



## APPLICATION TO RENT

**THE UNDERSIGNED MAKES APPLICATION TO RENT THE COMMERCIAL**

**PROPERTY LOCATED AT:** \_\_\_\_\_

MOVE-IN DATE DESIRED \_\_\_\_\_ LEASE LENGTH DESIRED \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Company Name \_\_\_\_\_

Type of Ownership \_\_\_\_\_ Company Tax ID \_\_\_\_\_

President or Owner \_\_\_\_\_

SS # \_\_\_\_\_ Date of Birth \_\_\_\_\_ DL # \_\_\_\_\_

**Home Address** \_\_\_\_\_

Name of Owner/Manager: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Resided there from: \_\_\_\_\_ To \_\_\_\_\_ Monthly Rent/Mortgage: \$ \_\_\_\_\_

Company Website: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Inventory or Storage Items: \_\_\_\_\_

**CURRENT BUSINESS ADDRESS:** \_\_\_\_\_

Name of Owner/Manager: \_\_\_\_\_ Phone Number: \_\_\_\_\_

From: \_\_\_\_\_ To \_\_\_\_\_ Monthly Rent: \$ \_\_\_\_\_

Reason For Moving: \_\_\_\_\_ Were you evicted?: \_\_\_\_\_

HAVE YOU EVER BEEN A DEFENDANT IN AN UNLAWFUL DETAINER (EVICTION) LAWSUIT OR  
DEFAULTED ANY OBLIGATION OF A RENTAL AGREEMENT OR LEASE? \_\_\_\_\_

IF YES, PLEASE EXPLAIN: \_\_\_\_\_



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### BUSINESS INCOME

Annual Gross Income: \$ \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Gross Monthly Salary: \$ \_\_\_\_\_

How Long: \_\_\_\_\_ Attach Most Current Tax Return and current P&L here:

### EMPLOYMENT / INCOME

Current Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Gross Monthly Salary: \$ \_\_\_\_\_

Position Held: \_\_\_\_\_ How Long: \_\_\_\_\_

Name/Title Of Supervisor: \_\_\_\_\_ Attach Pay Stubs Here:

### NOTIFY IN CASE OF EMERGENCY

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>RELATIONSHIP</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____

Applicant represents that statements made above are true and correct and hereby authorize verification of employment and income sources and references including, but not limited to, the obtaining of a credit report and agrees to furnish additional references upon request. Applicant agrees to hold harmless both HomeRiver and previous and future owners or managers from any liability for providing written or verbal information regarding the quality of tenancy.

**Applicant has read and understood the application information on all pages of this application. Sign and submit all pages of this application electronically, by email, fax, or by delivery during office hours.**

How did you hear about this property? \_\_\_\_\_

X \_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE



PLEASE READ CAREFULLY

A complete application is necessary from each adult (anyone 18 years or older) who intends to reside at the property.

HomeRiver Property Management requires a processing fee to check income, landlord history or ownership and credit. The fee is non-refundable if the application is processed. We accept payment for processing by credit card, money order, or cashiers check. No cash or personal checks are accepted for application processing.

The fastest way for us to receive your application is for you to submit it online at www.HomeRiver.com. You can also email it to us at applications@HomeRiver.com or fax it to (916) 429-0389. Please note: Receipt of applications will occur within one business day. Applications can also be dropped off during office hours or mailed to any of our offices. We will keep one person in your party/family updated by phone or email.

Be sure to provide your credit card information to pay for the processing fee.

Credit charge authorization: Amount \$\_\_\_\_\_ Charge Card Here:

Authorizing signature: X \_\_\_\_\_

Your processing fee pays for the following costs incurred by HomeRiver:

Processing Fee Charges to Applicant		\$45.00
Acceptance of Application/Pre-Screen	1/3 hour	\$15.00
Credit Report including operator time	1/3 hour	\$15.00
Verification of Information on Application & final review	1/3 hour	\$15.00
Minimum cost to HomeRiver to Process Application		<u>\$45.00</u>

Negative credit, negative rental references or negative employment references may keep an application from being approved. Some properties require a criminal background check and felony convictions may cause an application from being approved. Certain properties (check our web listing or recording) will allow a co-signer for lack of credit or rental references but not for negative references. Most agreements begin with a six-month lease. If pets are allowed, an additional deposit and/or increased rent will be required. Our general guidelines to qualify are that you have a legal and verifiable income of three times the monthly rent, approximately two recent years of favorable rental references or ownership and two lines of good credit established with overall credit being 80% positive. Specific guidelines for each property are recorded on our rental hot-line and can be accessed by entering the property's three digit extension number from our sign, ad, website or our vacancy list available 24 hours a day at our office. If you have a situation you'd like to explain in advance of your application being processed, please write it on a separate piece of paper and submit it with your application.

The security deposit and one month's rent must be paid in the form of a cashier's check or money order prior to occupancy. Upon payment of a deposit, we will hold a vacancy by written agreement. Applications are processed as quickly as possible and you will then be contacted. It is difficult to determine in advance how long it will take as we often have to wait for return phone calls from landlords and employers. If your application is approved, you will have 24 hours to submit a deposit. If the property rents before your application is processed, the processing fee will be refunded, or you may transfer your application to another of our available properties. If you have not yet located a suitable property you may request that your application be "Pre Approved". Write "Pre Approval Request" on the reverse side of the application in the "Desired Rental Address" section. We will process your application and call you when complete. You can then select a property that you qualify for. Pre Approved applications do not receive a refund of any processing fees paid even if a suitable property cannot be located. Approved applications are valid for 60 days with no additional fee.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_



5896 South Land Park Drive  
Sacramento, CA 95822  
(916) 429-1205

1321 Howe Avenue Site 101  
Sacramento, CA 95825  
(916) 920-0561

9278 Madison Avenue  
Orangevale, CA 95662  
(916) 988-5300

807 Douglas Blvd., Suite 150  
Roseville, CA 95678  
(916) 781-7075 1805