

# 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 from all adults occupying the home.. NO lates in the last 12 months, little to no collection accounts and a mid-FICO score of 625+ with some consideration for compensating factors. Please 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.

**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 "The LaBrada Group, Inc." must be listed as additional insured. If you need a referral to a reputable insurance carrier, ask us.

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**CO-SIGNORS/GUARANTORS/3rd Party:** We only accept co-signors/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. We do not do 3rd party leases.

**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 - NO faxed 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 4-5 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 approved, 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 (NO exceptions, you MUST have a bank 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 (NO exceptions, you MUST have a bank account), 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.

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**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 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 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!**



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**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 emailed or faxed 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