



*North County's Premier  
Property Management Company since 1986*

Thank you for choosing a home managed by the CPM Team!  
We take pride in providing you with friendly and personalized service.

**Please read the following before completing application:**

**Procedures**

1. One application\* for each adult (18 years and older) accompanied by an application fee of \$40.00 paid with credit card is required. **\*Pet Owners: You must get your Pet pre-approved before you complete the application. Send a photo with details (age, breed, weight) to [Leasing@cpmteam.com](mailto:Leasing@cpmteam.com) along with the Property Address)**
2. Application will not be processed unless completely filled out and supplemental items received.
3. Applicants must provide the following supplemental items: Written confirmation of income (copies of two most recent paystubs, LES, or 3 months of bank statements, etc), copy of photo ID, photo of pet if applicable.

**Qualification Criteria** (any eviction, open bankruptcy, funds owed to former landlord, combined credit score under 579 or false information on application automatically disqualifies applicant)

1. Combined gross household income must be 2.5 times the rent.\*\*
2. Applicant must have satisfactory rental history.\*\*
3. Applicant must have satisfactory credit history.\*\*

\*\*Deficiencies in one of these areas **may** be able to be overcome with an increased deposit and/or a qualified co-signer (if co-signers acceptable on that property (by Property Owner)\*\*\*

\*\*\*Co-signer/Guarantor: Must have 670 credit score or higher, own an asset(s) in CA, and provide proof 4x month's rent.

**Once an application has been formally approved, the applicant(s) will be notified and within 24 hours will receive the lease agreement. The applicant(s) will have 48 hours, upon receipt of the lease agreement to: review, approve, sign, and return the lease agreement to CPM along with the security deposit via Online Tenant Portal, or Cashier's check or Money order. The property will be removed from the market upon receipt of the signed lease agreement and the security deposit. On or before move in, the approved applicant(s) must furnish the following to Chamberlain Property Management:**

1. **Proof of renters insurance for each resident (all residents may be listed on one policy) Liability Requirements: \$300,000 for Single Family Home or Condos and \$100,000 for Apartment Communities**
2. **Emergency contact information**
3. **First month's rent paid with certified funds, or online, based on move in date (prorated if applicable)**
4. **SDGE and Water Account Number (if applicable), and Trash (if applicable)**
5. **HOA Registration (if applicable)**

**RENTAL APPLICATION**

Property you are applying for \_\_\_\_\_ Desired Move In Date: \_\_\_\_\_  
 Applicant's Name: (Last, First, M.I.) \_\_\_\_\_ DOB \_\_\_\_\_  
 SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DL# \_\_\_\_\_ Issuing State \_\_\_\_\_  
 Phone # Cell (     ) \_\_\_\_\_ Work (     ) \_\_\_\_\_ Home (     ) \_\_\_\_\_  
 E-mail address (required) \_\_\_\_\_  
 Vehicle Info: Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ Year: \_\_\_\_\_ License: \_\_\_\_\_

**Residence History (Please provide 3 years of history)**

Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Rent  Own  Monthly Payment \_\_\_\_\_

Landlord: \_\_\_\_\_ Email: \_\_\_\_\_ Phone # ( ) \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Previous Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Rent  Own  Monthly Payment \_\_\_\_\_

Landlord: \_\_\_\_\_ Email: \_\_\_\_\_ Phone # ( ) \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Previous Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Rent  Own  Monthly Payment \_\_\_\_\_

Landlord: \_\_\_\_\_ Email: \_\_\_\_\_ Phone # ( ) \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**List names & birth dates of all Occupants and Dependents**

<u>Name (First and Last)</u>	<u>Birth Date</u>	<u>Name (First and Last)</u>	<u>Birth Date</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Will you have:**

**Pets?** YES / NO

Pet #1: Age \_\_\_\_\_ Weight \_\_\_\_\_ Breed/Type \_\_\_\_\_ Color \_\_\_\_\_ Name \_\_\_\_\_

Pet #2: Age \_\_\_\_\_ Weight \_\_\_\_\_ Breed/Type \_\_\_\_\_ Color \_\_\_\_\_ Name \_\_\_\_\_

**Employment & Income**

Current Employer \_\_\_\_\_ Salary / Wage \$ \_\_\_\_\_ Per \_\_\_\_\_

Address \_\_\_\_\_

Position / Occupation \_\_\_\_\_ Start Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone # ( ) \_\_\_\_\_

Describe any other income \_\_\_\_\_ Amount \_\_\_\_\_ Per \_\_\_\_\_

**In the past, have you:**

Have you ever been a defendant in an unlawful detainer (eviction) lawsuit or defaulted (failed to perform) any obligation of a rental agreement or lease?  Yes /  No: If yes, please explain: \_\_\_\_\_

Have you ever been convicted of a crime?  Yes /  No: If yes, please explain: \_\_\_\_\_

Have you ever filed suit against a landlord?  Yes /  No: If yes, please explain: \_\_\_\_\_

Have you filed for Bankruptcy?  Yes /  No: If yes, please explain: \_\_\_\_\_

If yes to above, has the Bankruptcy been discharged?  Yes /  No: If yes, please explain: \_\_\_\_\_

Do you have a water bed, an aquarium or any other water filled furniture?  Yes /  No: If yes, please explain: \_\_\_\_\_

Are you a smoker?  Yes /  No: If yes, please explain: \_\_\_\_\_

Do you have any of the following? Boat(s), R.V's, Trailers, or any other motorized vehicles other than your standard vehicle?  Yes /  No: If yes, please explain: \_\_\_\_\_

**Now that you have completed the application, please use the attached forms to:**

**1) Read and sign the RENTAL APPLICATION POLICY which authorizes us to move forward with your application**



## Rental Application Policy and Credit Card Authorization

**Chamberlain Property Mgmt, Inc.**

### **RENTAL APPLICATION POLICY**

In order to provide equal opportunity and a fair environment for all applicants who apply for properties managed by Chamberlain Property Management, Inc., the following policy is in effect:

CPM will continue to accept applications at any time prior to a pending application being formally approved. Tracking the order in which an application was received would be almost impossible for us due to the number of agents working and the availability of on-line submittal. In addition, it is not fair to anyone to create a foot race when applying for a home to rent. Therefore, the date and time of application submittal will have no bearing on which application is accepted.

In the case of multiple applications that receive preliminary approval, the final selection will be made via the following evaluations: 1) Which applicant has a higher credit score? 2) Which applicant has a better income-to-debt ratio or more "disposable" income? 3) Which applicant has better landlord references? 4) Which applicant is available to move in sooner? 5) Which applicant has pets v. no pets and what breed? The results of all of the 5 questions above will be weighed in making the determination for which applicant is ultimately accepted.

Our goal is to process applications within 48 hours or sooner whenever possible. However, due to circumstances beyond our control such as slow responding landlord reference verifications and/or incomplete/insufficient documentation of employment or income, the process can take longer. The more complete your application is as well as providing all needed verification documentation, the faster the process will go.

Once an application has been formally approved, the applicant will be notified and within 24 hours will receive the lease agreement. The applicant will have 48 hours, upon receipt of the lease agreement to: review, approve, sign, and return the lease agreement to CPM along with the security deposit by way of: Online Tenant Portal (\*per company guidelines), Cashier's check or Money order. The property will be removed from the market upon receipt of the signed lease agreement and security deposit. Other applicants will be notified that their application was not selected. If the approved applicant fails to complete the process within the prescribed time period, the next applicant in line will be notified and will have the opportunity to complete the process, and so on. In addition, the approved applicant must provide proof of a renter's insurance policy that is in place for the subject property prior to occupancy and 1st month's rent via of Online Tenant Portal (\*per company guidelines), Cashier's check or Money order. The policy must name Chamberlain Property Management as additional insured/interested party, with minimum policy coverage of \$100,000 for apartments and \$300,000 for condos and single-family homes.

#### Acknowledgement

I, the undersigned, state that all the information provided in this application is true and correct to the best of my knowledge. I understand that you will retain this application and the fee whether or not it is approved. I have read and understand the application policy described on the application receipt. I authorize you to verify all information contained in this application including my credit, landlord and employment information. If I am accepted as a tenant, I authorize Chamberlain Property Management to answer inquiries regarding my tenancy and credit history with Chamberlain Property Management after I have vacated.

AppFolio Inc.

By signing your full name below, you declare that all your statements in this application are true and complete. By submitting this application, you are directing and authorizing Chamberlain Property Mgmt., Inc. to verify this information and obtain additional background information about you through any means, including using a third-party consumer agency such as AppFolio, Inc., 50 Castilian Dr. Goleta, CA 93117, 866.648.1536, personal and professional references, employers and other rental housing owners. If you fail to answer any question or give false information, the property may reject your application, retain all application fees and deposits as liquidated damages for its time and expense, and terminate your right of occupancy. You further direct and authorize Chamberlain Property Mgmt., Inc. to obtain from any law enforcement agency, present or past employer or supervisor, landlord, finance bureau/office, credit bureau, collection agency, college, university or other institute of learning or certification, private business, military branch or the national personnel records center, personal reference and/or other persons, and authorize the same to give records or information that they may have concerning your criminal history, motor vehicle/driving history, earnings history, credit history, character, general reputation, personal characteristics, mode of living, employment records, record of attendance and earned degrees or certificates, or any other information requested, whether the said records are private or public, and including those which may be deemed to be privileged or confidential in nature and you irrevocably and unconditionally release all such persons, including any named or unnamed informant, from any liability resulting from the furnishing of this information.

You have the right, upon written request made within a reasonable time after receipt of this notice to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to tenants is an investigation into your prior rental history, education, and employment. You also acknowledge that our privacy policy is available to you.

- I am authorizing AppFolio Inc. to conduct the background check(s) described above.

California applicants or residents only: By signing this application, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please contact the consumer reporting agency if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law.

Authorized/Acknowledged By:

Applicant's Printed Name X \_\_\_\_\_

Applicant's Signature X \_\_\_\_\_ Date \_\_\_\_\_

**\*If application is accepted and move in date is more than 10 calendar days from acceptance date, online payment for security deposit and rent may be allowed via tenant portal.**

**CREDIT CARD AUTHORIZATION**

<b>Applicant Name:</b>			
<b>Property Applying for:</b>			
<b>Card Type</b> <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD		<b>Amount: \$</b>	
<b>Name on Card</b>	<b>Card Number</b>	<b>CVC:</b>	<b>Exp. Date</b>
<b>Billing Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<p>My signature below authorizes Appfolio, Inc, a credit screening company, to conduct a background check including obtaining a consumer credit report. I understand there is a fee of \$40.00 per applicant for all services to process the application. The fee is itemized as follows: actual cost of credit report, eviction search, and other screening reports including verifying landlord and employment information that Chamberlain Property Management may conduct. This application fee is refundable only if another applicant is approved to rent the dwelling before checking this applicant's credit history. Otherwise, this sum is entirely non-refundable. It is understood that this sum is in no way to be considered a deposit to hold the dwelling.</p> <p>I understand that the conditions set forth on the application accompanying this form do not change. I understand that if I am paying for another person's application fee, the outcome of their application against mine does not constitute a reimbursement. I understand that I may have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this background check. By submitting this application, I hereby consent to the delivery of all notices or disclosures required by law via any medium so chosen by the community or Appfolio, Inc., including but not limited to email or other electronic transmission. Notices shall be deemed received upon being sent. I warrant that all statements above set forth are true.</p>			
X _____ Printed Name			
X _____		X _____	
Card Holder Signature	Date	Received by Signature	Date
<input type="checkbox"/> Agent verification via telephone. Agent has read above paragraph and client hereby agrees.			

**Additional Payment Option**

Cashier's Check or Money Order Received for Application

X \_\_\_\_\_  
 Print Name (Chamberlain Employee Receiving Funds)

Circle One: Cashier's Check or Money Order

Amount of Payment: \_\_\_\_\_

Reference # on Money Order/Cashier's Check: \_\_\_\_\_

Property Applying For: \_\_\_\_\_