



522 Capitola Ave. Capitola, Ca 95010
Phone: 831-477-7934 Fax: 831-477-7937
www.montereycoast.com
kpinquiry@montereycoast.com

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

**We may receive multiple applications for this property.
We do not necessarily select the first application submitted.**

1. Positive picture ID will be requested at the time you submit your application for processing.
2. Application must be completely filled out and signed.
3. Each person over the age of 18 years who intends to reside in the subject Dwelling Unit must submit a separate Rental Application income verification and \$25 fee for processing your application and obtaining a credit report.
4. Co-signers must submit a separate Rental Application, income verification and \$25 fee for processing your application and obtaining a credit report.
5. **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 investigating applicant's residential history, fraud warnings, verifying employment history and salary, social security number verification, and any long distance phone calls for verification of references.**
6. Applicant acknowledges and accepts that Kendall & Potter Property Management represents the owner of the property for which the applicant is applying.
7. **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.
8. 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 48 hours.**
11. 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.
12. Three (3) years or more of verifiable residence history from a third-party landlord OR home ownership is **REQUIRED**.

AUTOMATIC DENIALS

1. Any collection filed by a property management company or landlord will result in denial.
2. Any applicant with unlawful detaining action or eviction within the past three (3) years will be denied.
3. Three (3) or more 3-Day Notices within a 12-month period will result in denial.
4. Two (2) or more not sufficient funds (NSF) checks within a 12-month period will result in denial.
5. Rental history reflecting any unpaid past due rent will result in denial.
6. Rental history reflecting any property damage or disturbance will result in denial.

****OVER****





INCOME REQUIREMENTS

1. Verifiable income 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.

Monthly income must equal approximately three times stated monthly rent.

If a co-signer is required, their monthly rent should equal four times the stated monthly rent.
The co-signer **MUST** also reside in California.

<i>INCOME REQUIREMENTS:</i>	
Employed 	Self Employed, Unemployed, Trust Fund, or Retired 
2 Paystubs	3 Full Bank Statements <u>AND</u> 1 st Two 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.

CREDIT REQUIREMENTS

1. Outstanding bad debts being reported on credit report over \$100.00 may be accepted with proper explanation and proof.
2. Outstanding debt to property management or landlord will result in denial.
3. Any applicant with a bankruptcy not showing as discharged will be denied until shown otherwise.
4. After bankruptcy has been discharged, applicant must show six months of positive established credit.

Date/Time: _____ **Applicant:** _____


Kendall & Potter
Property Management, Inc.

522 Capitola Ave. Capitola, Ca 95010
Phone: 831-477-7934 Fax: 831-477-7937
www.montereycoast.com
kpinquiry@montereycoast.com

Applicant is completing Application as a Tenant, Tenant with Co-tenant(s) or
 Co-signer/guarantor for: _____ Total number of applicants (incl. cosigners): _____
Location of Property: _____ Requested Move-In Date: _____

Personal Information:

Last Name: _____ First: _____ MI: _____ JR. or SR. _____

Social Security No. _____ Birth date: _____ D.L.#: _____

Current Home Phone #: _____ Cell #: _____ E-mail: _____

Other Occupants:

Last Name: _____	First: _____	Relationship: _____
Last Name: _____	First: _____	Relationship: _____
Last Name: _____	First: _____	Relationship: _____
Last Name: _____	First: _____	Relationship: _____
Last Name: _____	First: _____	Relationship: _____

PRESENT Address:

Street: _____ City: _____ State _____ Zip: _____

Amount Paid: _____ Dates: _____ Owner or Managers Name: _____

Managers Phone #: _____ Address: _____

Reason for leaving? _____

Rent Own With Parents Room only Other: _____

Former Address:

Street: _____ City: _____ State _____ Zip: _____

Amount Paid: _____ Dates: _____ Owner or Managers Name: _____

Managers Phone #: _____ Address: _____

Reason for leaving? _____

Rent Own With Parents Room only Other: _____

Former Address:

Street: _____ City: _____ State _____ Zip: _____

Amount Paid: _____ Dates: _____ Owner or Managers Name: _____

Managers Phone #: _____ Address: _____

Reason for leaving? _____

Rent Own With Parents Room only Other: _____

Autos:

Make: _____	Model: _____	Color: _____	Year: _____	Lic. No.: _____
Make: _____	Model: _____	Color: _____	Year: _____	Lic. No.: _____

Pets or Service Animals: (a pet resume is recommended, please download one from our website: www.montereycoast.com)

Number of pets: _____ Type(s): _____ Weight/Age: _____

Color: _____ Length of ownership: _____ Housebroken: Yes No

Dog licensed?: Yes No License number: _____ (REQUIRED IN SANTA CRUZ COUNTY)

Service animal?: Yes No

CURRENT Employment:

Employer: _____ Position: _____



Work Phone #: _____
Current MONTHLY Income: _____
Dates: _____

Supervisor: _____
Address: _____
 Perm. Temp. Full-Time Part-Time

Location of Property: _____ Applicant Name: _____

FORMER Employment:

Employer: _____
Work Phone #: _____
Monthly Income: _____
Dates: _____

Position: _____
Supervisor: _____
Address: _____
 Perm. Temp. Full-Time Part-Time

OTHER INCOME: _____

Bank Information:

Name of Bank: _____
Name of Bank: _____

Checking Saving Both
 Checking Saving Both

Credit Info: 1. Name Of Company: _____ Monthly Payment: _____ Balance Due: _____
1. Name Of Company: _____ Monthly Payment: _____ Balance Due: _____

In case of emergency, person to call:

Name: _____ Address: _____
Phone #(s): _____ Relationship: _____
Name: _____ Address: _____
Phone #(s): _____ Relationship: _____

Personal References:

Name: _____ Address: _____
Phone #: _____ Length of acquaintance: _____ Occupation _____
Name: _____ Address: _____
Phone #: _____ Length of acquaintance: _____ Occupation _____

Have you ever been a party to an unlawful detainer action or filed or petitioned for bankruptcy? Yes No

If yes, explain: _____

Have you or any proposed occupant ever been asked to move out of a residence? Yes No

If yes, explain: _____

Have you or any proposed occupant ever refused to pay rent when due? Yes No

If yes, explain: _____

Have you or any proposed occupant ever been convicted or pleaded no contest to a felony? Yes No

If yes, explain: _____

Applicant represents the above information to be true, correct, and complete, and hereby authorize verification of the information provided, including obtaining a 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 understands the landlord may terminate any rental agreement entered into if there is any misrepresentation made above.

Applicant has paid a screening fee of \$25.00 applied as follows: \$6.00 for credit reports prepared by ADVANTAGE CREDIT & CCI PROFILES and \$19.00 for processing which includes investigating applicant's residential history, fraud warnings, verifying employment history and salary, social security number verification, and any long distance phone calls for verification of references.

If the application is not FULLY COMPLETED, or received without the screening fee: 1) the application will not be processed and 2) any screening fee will be returned to you.

The undersigned has read the foregoing and acknowledges receipt of a copy:

Date/Time: _____

Applicant: _____



Kendall & Potter Property Management Inc., 522 Capitola Ave. Capitola, Ca 95010
Phone: 831-477-7934 Fax: 831-477-7937