

LYON PROPERTY MANAGEMENT

RESIDENT APPLICATION CRITERIA

Lyon Property Management specializes in single family homes and is dedicated to a fair and equitable process for selecting residents that meet our requirements. Below you can find out about the process for applying to become a resident and the requirements necessary to become a successful candidate. A complete application must be submitted from each individual over the age of 18 or a legally emancipated minor.

APPLICATION FEE

An application fee of \$35 must accompany each complete application. The fee must be in the form of a cashier's check or a money order. The fee is non-refundable if the application is processed. A second application fee is not necessary if you are re-applying for another property within 30 days of the date of the first application. However, an approved application for one property will not necessarily be considered an approved application for another property. The application fee will not be greater than our out of pocket costs to gather the information necessary to make a determination regarding the applicant. Such costs include the use of a tenant screening service or a consumer credit reporting service and the reasonable value of the time spent to collect and collate the information.

We will process your application as quickly as possible. Applications will be processed on a first come first served basis. To help speed up the process we will need you to provide the following along with your application:

Driver's license or other picture ID that can be verified

Income verification (check stubs, bank statements, confirmation of employment from employers, past two year's tax returns from self employed or unemployed applicants)

Two year's rental history with owner/manager name and phone numbers

The application must be fully completed and signed

INCOME REQUIREMENT

The applicant must provide evidence of net income of 2.5 to 3 times the monthly rent and provide evidence that the income is sufficient to pay rent after meeting current obligations listed on the credit report and reasonable, estimated living expenses. The absence of a credit or rental history will require a co-signor. Considering recent market conditions regarding financially

distressed individuals, and their potential for low credit ratings, we will consider creditworthiness on the basis of the history of payments at best, but it will not be the sole criteria for approval or disapproval.

RENTAL HISTORY

An applicant with a rental history must have a rental payment history of not less than 6 months at the same location indicating that timely payments were made and references from two previous addresses. Applicants with no rental history will still be considered for approval.

CREDIT HISTORY

An applicant with a credit history must meet the following criteria:

No history of evictions

A FICO score of not less than 620

No closed collections for the past two years without a reasonable explanation

OCCUPANCY STANDARDS

No more than two persons per bedroom plus one other person will be allowed to occupy the property. Any exception to this rule will be based on the configuration of the home.

CASH

We do not accept cash for rent, security deposits, application fees, late rent fees, etc.

PETS

No dogs, cats, birds, reptiles, rodents, fish or other exotic animals are permitted unless authorized in writing by the property manager. Additional deposits will be required for allowable pets.

APPLICATION VERIFICATION

Information on your application will be carefully verified. In addition your credit will be verified through one or more national credit reporting agencies. Your application will be denied for any of the following reasons:

Household income requirement is not met

Credit report contains open collection accounts other than medical

Credit reports contains open bankruptcy

Prior eviction

Unfavorable rental references

Inability to verify information on the application

Incomplete or unsigned application

Criminal conviction of felony manufacture or sale of controlled substances

Inability to verify identity

Expressing threatening or abusive behavior toward staff or other residents during the rental process

I have read the foregoing and understand the terms of the application process. Please sign below and return this with your application.

Applicant signature

Date



APPLICATION TO RENT/SCREENING FEE

(C.A.R. Form LRA, Revised 11/12)

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.

1. Applicant is completing Application as a (check one) tenant, tenant with co-tenant(s) or guarantor/co-signor.
Total number of applicants _____

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

3. **PERSONAL INFORMATION**
A. FULL NAME OF APPLICANT _____
B. Date of Birth _____ (For purpose of obtaining credit reports. Age discrimination is prohibited by law.)
C. Social security No. _____ Driver's license No. _____
State _____ Expires _____
D. Phone number: Home _____ Work _____ Other _____
E. Email _____
F. Name(s) of all other proposed occupant(s) and relationship to applicant _____
G. Pet(s) or service animals (number and type) _____
H. Auto: Make _____ Model _____ Year _____ License No. _____ State _____ Color _____
Other vehicle(s): _____
I. In case of emergency, person to notify _____
Relationship _____
Address _____ Phone _____
J. Does applicant or any proposed occupant plan to use liquid-filled furniture? No Yes Type _____
K. Has applicant been a party to an unlawful detainer action or filed bankruptcy within the last seven years? No Yes
If yes, explain _____
L. Has applicant or any proposed occupant ever been convicted of or pleaded no contest to a felony? No Yes
If yes, explain _____
M. Has applicant or any proposed occupant ever been asked to move out of a residence? No Yes
If yes, explain _____

4. **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? No Yes Did you own this property? No Yes
Reason for leaving current address _____ Reason for leaving this address _____

5. **EMPLOYMENT AND INCOME HISTORY**
Current employer _____ Previous employer _____
Current employer address _____ Prev. employer address _____
From _____ To _____ From _____ To _____
Supervisor _____ Supervisor _____
Supervisor phone _____ Supervisor phone _____
Employment gross income \$ _____ per _____ Employment gross income \$ _____ per _____
Other income info _____ Other income info _____

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Applicant's initials (_____) (_____)
Reviewed by _____ Date _____



APPLICATION TO RENT/SCREENING FEE (LRA PAGE 1 OF 2)

Property Address: _____ Date: _____

6. CREDIT INFORMATION

Name of creditor	Account number	Monthly payment	Balance due

Name of bank/branch	Account number	Type of account	Account balance

7. PERSONAL REFERENCES

Name _____ Address _____

Phone _____ Length of acquaintance _____ Occupation _____

Name _____ Address _____

Phone _____ Length of acquaintance _____ Occupation _____

8. NEAREST RELATIVE(S)

Name _____ Address _____

Phone _____ Relationship _____

Name _____ Address _____

Phone _____ Relationship _____

Applicant understands and agrees that: (i) this is an application to rent only and does not guarantee that applicant will be offered the Premises; (ii) 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, and (iii) Applicant will provide a copy of applicant's driver's license upon request.

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 \$ 35, applied as follows: (The screening fee may not exceed ~~\$30.00~~ ^{\$32.00}, adjusted annually from 1-1-98 commensurate with the increase in the Consumer Price Index. A CPI inflation calculator is available on the Bureau of Labor Statistics website, www.bls.gov. The California Department of Consumer Affairs calculates the applicable screening fee amount to be \$42.06 as of 2009.)

\$ 35 for credit reports prepared by Tenant Guarantor;

\$ 0 for _____ (other out-of-pocket expenses); and

\$ 0 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 _____ DRE Lic. # _____ Date _____

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Reviewed by _____ Date _____

