



133 S. Yorba Street  
Orange, CA 92869  
Office: (714) 453-3144  
(714) 453-3130  
Fax: (714) 453-3142

[susan@ocremaxrentals.com](mailto:susan@ocremaxrentals.com)  
[rpm@ocremaxrentals.com](mailto:rpm@ocremaxrentals.com)

## Rental Application Procedure and Guidelines

Dear Prospective Tenant(s),

The following information is provided to assist you with application process and requirements.

Applicants must be at least 18 years or older to execute a rental agreement. Each occupant 18 years or older must complete an application. Each applicant must provide a copy of their driver's license.

Each applicant must provide proof of income in the form of (2) paycheck stubs, bank statements showing automatic deposits, or if self employed (2) years tax returns with current profit and lost statement.

Each applicant should have a good credit rating, demonstrating fiscal responsibility. Your credit rating will be verified through a credit reporting agency. Credit will be a large factor of consideration. If you have an extraordinary circumstance, provide an explanation of the situation in a cover letter with your application.

Any prior eviction, current delinquent accounts and unpaid judgments will be an automatic disqualification.

Employment and/or other income will be verified. A gross income of three (3) times the monthly rent is required to qualify for the property. Qualification will also include your debt to income ratio.

Current and prior landlord's references will be verified. Stability of residency will be a factor. Failure to pay rent on time, failure to comply with rules and regulations or actions that lead to a notice to vacate will be an automatic disqualification.

A criminal background check will be included in the credit report processing. Any history of violent behavior and criminal conviction for felony illegal drug or violent crimes will be an automatic disqualification.

Renters insurance will be a requirement of the lease agreement.

There is a \$35.00 credit check fee per person. \$29.95 for credit/criminal report, \$5.05 for RE/MAX Home and Estates Property Management's processing and review. **This \$35.00 fee is non-refundable once report has been run.**

**PAYMENT OF SECURITY DEPOSIT AND FIRST MONTH'S RENT MUST BE IN THE FORM OF A CASHIER'S CHECK DRAWN FROM A LOCAL CALIFORNIA BANK. THERE WILL BE NO EXCEPTIONS. AT NO TIME WILL WE ACCEPT CASH FOR RENT OR DEPOSIT.**

Thank you.

RE/MAX HOMES AND ESTATES  
PROPERTY MANAGEMENT





**Rental Application**

Applicant Information					
First Name		Middle Name		Last Name	
Social Security Number	Date of Birth	Driver's License Number		State	
Home Phone		Cell Phone		Work Phone	
Email Address					
Present Address		City		State	Zip Code
Landlord/Mgr. Name	Landlord/Mgr. Phone	Move in date	Move out date	Rent Amount	Reason for moving
Previous Address		City		State	Zip Code
Landlord/Mgr. Name	Landlord/Mgr. Phone	Move in date	Move out date	Rent Amount	Reason for moving
Previous Address		City		State	Zip Code
Landlord/Mgr. Name	Landlord/Mgr. Phone	Move in date	Move out date	Rent Amount	Reason for moving

Additional Occupants	
Name and Relationship	Name and Relationship
Name and Relationship	Name and Relationship
Name and Relationship	Name and Relationship

Do you have any pets? List type and breed of each pet.	Do you have any water filled furniture? If so, describe water filled furniture.
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Employer Name		Occupation		Supervisor's Name & Direct phone number	
Length of Employment	Phone Number	Employer Address			
Previous Employer Name		Occupation		Supervisor's Name & Direct phone number	
Length of Employment	Phone Number	Employer Address			
Monthly Gross Income			Any additional monthly income		
Checking account Bank Information		Address of Branch		Account Number	
Saving account Bank Information		Address of Branch		Account Number	

**RE/MAX HOMES & ESTATES PROPERTY MANAGEMENT 133 SOUTH YORBA STREET, ORANGE CA 92869 – FAX 714-453-3144**



Personal References	Address, City, ST, Zip	Phone	Length and Type of Relationship

In Case of Emergency	Address, City, ST, Zip	Phone	Length and Type of Relationship

Vehicle Information – List all Cars, Trucks, Boats, Motorcycles and Small Water Craft			
License #	Make	Model	Year

Personal Information	
Mother's Maiden Name:	
Have you ever been evicted or asked to move?	Explain
Have you ever filed for bankruptcy?	Have you had a home foreclosure?

Applicant understands and agrees: This is an application to rent only and does not guarantee that applicant will be offered the Premises; and Landlord or Manager or Agent may accept more than one application for the Premises and, using their sole discretion, will select the best qualified applicant.

This application is for the property located at: \_\_\_\_\_ offered at \$ \_\_\_\_\_.

Applicant represents the above information to be true and complete, and hereby authorizes Landlord, Manager or Agent to: Verify the information provided; and obtain credit report and back ground check on applicant; and applicant will provide additional information upon request.

**If application is not fully completed, or received without the screening fee, the application will not be processed.**

Applicant \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

**Privacy Notice**

RE/MAX Homes and Estates Property Management does not disclose nor intends to disclose non-public personal information to non-affiliated third parties, except as permitted by law. RE/MAX Homes and Estates Property Management will collect and utilize your non-public information for processing your rental application. We will collect information from consumer reporting agencies and information that you provide to us.

RE/MAX Homes and Estates Property Management restricts access to your non-public personal information to the following parties:

- To third parties as necessary to process your rental application or as required by law.
- Property owners and their employees or agent.
- RE/MAX Homes and Estates Property Management employees who need the information to perform their duties.
- Consumer reporting agencies.

**Receipt for Application & Screening Fees**

Applicant has paid a **nonrefundable** screening fee of \$35.00, applied as follows:  
 \$29.95 for credit report and background check prepared by American Apartment Owners Association.  
 \$5.05 for RE/MAX Homes and Estates Property Management for processing.  
 The undersigned applicant has read the foregoing and acknowledges receipt of copy.

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

