



Est. 1962 • DRE License #00921008

Molloy

Real Estate Services

www.molloyres.com

APPLICATION

PACKET

**Please read carefully and
submit complete information
to facilitate the processing
of your application!**

Thank you!



2830 Santa Monica Boulevard, Santa Monica, CA 90404-2410
310-453-1172 fax 310-453-1572

LEASING POLICY OF MOLLOY REAL ESTATE SERVICES

*We are located at 2830 Santa Monica Boulevard, Santa Monica, CA 90404 * 310-453-1172,
in the YALE CENTER at the intersection of Yale Street and Santa Monica Boulevard*

Thank you for choosing to apply for rental housing with our office, Molloy Real Estate Services. Our office is a member of the local, state, and national Associations of Realtors and local apartment associations. We make it our practice to work with our owners and other owners and managers, government agencies and law enforcement in the area of crime prevention and maintaining peaceful living conditions for all of our tenants. We would therefore like to be clear on our very thorough tenant screening process. For all applicants who meet our application requirements, they will have the peace of mind and confidence that the other residents were also screened with equal care.

Molloy Real Estate Services is a pro-active equal housing provider. We abide by all Federal Fair Housing Laws and those of the State of California. We do not discriminate on the basis of race, color, religion, sex, handicap/disability, national origin, familial status, ancestry age, marital status, source of income, sexual orientation or other factors that are unrelated to an applicant's ability to comply with the rental agreement.

Please review our qualifying standards and if you believe that you will meet the requirements as stated, please complete the application on the other side of this page.

1. Each applicant that is 18 years or older must complete an application. Applications with incomplete information will be returned to the applicant.
2. Two pieces of I.D. must be shown. One must be a photo I.D. (a driver's license, passport, employee I.D. or other government issued photo identification card) and one other form of identification.
3. Two years of verifiable rental history from an unbiased source. It is your responsibility to provide us with the name, dates and contact number(s) of previous owners/managers for verification purposes. Applicants who are related by blood or marriage to previous landlords or do not have two years of verifiable rental history will be required to have a qualified guarantor. All guarantors must complete an application and meet the qualifying standards as well.
4. A combine gross income of all applicants of at least three (3) times the rent is the minimum required. Please provide proof of ability to pay rent by providing copies of pay stubs, tax records, government assistance or retirement/security statements and employer contact information. For those who are self-employed, we require copies of business license, tax records, and/or bank statements.
5. A satisfactory credit report. When you sign the application, you are authorizing us to run a credit report. We run a "triple check" which is two credit reports and an eviction report.

Your application may be denied for any of the following reasons:

1. Incomplete application or false information
2. Inability to verify rental history or poor references from prior landlords.
3. Inadequate verifiable income to meet income requirements.
4. Poor credit report or court judgments for evictions or financial delinquency (including but not limited to bankruptcies).

The application fee is \$25.00 for California residents and \$30.00 for out of state applicants PER application, payable in CASH only. We process all completed applications in the order they are received. We will accept the first qualified applicant.

We look forward to a long and mutually beneficial relationship with you and wish you luck in your successful search for housing!



APPLICATION TO RENT/SCREENING FEE

(C.A.R. Form LRA, Revised 4/03)

I. APPLICATION TO RENT

THIS SECTION TO BE COMPLETED BY APPLICANT. A SEPARATE APPLICATION TO RENT IS REQUIRED FOR EACH OCCUPANT 18 YEARS OF AGE OR OVER, OR AN EMANCIPATED MINOR.

Applicant is completing Application as a (check one) tenant, tenant with co-tenant(s) or guarantor/co-signor.

Total number of applicants _____

PREMISES INFORMATION

Application to rent property at _____ ("Premises")
Rent: \$ _____ per _____ Proposed move-in date _____

PERSONAL INFORMATION

FULL NAME OF APPLICANT _____	D.O.B. _____
Social security No. _____	Driver's license No. _____ State _____ Expires _____
Phone number: Home _____	Work _____ Other _____
Email _____	
Name(s) of all other proposed occupant(s) and relationship to applicant _____	
Pet(s) or service animals (number and type) _____	
Auto: Make _____	Model _____ Year _____ License No. _____ State _____ Color _____
Other vehicle(s): _____	
In case of emergency, person to notify _____	Relationship _____
Address _____	Phone _____
Does applicant or any proposed occupant plan to use liquid-filled furniture? <input type="checkbox"/> No <input type="checkbox"/> Yes Type _____	
Has applicant been a party to an unlawful detainer action or filed bankruptcy within the last seven years? <input type="checkbox"/> No <input type="checkbox"/> Yes	
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? <input type="checkbox"/> No <input type="checkbox"/> Yes	
If yes, explain _____	

RESIDENCE HISTORY

Current address _____	Previous address _____
City/State/Zip _____	City/State/Zip _____
From _____ to _____	From _____ to _____
Name of Landlord/Manager _____	Name of Landlord/Manager _____
Landlord/Manager's phone _____	Landlord/Manager's phone _____
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
Reason for leaving current address _____	Reason for leaving this address _____
_____	_____
_____	_____

EMPLOYMENT AND INCOME HISTORY

Current employer _____	Supervisor _____	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 _____	Supervisor _____	From _____	To _____
Employer's address _____	Supervisor's phone _____		
Position or title _____	Employment gross income \$ _____ per _____		

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Applicant's Initials (____)(____)

Reviewed by _____ Date _____



Property Address: _____

Date: _____

CREDIT INFORMATION

Name of creditor	Account number	Monthly payment	Balance due

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 _____

Applicant understands and agrees: **(i)** this is an application to rent only and does not guarantee that applicant will be offered the Premises; and **(ii)** Landlord or Manager or Agent may accept more than one application for the Premises and, at 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 or Agent to: **(i)** verify the information provided; and **(ii)** obtain credit report on applicant.

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 _____ Date _____ Time _____

Return your completed application and any applicable fee not already paid to: _____

Address _____ City _____ State _____ Zip _____

II. SCREENING FEE

THIS SECTION TO BE COMPLETED BY LANDLORD, MANAGER OR AGENT.

Applicant has paid a **nonrefundable** screening fee of \$ _____ 25, applied as follows: (The screening fee may not exceed \$30.00 (adjusted annually from 1-1-98 commensurate with the increase in the Consumer Price Index).)

\$ _____ for credit reports prepared by _____;

\$ _____ for _____ (other out-of-pocket expenses); and

\$ _____ 25 for processing.

The undersigned has read the foregoing and acknowledges receipt of a copy.

Applicant Signature _____ Date _____

The undersigned has received the screening fee indicated above.

Landlord or Manager or Agent Signature _____ Date _____

THIS FORM HAS BEEN APPROVED BY THE CALIFORNIA ASSOCIATION OF REALTORS® (C.A.R.). NO REPRESENTATION IS MADE AS TO THE LEGAL VALIDITY OR ADEQUACY OF ANY PROVISION IN ANY SPECIFIC TRANSACTION. A REAL ESTATE BROKER IS THE PERSON QUALIFIED TO ADVISE ON REAL ESTATE TRANSACTIONS. IF YOU DESIRE LEGAL OR TAX ADVICE, CONSULT AN APPROPRIATE PROFESSIONAL.

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Reviewed by _____ Date _____



APPLICATION TO RENT/SCREENING FEE (LRA PAGE 2 OF 2)

Company: _____