



**Property Management**

14511 S. Hawthorne Blvd. Lawndale, CA 90260

Tel: (310) 219-3840

www.jenkinspropertymanagement.com

Office Hours: Monday-Friday 8:00am – 5:00pm Closed During Lunch 12:00pm-1:00pm

**Rental Application Requirements**

- Each applicant 18 years of age and over must submit a rental application in person. If processed, there is a non- refundable screening application fee of \$40.00 per applicant. (Cash \*Exact Change\* or Money Order only)
- A valid government issued Photo I.D or Driver’s License and Social Security are required to verify applicant’s identity.
- Applicants must provide proof of income with a completed application. Total net monthly household income **MUST** be two and a half (2½) times the monthly rental amount.

**Acceptable proof of income:**

- 1) Pay Stubs (most recent one month’s worth of pay, consecutive).
- 2) If self-employed, you must provide copies of last year’s personal signed tax returns (2 most recent years may be requested).
- 3) Official statements of additional income (statement of SSI, disability, child support, I-20 documentation, etc.)
- 4) Bank Statements ONLY if requested (6 most recent, consecutive).

\*In order to process your application(s) to rent, the above items are mandatory and must be presented in person by each individual applicant for verification. All documents must be originals. No photo copies will be accepted.

**Qualifications**

Jenkins Property Management **MUST** verify each applicant’s employment and 5 years rental history to process the rental application. Any information which **CANNOT** be verified may be grounds for denial.

- No Evictions will be accepted
- Must have good credit
- Must be employed with current employer for more than 6 months. If less than 6 months applicant must have more than 1 year employment history with the previous employer

**Please note:** If various applications are received for the same unit, owner/agent will go with the best qualified applicant/s.

**\*Any applications deemed incomplete will not be processed. If approved, the 1<sup>st</sup> month’s rent and Security Deposit are payable in MONEY ORDER OR CASHIER’S CHECK ONLY.**

**\*Approved 3<sup>rd</sup> party payments will be accepted upon verification & approval of applicants qualifications**

By signing below, I acknowledge that the credit screening criteria has been communicated to me and I understand that my screening application fee is non-refundable.

X \_\_\_\_\_ Date \_\_\_\_\_ X \_\_\_\_\_ Date \_\_\_\_\_



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[WWW.JENKINSPROPERTYMANAGEMENT.COM](http://WWW.JENKINSPROPERTYMANAGEMENT.COM)

**\$40.00 NON-REFUNDABLE SCREENING APPLICATION FEE FOR EACH APPLICANT 18 YEARS OLD AND OVER**

Notice: Co-Applicant must complete a separate Rental Application Form

Newspaper  Rental Listing  Flyer  Website  
 Referral  JPM Signs  Other \_\_\_\_\_

**ALL INFORMATION WILL BE VERIFIED.  
ANY FALSIFIED INFORMATION WILL AUTOMATICALLY VOID APPLICATION.**

The undersigned hereby makes application to rent unit number \_\_\_\_\_ located at \_\_\_\_\_

Beginning On \_\_\_\_\_ 20\_\_\_\_, at a monthly rental of \$ \_\_\_\_\_

## PLEASE TELL US ABOUT YOURSELF

FULL NAME \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_

Name of Co-Applicant \_\_\_\_\_

Number of Dependents (excluding Co-Applicant) \_\_\_\_\_ Ages of Dependents \_\_\_\_\_

Other Occupants and their Relationship \_\_\_\_\_

Pets/Animals (Number and Kind) \_\_\_\_\_

## PLEASE GIVE YOUR RESIDENCE HISTORY FOR THE PAST 5 YEARS (Beginning With Most Current)

CURRENT ADDRESS \_\_\_\_\_ (Rent Amount) \_\_\_\_\_

Month & Year Moved In \_\_\_\_\_ Moved out \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Owner or Agent \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

PREVIOUS ADDRESS \_\_\_\_\_ (Rent Amount) \_\_\_\_\_

Month & Year Moved In \_\_\_\_\_ Moved out \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Owner or Agent \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

PREVIOUS ADDRESS \_\_\_\_\_ (Rent Amount) \_\_\_\_\_

Month & Year Moved In \_\_\_\_\_ Moved out \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Owner or Agent \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

## PLEASE GIVE YOUR EMPLOYMENT INFORMATION

YOUR STATUS:  Employed Full-Time  Employed Part-Time  Student  Retired  Unemployed

Current  
EMPLOYER  Previous \_\_\_\_\_

Date (s) Employed \_\_\_\_\_ Position \_\_\_\_\_

Supervisor \_\_\_\_\_ Office or Human Resources Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Net Pay \$ \_\_\_\_\_ per \_\_\_\_\_ If employed by above less than 6 months, give name, address and telephone number of

Previous Employer or School \_\_\_\_\_

If there are other sources of income you would like us to consider, please list income source and person (Banker, Employer, etc.) who we could contact for confirmation.

Amount \$ \_\_\_\_\_ Source \_\_\_\_\_

**PLEASE LIST YOUR BANK AND CREDIT REFERENCES**

YOUR BANK (S) \_\_\_\_\_ City, State \_\_\_\_\_ Branch \_\_\_\_\_ Type of Account \_\_\_\_\_ Account Number \_\_\_\_\_

Personal References: non-related \_\_\_\_\_ City, State \_\_\_\_\_ Telephone Number \_\_\_\_\_

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

YOUR DRIVERS LICENSE /I.D. NUMBER \_\_\_\_\_ State \_\_\_\_\_ Exp. \_\_\_\_\_

YOUR VEHICLE MAKE / MODEL \_\_\_\_\_ Year \_\_\_\_\_ License Plate # \_\_\_\_\_ State \_\_\_\_\_

SECOND VEHICLE MAKE / MODEL \_\_\_\_\_ Year \_\_\_\_\_ License Plate # \_\_\_\_\_ State \_\_\_\_\_

OTHER VEHICLES \_\_\_\_\_

HAVE YOU EVER: Filed for Bankruptcy?  No  Yes Year Discharged \_\_\_\_\_ EMERGENCY CONTACT \_\_\_\_\_

Been evicted from tenancy/Unlawful Detainer?  No  Yes TELEPHONE NUMBER \_\_\_\_\_

Within the past two months has your credit been frozen? ?  No  Yes CONT.

**Please give any additional information which might help Management evaluate this application**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**If Management has any questions about this application, please give phone numbers where you can be reached**

DAYTIME PHONE (S) \_\_\_\_\_

EVENING PHONE (S) \_\_\_\_\_

In order to process your application(s) to rent, the following items are **MANDATORY** and **MUST** be presented in person by each individual applicant for verification. All Documents must be **ORIGINALS** No Photo Copies will be accepted

- 1) Valid Drivers License or DMV ID
- 2) Social Security Card
- 3) Most recent original paycheck stub(s) from each employed applicant.  
(One month's worth of pay.)  
NOTE: If self employed, you must provide copies of Last year's signed tax returns
- 4) \$ 40.00 Non – Refundable screening application fee per applicant 18 years of age and over

**(CASH \*\*Exact Change\*\* OR MONEY ORDER ONLY)**

Missing information will delay processing and you may be requested to provide additional information. Any information which **CANNOT** be verified may be grounds for denial. If approved, the 1<sup>st</sup> month's rent and Security Deposit are payable in **MONEY ORDER OR CASHIER'S CHECK ONLY**

**\*\* We DO NOT accept cash or personal checks.\*\***

**Applicant represents that all of the above statements are true and correct and hereby authorizes their verification including, but not limited to, the obtaining of a credit report and agrees to furnish additional credit references on request. Owner/Agent is authorized to obtain a credit report and by signing below, now and in the future. Applicant expressly authorizes Landlord to contact all persons or firms named as references, former landlords and employers to verify the contents of this Application.**

**In connection with my application for rental and/or employment, I understand that background inquiries will be made on myself including consumer, criminal, driving and other reports. Employment reports may include information as to my character, work habits, performance and experience along with reasons for termination of past employment from previous employers. I understand that information will be requested from various federal, state and other agencies and entities, public and private, which maintain records concerning my past activities relating to driving, credit, criminal, civil and other experiences as well as claims involving me in insurance company files.**

I authorize, without reservation, any party or agency contacted, to furnish completely and without limitation, any and all of the above mentioned information and any other information related thereto. Further, I will release from liability and will defend and hold harmless all requesters and suppliers of information in accordance herewith.

The Undersigned makes application to rent housing accommodations designated for the amount and location as set forth above and upon approval of this application agrees to sign rental or lease agreement and to pay all sums due, including requested deposits before occupancy. Fraudulent information herein will result in automatic denial of application.

The above information to the best of my knowledge is true and correct.

Signature of Applicant: \_\_\_\_\_ Date Signed: \_\_\_\_\_

APPLICANT PLEASE DO NOT WRITE BELOW

Interviewed By: \_\_\_\_\_ Date & Time: \_\_\_\_\_

\_\_\_\_\_

Comments:

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

This application is:     Approved     Not approved By: \_\_\_\_\_

Applicant notified by: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE TO APPLICANT:** Information you provide will not be returned. Jenkins Property Management is in compliance with the key provisions of the Fair and Accurate Credit Transaction Act (FACTA).