

# The LaBrada Group

Real Estate Services



Thank you for your interest in a property that is managed by  
The LaBrada Group, Inc. - Real Estate Services & Property Management Services  
**Please read this page to answer our most commonly asked questions.**

APPLICATION: **ALL ADULTS, 18 and over, anticipated to live in the property MUST view the property in person** and 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. 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 is an automatic denial.

CREDIT HISTORY: We do not require perfect credit - but as a general rule we look for a mid FICO score of 600 with some flexibility, depending on the property, unless otherwise noted – ask the property manager. We do obtain a full credit report on all applicants. **Please call to discuss or attach a detailed letter regarding your circumstances if you think you have questionable credit.** We will do our best to advise you & assist with qualifying. We are here to help. You may not have any past evictions.

BACKGROUND CHECK: We do a complete background check, if you have any questions, ask us.

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 rent and/or deposit is required. **Tenants with pets must agree to an increased deposit, carry renters insurance for term of lease & provide office with proof every 6 months. A color picture and proof of current vaccinations for dogs is required with application.**

## **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 employment showing year to date earnings.
4. ☐ Your year end-paystub for 2019 showing 2019 Year-to-Date total or a copy of your 2019 W-2.
5. ☐ **IF** self employed, 6 months of full bank statements, a copy of your business license **AND** two years tax returns.
6. ☐ **If applicable**, Picture of Pet and recent Verification of Vaccination.
7. ☐ Application and Processing Fee: Cashiers Check or Money Order only - NO CASH for \$35.00 **for each applicant. This fee is NON REFUNDABLE.**

To apply for tenancy, please fully complete these (4) pages and return ORIGINALS, no faxed or emailed copies, to our offices with the above information. PLEASE CALL TO MAKE APPOINTMENT TO DROP OFF at one of our locations. **We are located at 155 "C" Street, Suite D in Upland and 175 No. Cawston Ave., #165 in Hemet.** **All move-in funds – first full 30 days rent and security deposit – must be in cashiers check or money order only. NO CASH.** **Following that, you may pay by check, cashiers check, money order or online using echeck, credit or debit card or cash payment thru a cooperating vendor.**

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 a minimum of 2-4 weekdays to process an application. From the time you are informed you have been accepted, you have 3 days to come in and 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. 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.

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



\_\_\_\_\_  
Signature (I have read and understand the above.)

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

**SEPARATE APPLICATIONS TO RENT IS REQUIRED FOR EACH OCCUPANT 18 YEARS OF AGE OR OVER, OR AN EMANICIPATED MINOR IS REQUIRED.**

**YOUR FULL NAME (APPLICANT):** \_\_\_\_\_  
**TOTAL NUMBER OF OCCUPANTS (including children):** \_\_\_\_\_

**List Names of all Applicants:**

\_\_\_\_\_  
\_\_\_\_\_

**PREMISES INFORMATION**

Application to rent property at: _____	City: _____
Monthly Lease Amount: \$ _____	
Term (Depends on Property): <u>12 Month Lease</u> Desired move in date: _____	

**PERSONAL INFORMATION**

Date of Birth: _____			
Social Security No: _____	Identification or License #: _____	State: _____	Expires: _____
Cell Phone: _____	Work Phone: _____		
E-Mail Address: _____			
Name(s) of all other proposed occupant(s) and relationship to applicant:			
Full Name	Relationship	Date of Birth	Age
(If Applicable) Pet(s) or service animals (number/ type/breed): _____			
Auto Make/Model: _____	Year: _____	License #: _____	State: _____ Color of car: _____

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In case of emergency, person to notify:	Phone:
Address:	City:
Does applicant or any proposed occupant plan to use liquid-furniture? <input type="checkbox"/> No <input type="checkbox"/> Yes Type:	
If yes, explain:	
Has applicant or any proposed occupant ever been convicted of or pleaded no contest to a felony? <input type="checkbox"/> No <input type="checkbox"/> Yes	
If yes, explain:	
Has applicant or any proposed occupant ever been asked to move out of a residence <b>or</b> evicted? <input type="checkbox"/> No <input type="checkbox"/> Yes	
If yes, explain:	

### RESIDENCE HISTORY – Must Go Back 7 Years

Current address:	Previous address:
City/State/Zip	City/State/Zip
From: To:	From: To:
Name to Verify Tenancy:	Name of Landlord/Manager:
Phone to Verify Tenancy: ( )	Phone to Verify Tenancy: ( )
Is this your Landlord or Property Manager?	Is this your Landlord or Property Manager?
Do you own this property? <input type="checkbox"/> No <input type="checkbox"/> Yes	Did you own this property? <input type="checkbox"/> No <input type="checkbox"/> Yes
Current Rent/Mortgage Paid: \$	Rent/Mortgage Paid: \$
Please explain why you are leaving current address:	Please explain your reason for leaving this address:

### EMPLOYMENT AND INCOME HISTORY – Must Go Back 7 Years

Current employer:	Supervisor's Name:	From:	To:
Employer's address:	Supervisor's Phone:		
Position or Title:	Phone number to verify employment:		
Employment gross income: \$ per	Other: \$ per Source		
Previous employer:	Previous Supervisor:	From:	To:
Previous Employer's address:	Previous Supervisor's Phone:		
Position or Title:	Employment gross income :\$ per		

**CREDIT INFORMATION**

Name of Creditor	Account number	Monthly payment	Balance due

**BANK ACCOUNTS – MUST BE COMPLETE**

Name of bank/branch	Account number	Type of account	Account balance

**PERSONAL REFERENCES**

Name:	Address:	
Phone:	Length of acquaintance:	Occupation:
Name:	Address:	
Phone:	Length of acquaintance:	Occupation:

**NEAREST RELATIVE(S)**

Name:	Address:	
Phone:	Relationship:	
Name:	Address:	
Phone:	Relationship:	

**IF THERE IS ANYTHING YOU WANT THE OWNER AND PROPERTY MANAGER TO KNOW,  
PLEASE USE THIS SPACE TO EXPLAIN OR ATTACH A SEPARATE SHEET.**

**This is the perfect place to explain credit issues!**


**PLEASE MOVE ON TO NEXT PAGE FOR FINAL SIGNATURE**

**PLEASE READ AND SIGN AND INTIAL BELOW**

Applicant understands and agrees: (i) this is an application to lease only and does not guarantee that applicant will be offered the Premises: and (ii) Landlord or Manager may accept more than one application for the Premises and, using their sole discretion, will select the best qualified applicant.

Applicant represents the above information to be true and complete, and hereby authorizes Landlord or Manager to: (i) 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 (ii) obtain credit report and background check on applicant.

The LaBrada Group 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 your application.

**If application is not fully completed, or received without the screening fee: (i) the application will not be processed, and (ii) 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

**Last Updated: 12/15/2019**

**To return your completed application and application fee - call (909) 981-3500, for an appointment to drop off your application at one of our two locations.**

**The LaBrada Group, Inc., DRE #02087854**

**Upland Office: 155 East C Street, Suite D, Upland, CA 91786**

**Hemet Office: 175 North Cawston Avenue #165, Hemet, CA 92545**