



Thank you for applying with 99 Property Management!

### Application Submission

Applicant

An Applicant is any individual 18 years of age or older that applies to lease one of the properties that we manage.

Application Checklist

**EACH APPLICANT** needs to turn in the following **TOGETHER AT THE SAME TIME WITH ALL OTHER APPLICANTS' APPLICATIONS** that will be living together at the same property:

- Read, Sign and Return this Document.
- Fill out, Sign and Return the "Rental Application".
- Fill out, Sign and Return the "Employment Verification Authorization Form".
- Fill out, Sign and Return the "Rental History Verification Authorization Form".
- Copies of any supporting documentation needed to verify income.

A Completed Application consists of all the items listed above. All documents must be filled out completely, signed, dated **AND SUBMITTED TOGETHER AT THE SAME TIME WITH ALL OTHER APPLICANTS' APPLICATIONS**. We will not accept, consider or process incomplete applications. We do not have the resources to keep track of individual documents sent at different times by various means and different people and then piece them back together. No exceptions will be made. A Completed Application may be submitted via one of the following methods:

#### Mail

3585 W Beechwood Ave, Suite 106  
Fresno, CA 93711

#### Email

[applications@99pm.com](mailto:applications@99pm.com)

#### Fax

(559) 374-0979

### Application Process

Order of Consideration

Each Completed Application will be considered on a "First-Come, First-Serve Basis", meaning an Application will be processed in the same order in which it is received. Any subsequent Applications will not be processed until a determination has been made on all preceding Applications.

Application Fee

Please **DO NOT SUBMIT PAYMENT UNTIL OUR OFFICE ASKS YOU TO DO SO**. Our office will contact you for payment if you are first to apply, or all preceding applications have been denied. Upon being notified, each Applicant is required to pay a non-refundable **Application Fee of \$55**. This fee is required to cover the costs associated with the time it takes to verify employment, income, rental history and run a credit check. The Application Fee is due within three days after our office notifies the Applicant that we intend to begin processing their application(s). **Payments may be dropped through the mail slot of our office front door or mailed to us. Accepted methods of payment are money orders or cashier's checks. We do not accept personal checks, credit cards or cash.**



### Property Viewing

Unfortunately, we do not have the necessary resources that would allow us to schedule property viewings prior to an Application being submitted and approved. We do our best to include recent and accurate pictures of the property on our Rental Listings that can be found at [www.99pm.com](http://www.99pm.com). Once an Application is approved, we require all approved Applicants to schedule and view the property prior to signing a Lease Agreement.

### Selection Criteria

The following is our selection criteria. Please note, these criteria are only guidelines, and can vary between properties. The specific selection criteria are published on the property's Rental Listing.

### Income

*Proof of Income is always required.* Applicant(s) must have a combined household monthly gross income that meets the minimum requirement published on the Property's Rental Listing. Only recurring income is considered when evaluating this requirement. Examples of proof of income:

- If you are employed, we require the most recent three months of your pay stubs.
- If you are self-employed, we require copies of your most recent two Federal Income Tax Returns (Form 1040 if a corporation or Form 1065 if an LLC, and Form 8879 showing your signature if you filed electronically). In addition, we also require copies of your most recent three Bank Statements.
- If you receive government issued income assistance, we require copies of all relevant documents showing the approved, regular payments that you receive.

**ONLY PROVIDE COPIES TO US. DO NOT GIVE US ORIGINALS. WE DESTROY ALL PROOF OF INCOME AFTER REVIEWING IT.**

### Rental History

Applicants must provide information for each of their residences over the last 7 years and indicate whether the residence was owned or leased. For each residence, include associated references that can verify stated residence. If residence was leased, the landlord must be provided as the reference. For rental history to be considered verifiable, we must be able to verify the Applicant as a Named Tenant on the Lease Agreement for at least a 1-year term. If Applicant has no previous rental history, indicate such on the Rental History Verification Form.

Previous Evictions may affect your ability to rent a property with us. We ask Applicants to disclose all evictions on their Application. In the event an Applicant has past eviction(s), our policy is as follows:

#### *No Evictions in the Past 2 years but One or More in the Past 7 Years*

Household monthly income must be at least four times the rent amount and credit must be 680 or higher regardless of what is advertised on the Rental Listing. In addition, Applicant must have at least one year of verified positive Rental History since their most recent eviction.

#### *Any Evictions Within the Past 2 Years*

Applicants will not be considered if they have an eviction in the past two years.



Credit Report

In order to qualify Applicants, we must run a credit check for each Applicant over the age of 18. Information contained in an Applicant’s Credit Report must tie with the information disclosed on their Application. A minimum required Credit Score will be published on the Rental Listing. Past Due Balances that affect your ability to make monthly rent payments may result in denial of your Application.

Occupancy

No more than two occupants per bedroom will be allowed to reside in any of the properties we manage.

Qualifications

The Selection Criteria listed above are what we use when deciding to approve or deny an Application. If the Applicant(s) fails to meet any one of these requirements, they may still be considered with a Lease Co-Signer.

Co-Signers

A Co-Signer must complete an Application and meet the following two requirements. A Co-Signer must provide proof of recurring income of at least 6 times the monthly rent amount in monthly gross income and must have a credit score of 680 or higher.

Other Criteria

Any other criteria beyond that discussed here-in will be listed on the property’s Rental Listing.

**Disclaimer**

A property may be listed for rent before it is ready to occupy. There are sometimes factors outside of our control that may delay our ability to move-in an approved Applicant. We do not guarantee move-in dates. However, we do our best to provide Applicants the best available information as to when a property will be ready to occupy. *Under no circumstance will we move Tenants into a property that is not ready to occupy.* In addition, we will not schedule or show a property to an approved Applicant until it is ready to occupy.

**Entire Understanding**

Applicant Honesty

**HONESTY IS REQUIRED. ANY MISSING, FALSIFIED OR MISLEADING INFORMATION ON YOUR APPLICATION WILL RESULT IN YOUR APPLICATION BEING DENIED.**

Acknowledgement of Rental Application Guidelines and Policies

I have carefully read, understand and agree to the Rental Application Guidelines and Policies as contained herein.

Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

# RENTAL APPLICATION

- Each adult (18 or older) must be listed on this application
- Income Verification is Required for all Employed Applicants

<b>Rental Property</b>							
<b>First</b>	<b>Middle</b>	<b>Last</b>	<b>Birth Date</b>	<b>Social Security #</b>	<b>Driver's License #</b>		
<b>Any Other Names You've Used In The Past</b>		<b>Home Phone</b>	<b>Cell Phone</b>		<b>Email</b>		
<b>All Other Proposed Occupants</b>				<b>Birth Date</b>	<b>Relationship To Applicant</b>	<b>SSN</b>	

## RENTAL/RESIDENCE HISTORY

	<b>Current Residence</b>	<b>Previous Residence</b>	<b>Prior Residence</b>
<b>Street Address</b>			
<b>City, State &amp; Zip</b>			
<b>Last Rent Amount Paid</b>			
<b>Owner/Agent Name &amp; Phone Number</b>			
<b>Are/Were you Named on the Rental Agreement?</b>			
<b>Reason for leaving</b>			
<b>Is/Was rent paid in full?</b>			
<b>Did you give notice?</b>			
<b>Were you asked to move?</b>			
<b>Name(s) in which your utilities are now billed:</b>			
	<b>From/To</b>	<b>From/To</b>	<b>From/To</b>
<b>Dates of Residency</b>			

## EMPLOYMENT HISTORY

	<b>Employment</b>	<b>Employment</b>	<b>Employment</b>
<b>Applicant / Employer</b>			
<b>Address</b>			
<b>Employer's Phone</b>			
<b>Occupation</b>			
<b>Name of Supervisor</b>			
<b>Monthly Gross Pay</b>			
	<b>From/To</b>	<b>From/To</b>	<b>From/To</b>
<b>Dates of Employment</b>			

## CREDIT HISTORY

	<b>Bank/Institution Name</b>	<b>Balance On Deposit or Balance Owed</b>
<b>Savings Account</b>		
<b>Checking Account</b>		
<b>Credit Card</b>		
<b>Auto Loan</b>		

## VEHICLES (Include vehicles belonging to other proposed occupants also)

<b>Make</b>	<b>Model</b>	<b>Color</b>	<b>Year</b>	<b>License Plate</b>

**REFERENCES & EMERGENCY CONTACTS**

	<b>Doctor</b>	<b>Lawyer</b>	<b>Nearest Relative Living Elsewhere</b>
<b>Name</b>			
<b>Street Address</b>			
<b>City</b>			
<b>State &amp; Zip</b>			
<b>Phone Number</b>			
By signing the application you grant us permission to communicate with all the contacts listed in this section in the event we can't locate you. Furthermore, if you abandon the apartment for any reason then you grant us permission to allow your relative listed above to remove all contents of the dwelling on your behalf.			

**GENERAL INFORMATION**

<b>Have you ever been served a late rent notice?</b>	<b>Do any of the people who would be living in the apartment smoke?</b>	<b>How long do you think you would be renting from us?</b>
<b>Have you ever filed for bankruptcy? If so, when?</b>	<b>When would you be able to move in?</b>	<b>Have you ever been convicted of a felony?</b>
<b>Have you ever been served an eviction notice? If so, when?</b>	<b>How many pets do you have (list Type, Breed, approx Weight &amp; Age)?</b>	
<b>Have you had any reoccurring problems with your current apartment or landlord? If yes, please explain:</b>		
<b>Why are you moving from your current address?</b>		
<b>List any verifiable sources and amounts of income you wish to have considered (optional):</b>		
<b>If you were to run into financial difficulty in the future and couldn't come up with the money to pay the rent, do you know someone that would loan you the money? If so, provide the person's name, address, &amp; phone # so that we can use them as a reference for you.</b>		
<b>Have you been a party to a lawsuit in the past? If yes, please explain why:</b>		
<b>We may run a credit check and a criminal background check. Is there anything negative we will find that you want to comment on?</b>		
<b>How did you hear about this apartment?</b>	<b>Do you know any current or past Tenants who have resided at the property you are applying for?</b>	

**Agreement & Authorization Signature**

I believe that the statements I have made are true and correct. I hereby authorize a credit and/or criminal check to be made, verification of information I provided and communication with any and all names listed on this application. I understand that any discrepancy or lack of information may result in the rejection of this application. I understand that this is an application and does not constitute a rental or lease agreement in whole or part. Any questions regarding rejected applications must be submitted in writing and accompanied by a self-addressed stamped envelope.

Signature: \_\_\_\_\_

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

**PLEASE RETURN THIS APPLICATION VIA FAX (559) 374-0979 OR EMAIL [applications@99pm.com](mailto:applications@99pm.com)**

**99 Property Management • 3585 W Beechwood Ave, Suite 106 • Fresno CA 93711 • 559 374 0979**

**Cal Bre License #02034108**



## EMPLOYMENT VERIFICATION REQUEST

I, \_\_\_\_\_, hereby authorize the release of the information requested below;  
(Print Name)  
or  (if checked), I am not currently employed.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***-- Stop here. The rest of this form will be completed by 99 Property Management and your Employer --***

### TO BE COMPLETED BY 99 PROPERTY MANAGEMENT:

From: 99 Property Management

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

Fax Number or Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Re: Lease Applicant: \_\_\_\_\_ Property: \_\_\_\_\_

### TO BE COMPLETED BY APPLICANT'S CURRENT OR PREVIOUS OWNER / AGENT / LANDLORD:

The lease applicant referenced above has applied to lease a property from 99 Property Management and listed your company as a current employer. Please provide the following authorized employment verification information required by us in order to lease this property to your employee.

Employee's Start Date: \_\_\_\_\_ Employee's Monthly Gross Income: \_\_\_\_\_

Employee's Job Title: \_\_\_\_\_ Is Employee Still Employed?  Yes  No

Other relevant information:

Name (print): \_\_\_\_\_ Title: \_\_\_\_\_

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

### PLEASE RETURN THIS FORM AS SOON AS POSSIBLE TO:

99 Property Management via email [applications@99pm.com](mailto:applications@99pm.com) or fax (559) 374-0979.



RENTAL HISTORY VERIFICATION REQUEST

I, \_\_\_\_\_, hereby authorize the release of the information requested below;
(Print Name)
or [ ] (if checked), I have never rented before and don't have any prior rental history.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

-- Stop here. The rest of this form will be completed by 99 Property Management and your Landlord --

TO BE COMPLETED BY 99 PROPERTY MANAGEMENT:

From: 99 Property Management

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

Fax Number or Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Re: Lease Applicant: \_\_\_\_\_ Property: \_\_\_\_\_

TO BE COMPLETED BY APPLICANT'S CURRENT OR PREVIOUS OWNER / AGENT / LANDLORD:

The lease applicant referenced above has applied to lease a property from 99 Property Management. Please provide the following authorized rental history information required by us in order to lease this property to the mentioned rental applicant. We appreciate your prompt response!

Dates of residency: \_\_\_\_\_ Rent Amount: \$ \_\_\_\_\_

Is/was rent paid on time? [ ] Yes [ ] No Current/Remaining Balance: \$ \_\_\_\_\_

Number of late payments: \_\_\_\_\_ Number of NSF's: \_\_\_\_\_

Would you re-rent? [ ] Yes [ ] No Care of unit: [ ] Good [ ] Fair [ ] Poor

Name (print): \_\_\_\_\_ Title: \_\_\_\_\_

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

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99 Property Management via email applications@99pm.com or fax (559) 374-0979.