

# Application Process and Requirements

**NOTE:** Submitted applications are valid for 60 days.

Any application with an Unlawful Detainer Action can result in a denial of tenancy.

In order to begin processing your application, the following requirements must be met:

- Each person age 18 years and older must fill out an application. **(including co-signers)** regardless of income or lack of, (i.e. student, roommate, etc.). \*\* Please note that all parties **MUST be present at Lease/Contract Signing**, unless a prior arrangement has been made!
- Application fee \$25.00 for each applicant, **CASH, MONEY, ORDER OR CAHIER'S CHECK ONLY**. This is a **NON-REFUNDABLE** administration charge to cover processing your application. *Application is valid for 60 days.*
- Applications **MUST** be completely filled out including all information on rental history **for the last 5 years** and employment. If there is a section that does not apply to you, please indicate by printing "N/A".  
**\*\* To Help Expedite the Process, Names and Phone Numbers to Verify Your Information Are Mandatory!**
- We need a copy of your Social Security card (if available) or **MUST** have your social security number printed on your pay stub or proof of income. Valid driver's license or state issued ID card.
- Proof of Income -- Two most recent paycheck stubs. If payroll is on a cash basis – please provide (on Company Letterhead) verification from employer of total earnings. If self-employed, provide copies of your most recent tax filing, bank statements, or whichever source of taxable income is applicable. If on SSI, TANF or HUD, a copy of your Notice of Action or an official letter of coverage must be submitted.
- Sign and Date the back of the application.
- **Please include the address of the unit you are applying for and the monthly rent listed.**

## **REQUIREMENTS TO RENT**

**Gross** monthly income **MUST** equal three (3) times the monthly rent amount. Example: If rent is \$500, the required income would be \$1,500 monthly. Where more than one adult is applying, we look at Combined Gross monthly income. If income requirements are not met, a co-signer may be required upon conditional acceptance by the property owner. **NOTE: Not all owners accept co-signers. Please consult the Rental Listing or an agent on this issue prior to submitting your application. Out of state co-signers are not accepted.**

## **EXCEPTION ON REQUIREMENT**

If an individual is on the Housing program through the City of Long Beach, you **MUST** provide your **Long Beach City Voucher or Certificate** and complete all information above, the same, as other applicants. Please verify with an agent that the property of interest participates in the housing program.

**Although we strive to process all applications as quickly as possible normal processing takes 1 to 2 business days** pending on our volume. However, if your application is inaccurate, incomplete or if verification calls are not being returned, completion will be delayed. If any other application(s) are received for the same unit while your application is in process, delays will occur. Selection by an owner will not be made until all applications have been completed for approval or denial.

**My signature indicates that I have read and understand the Application Process and Requirements listed above.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***Kinnery's***

**Brokerage House**

& Elite Property Management, Inc.

New Address: 425 E. 4<sup>th</sup> Street #D, Long Beach, CA 90802

Business: 562-676-4339 **Fax:**