



783 Rio del Mar Blvd. #7, Aptos, CA-95003

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## **CRITERIA FOR TENANCY**

Management welcomes all applicants and supports the precepts of equal access and "Fair Housing". Management will not refuse access to any housing, accommodation, or other interest in property or otherwise discriminate against an applicant on the basis of age, sex, race, religion, marital/familial status, physical or mental handicap, color, creed, ethnicity, national origin, or sexual orientation.

## **GENERAL REQUIREMENTS & INFORMATION**

1. Positive picture ID will be requested at the time you submit your application for processing.
2. Each person over the age of 18 years who intends to reside in the subject Dwelling Unit must submit a separate Rental Application.
3. Each applicant must qualify SOLELY AND INDIVIDUALLY.
4. Co-signers must submit a separate Rental Application, income verification and Processing Fee.
5. Application must be completely filled out and signed.
6. Application Fees must be paid prior to processing the rental application; Checks made payable to Kendall & Potter Property Management in the amount of \$25 per person. This covers the cost of processing your application and obtaining your credit report.
7. Applicant acknowledges and accepts that Kendall & Potter Property Management represents the owner of the property for which the applicant is applying.
8. Management makes every effort to process applications within 48-72 hours of submission; however processing can take several days due to inability to contact previous/present landlords, employers, and other references.
9. Management will make a reasonable attempt to contact previous and present landlord(s) submitted by Applicant; however, the ultimate responsibility for supplying this information to Management lies with the Applicant. Management reserves the right to decline tenancy on the basis of our inability to contact the references provided.
10. Feel free to check on the status of your application if you have not received a response within the 48 hours of submission.
11. The Security Deposit and first month's rent MUST be paid by cashier's check or money order. No cash or personal checks.
12. We may receive multiple applications for this property. We do not necessarily select the first application submitted. Selection of resident is based upon the following: 1) Better Credit 2) Better rental references 3) Better Disposable income 4) Number and type of pets (if allowed) 5) Move in Date.
13. We cannot guarantee any unit you have seen to be available by the time your application is processed. A security deposit will not be accepted until the rental application is approved.

## **RENTAL REQUIREMENTS**

1. Two years or more of verifiable residence history from a third-party landlord required.
2. Three (3) or more 3-Day Notices within a 12-month period will result in denial.
3. Two (2) or more NSF checks within a 12-month period
4. Rental history reflecting any unpaid past due rent will result in denial.
5. Rental history reflecting any property damage or disturbance will result in denial.

## **AUTOMATIC DENIALS**

1. Any felony offense, which has taken place within the last ten (10) years, will result in denial.
2. Any collection filed by a property management company or landlord will result in denial.
3. Any applicant with unlawful detaining action or eviction within the past three (3) years will be denied.

**\*\*OVER\*\***



### INCOME REQUIREMENTS

1. Monthly income must equal approximately three (3) times stated monthly rent; if a co-signer is required, their monthly rent should equal five (5) times the stated monthly rent. The co-signer **MUST** also reside in California.
2. If self-employed, you are required to provide proof of income from three (3) recent bank statements, and the first two (2) pages of your last tax return.
3. If you are not self-employed, please supply a copy of your last two paycheck stubs or three (3) recent bank statements, and the first two (2) pages of your last tax return.

**YOU DO NOT NEED TO PROVIDE PAYSTUBS AND TAX RETURN. IF YOU HAVE YOUR LAST TWO PAY STUBS, THAT IS ALL WE WILL NEED.**

### EMPLOYMENT REQUIREMENTS

1. Verifiable employment is required
2. If unemployed and unable to verify the income necessary to pay rent, applicant will be denied.
3. Self employed individuals must be verified through the state or tax returns or bank statements

### CREDIT REQUIREMENTS

1. Good credit is required
2. Outstanding bad debts being reported on credit report of more than \$100.00 but less than \$1000.00 may be accepted with proper explanation and proof.
3. Excessive collections will result in denial
4. Outstanding debt to property management or landlord will result in denial
5. Any applicant with a bankruptcy not showing as discharged will be denied until shown otherwise
6. After bankruptcy has been discharged, applicant must show six (6) months of positive established credit.

Date/Time: \_\_\_\_\_ Applicant: \_\_\_\_\_

Date/Time: \_\_\_\_\_ Applicant: \_\_\_\_\_



Location of Property: \_\_\_\_\_

Requested Move-In Date: \_\_\_\_\_

**Personal Information:**

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_ JR. or SR. \_\_\_\_\_

Social Security No. \_\_\_\_\_ Birthdate: \_\_\_\_\_ D.L.#: \_\_\_\_\_

Current Home Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Spouse Information:**

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_ JR. or SR. \_\_\_\_\_

Social Security No. \_\_\_\_\_ Birthdate: \_\_\_\_\_ D.L.#: \_\_\_\_\_

Current Home Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ E-mail \_\_\_\_\_

**Other Occupants:**

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

**Present Address:**

Street: \_\_\_\_\_ City: \_\_\_\_\_ State & Zip: \_\_\_\_\_

Amount Paid: \_\_\_\_\_ How Many Yrs.: \_\_\_\_\_ Owner or Managers Name: \_\_\_\_\_

Managers Phone #: \_\_\_\_\_ Address: \_\_\_\_\_

Reason for leaving? \_\_\_\_\_

Circle One: Rent Own With Parents Board

**Former Address:**

Street: \_\_\_\_\_ City: \_\_\_\_\_ State & Zip: \_\_\_\_\_

Amount Paid: \_\_\_\_\_ How Many Yrs.: \_\_\_\_\_ Owner or Managers Name: \_\_\_\_\_

Managers Phone #: \_\_\_\_\_ Address: \_\_\_\_\_

Reason for leaving? \_\_\_\_\_

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Street: \_\_\_\_\_ City: \_\_\_\_\_ State & Zip: \_\_\_\_\_

Amount Paid: \_\_\_\_\_ How Many Yrs.: \_\_\_\_\_ Owner or Managers Name: \_\_\_\_\_

Managers Phone #: \_\_\_\_\_ Address: \_\_\_\_\_

Reason for leaving? \_\_\_\_\_

Circle One: Rent Own With Parents Board

**Autos:**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ Year: \_\_\_\_\_ Lic. No.: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ Year: \_\_\_\_\_ Lic. No.: \_\_\_\_\_

**Children:**

Number of Children: \_\_\_\_\_ Names: \_\_\_\_\_

Ages: \_\_\_\_\_

**Pets:**

Number of pets: \_\_\_\_\_ Type(s): \_\_\_\_\_ Weight/Age: \_\_\_\_\_

Color: \_\_\_\_\_ How long owners: \_\_\_\_\_ Housebroken (Circle One) Yes No

**Kendall & Potter**  
Property Management, Inc.

**Employment:**

Employer: \_\_\_\_\_ Position: \_\_\_\_\_  
 Work Phone #: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Current Monthly Income: \_\_\_\_\_ How Long: \_\_\_\_\_  
 Circle what applies to you: Full-Time Part-Time Perm. Temp.

**Former Employment:**

Employer: \_\_\_\_\_ Position: \_\_\_\_\_  
 Work Phone #: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Current Monthly Income: \_\_\_\_\_ How Long: \_\_\_\_\_  
 Circle what applies to you: Full-Time Part-Time Perm. Temp.

**Spouse Employment:**

Employer: \_\_\_\_\_ Position: \_\_\_\_\_  
 Work Phone #: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Current Monthly Income: \_\_\_\_\_ How Long: \_\_\_\_\_  
 Circle what applies to you: Full-Time Part-Time Perm. Temp.

**Former Employment:**

Employer: \_\_\_\_\_ Position: \_\_\_\_\_  
 Work Phone #: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Current Monthly Income: \_\_\_\_\_ How Long: \_\_\_\_\_  
 Circle what applies to you: Full-Time Part-Time Perm. Temp.

Other Income: \_\_\_\_\_

**Bank Information:**

Name of Bank: \_\_\_\_\_ Branch: \_\_\_\_\_  
 Account Number: \_\_\_\_\_ Address: \_\_\_\_\_  
 Circle One: Checking Saving Both

Name of Bank: \_\_\_\_\_ Branch: \_\_\_\_\_  
 Account Number: \_\_\_\_\_ Address: \_\_\_\_\_  
 Circle One: Checking Saving Both

**Credit Cards:**

Name(s): \_\_\_\_\_ Address: \_\_\_\_\_  
 Phone # (s): \_\_\_\_\_

**Personal References:**

Nearest Relative: \_\_\_\_\_ Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Circle One:**

Have you ever filed or petitioned for bankruptcy? Yes No  
 Have you ever been evicted? Yes No  
 Have you ever refused to pay rent when due? Yes No

Applicant(s) represent(s) the above information to be true, correct, and complete, and hereby authorize verification of the information provided, including obtaining credit report for each and every individual over the age of 18. The cost of the report and application process is \$25.00 per person, to be paid by applicant prior to processing. The cost of the process is not a deposit or rent, and will not be applied to future rent or refunded, even if the application is declined. Applicant(s) understand the landlord may term any rental agreement entered into any misrepresentation made above. Applicant(s) understand(s) that the processing fee covers the cost of obtaining a credit report, investigating all references, any long distance phone calls for verification of employment or past residences.

Date/Time: \_\_\_\_\_ Applicant: \_\_\_\_\_  
 Date/Time: \_\_\_\_\_ Applicant: \_\_\_\_\_

Kendall & Potter Property Management Inc., 783 Rio del Mar Blvd. Ste. #7, Aptos CA 95003  
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