? If yes, please explain in Section 10. Yes: _____ No: _____
- 3. Has applicant or any proposed occupant ever been asked to move out of a residence or been evicted? If yes, please explain in Section 10. Yes: _____ No: _____

SECTION 6 - RESIDENCE HISTORY - Must Go Back 7 Years

CURRENT Address: _____

City/State/Zip: _____

From: _____ To: _____

Name to Verify Tenancy: _____

Phone to Verify Tenancy: _____

Landlord, Parent or Property Manager?: _____

Did/do you own this property? Yes: _____ No: _____

Current Rent/Mortgage Paid: \$ _____

Please explain why you are moving from your current address:

PREVIOUS Address: _____

City/State/Zip: _____

From: _____ To: _____

Name to Verify Tenancy: _____

Phone to Verify Tenancy: _____

Landlord, Parent or Property Manager?: _____

Did/do you own this property? Yes: _____ No: _____

Rent/Mortgage Paid: \$ _____

Please explain why you moved from this address:

SECTION 7 - EMPLOYMENT & INCOME HISTORY - Must Go Back 7 Years

CURRENT EMPLOYER: _____	Start Date: _____
Address: _____	Supervisors Name: _____
City/State/Zip: _____	Phone Number to Verify Employment: _____
Title or Position: _____	_____
Before Tax Monthly Income: _____	Main Office Number: _____
Do You Have Other Sources Of Income (Parent Support, Alimony, Child Support, SSI, Disability, Social Security, Rental Income)?	
Yes: _____ No: _____	Amount: \$ _____
PREVIOUS EMPLOYER: _____	Start Date: _____
Address: _____	Supervisors Name: _____
City/State/Zip: _____	Phone Number to Verify Employment: _____
Title or Position: _____	_____
Before Tax Monthly Income: _____	Main Office Number: _____

SECTION 8 - PERSONAL REFERENCES

Name: _____	Address: _____
Phone: _____	City/State/Zip: _____
How long have you known them? _____	Their Occupation: _____
Name: _____	Address: _____
Phone: _____	City/State/Zip: _____
How long have you known them? _____	Their Occupation: _____

SECTION 9 - NEAREST RELATIVES NOT LIVING WITH YOU

Name: _____	Address: _____
Phone: _____	City/State/Zip: _____
Relationship: _____	
Name: _____	Address: _____
Phone: _____	City/State/Zip: _____
Relationship: _____	

SECTION 10 - IF THERE IS ANYTING YOU WANT THE OWNER & PROPERTY MANAGER TO KNOW AS THEY REVIEW YOUR APPLICATION, PLEASE USE THIS SPACE TO EXPLAIN OR ATTACH A SEPARATE SHEET OR RELEVANT DOCUMENTS. This is the perfect place to explain credit issues that may arise!

SECTION 10 - AUTHORIZATIONS

Applicant understands and agrees: (1) this is an application to lease only and does not guarantee that the applicant will be offered the Premises and 2) Landlord and/or The LaBrada Group, Inc. (TLG) may accept more than one application for the Premises and, using their sole discretion, will select the best qualified applicant.

Applicant represents that the above information is true and complete, and hereby authorizes Landlord and/or TLG to 1) verify the information provided including but not limited to employment verification, income verification, check and savings verification, payment history and other personal, rental and financial information and 2) obtain a credit report and full background check on applicant.

TLG has received a NON REFUNDABLE application/credit check fee of \$35.00. This fee consists of a credit report fee, criminal background fee and a fee to process and review the application.

If application is not fully complete (missing information or documents), or received without the screening fee or proper documentation, 1) the application will not be processed or considered and 2) the application and any screening fee will be returned. Applicant agrees that the above information on pages 1-5 is true and correct and the attached documents are made partof.

 _____
Applicants Signature

Date

Print Name

Social Security Number

To return your completed application and fee - call (909)981-3500 for an appointment to drop off your application at one of our two locations. One of the applicants must personally bring the application(s) with their own original drivers license to submit the application(s). We do not accept email or fax submissions.

Upland Corporate Office
255 West Foothill Blvd., Suite 201
Upland, CA 91786

Just West of Euclid Avenue next to the Von's
Shopping Center

Hemet Satellite Office
175 North Cawston Avenue #165
Hemet, CA 92545

Just North of Florida Avenue