

The LaBrada Group

Real Estate Services



The LaBrada Group, Inc.

Property Management & Real Estate Services (909)981-3500

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

SECTION 1 - COMMONLY ASKED QUESTIONS

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 a combined household 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 run a full factual credit report and do a thorough background & criminal check. We do not require perfect credit - but as a general rule we look for good credit, little to no collection accounts and a mid-FICO score of 600+ – 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 any animal is required with this application.

TENANT INSURANCE: We require ALL tenants to carry renter's insurance – proof must be submitted prior to move in and TLG must be listed as additional insured/interested party. If you need a referral to a reputable insurance carrier, ask us.

➡ _____ INITIAL

CO-SIGNORS/GUARANTORS: We only accept co-signors or guarantors if one of two scenarios apply. 1) the case of parents assisting children in college where child can provide proof of being registered full time in a local college/university and 2) where adult children are assisting senior parents (65+) with living expenses. In either case, the guarantor/co-signor combined with the applicant must have 5.5x rent in gross monthly income.

OUR APPLICATION PROCESS: Prospective tenants must call our office and make an appointment to bring in the original application and required documents to our office - again, no faxes or emailed applications. Please call ahead so we can expect you. We hold application for a period of 7 days from the time we advertise it as available to give everyone an opportunity to view and apply. It takes us a minimum of 3-5 BUSINESS DAYS ON AVERAGE to process an application. We continue to show the property and accept applications until an applicant is accepted. From the time you are informed you have been accepted, you have 24 hours to bring in your security deposit & non refundable lease set up fee of \$150 and 48 hours from the time it is sent to you to sign and execute your lease. If you prefer to review and sign your lease in person, just let us know to coordinate. All move in funds (Security Deposit, Set Up Fee, First Months Rent, Pet Deposits etc.) must be in the form of a cashiers check or money order. We allow for a maximum of 2 weeks from your approval date to take possession of the property, no exceptions.

SECTION 2 - WHAT IS NEEDED?

You **MUST** supply for your application to be processed:

1. Attached Application – One per adult living in home. PLEASE sign & initial where indicated.
2. Copy of State Issued Identification AND Social Security Card or U.S. Passport.
3. Income: a) Most recent 60 days of your paystubs from your current employer showing year to date earnings AND b) three months bank statements showing deposits of income into your account.
4. ~~Copies of all 2022 W-2's or 1099's or the last paystub of 2022 to show year end gross earnings.~~
5. Only if self employed: a) 6 months of full personal and business bank statements, b) a copy of your business license & c) two years tax returns. We qualify on your Adjusted Gross Income.
6. VOUCHERS, If Applicable – Please include name and DIRECT phone number of your Case Worker, attach your commitment letter with the correct number of bedrooms you are approved for and verification from your case worker that your file can be processed for a 2 week move in from the time your application is approved – per company policy.
7. PETS, If Applicable – A color picture of your pet, copy of their license and RECENT verification of vaccinations. If an Emotional Support Animal – name and phone number of prescribing local doctor. There is a one-time non-refundable pet set up fee of \$25 per pet due at time of move in.
8. Application and Processing Fee: Cashiers Check or Money Order only for \$40.00 for each applicant. This fee is a NON-REFUNDABLE fee if your application is processed.

➡ _____ INITIAL

SECTION 3 - APPLICATION TO RENT

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

To apply for tenancy, please fully complete these final sections and return with legible copies, no faxed or emailed copies, to our offices with the required 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.

PLEASE NOTE: All new tenants are charged a NON-REFUNDABLE lease set up fee of \$150 due at time security deposit is paid.

Your Full Legal Name: _____
Total Number of Occupants (Including Children): _____

SECTION 4 - PREMISES INFORMATION	
I am applying for the property at: _____	
The advertised monthly lease amount is: \$ _____	

SECTION 5 - 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 6 - LIST ALL OCCUPANTS			
Full Name	Relationship	Date of Birth	Age

SECTION 7 - MISCELLANEOUS INFORMATION

In Case of Emergency, person to contact/notify:

Name: _____

Phone: _____

Address: _____

City/State/Zip: _____

Relationship: _____

- 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 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 8 - RESIDENCE HISTORY - Must Go Back 7 Years

CURRENT Address: _____

PREVIOUS Address: _____

City/State/Zip: _____

City/State/Zip: _____

From: _____ To: _____

From: _____ To: _____

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

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

If you are a tenant.....

If you were a tenant.....

Name of Legal Owner of the Property You Reside? _____

Name of Legal Owner of the Property You Reside? _____

Name & Phone Number to Verify Tenancy: _____

Name & Phone Number to Verify Tenancy: _____

Is this person your (check one) _____ Landlord
_____ Property Manager _____ Parent
_____ Other (Please Explain)

Was this person your (check one) _____ Landlord
_____ Property Manager _____ Parent
_____ Other (Please Explain)

Current Rent Paid: \$ _____

Rent Paid: \$ _____

Please explain why you are moving from your current address:

Please explain why you moved from this address:

SECTION 9 - 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: _____

ADDITIONAL INCOME: Do You Have Other Sources Of Income (Parent Support, Alimony, Child Support, SSI, Disability, Social Security, Rental Income)? YES____ or NO____. Please include documentation and describe:

Monthly Amount: \$ _____

ADDITIONAL OR PREVIOUS EMPLOYER: _____ Start Date: _____
_____ End Date: _____
Address: _____ Supervisors Name: _____
City/State/Zip: _____ Phone Number to Verify Employment: _____
Title or Position: _____
Before Tax Monthly Income: _____ Main Office Number: _____

SECTION 10 - 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 11 - 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 12 - IF THERE IS ANYTHING 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 13 - TURNING IN APPLICATIONS

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

Open Monday-Friday, 9am-5:30pm, Closed
Just West of Euclid Avenue next to the Von's

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

By Appointment Only
Just North of Florida Avenue

SECTION 14 - AUTHORIZATIONS

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

Applicant represents that the provided information & documentation 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, checking and savings verification, payment history and other personal, rental and financial information and 2) obtain a full factual credit report and full background check on applicant.

TLG has received a NON REFUNDABLE application/credit check fee of \$40.00. This fee consists of a credit report fee, criminal background fee and staff time to process & 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. NOTE: If incomplete or non-processed applications are NOT picked up with 30 days from date of notification by phone, all fees shall be considered nonrefundable. Applicant agrees that the attached documents are made partof.



Applicants Signature

Date

Print Name

Social Security Number