

## RENTAL POLICY

Thank you for your interest in renting from Gosnell Realtors Property Management. The following should give you a general overview of the rental process. Should you have any questions, please contact our office (805) 983-1582 or stop by 1253 W. Gonzales Rd. , Oxnard CA 93036 or see our web site: [www.gosnell.net](http://www.gosnell.net) Our email is [info@gosnell.net](mailto:info@gosnell.net) or Fax 805-981-8222

### Viewing a Unit

- 1) Vacant Unit:** Please contact our office to make an appointment for someone to meet you at the property.
- 2) Occupied Unit:** Occupied units require at least a 24 hours notice to the resident prior to showing. Appointments must be made with someone from our office to view the unit. Please allow 24 to 48 hours for scheduling.

### Rental Procedure

- 1) Application:** Each prospective adult, 18 years and older, must complete a rental application. Incomplete or inaccurate rental applications can delay or preclude the processing of the application.
- 2) Application Fees:** At the time of submission, a processing fee of \$25.00 for the first applicant and \$25.00 for each additional applicant over the age of 18 must be paid.  
**The application fee is non-refundable.**
- 3) Application Process:** It will take approximately three to four working days to process an application. This time may be longer if the application is incomplete or references are difficult to contact. The most qualified applicant will be selected for approval. Qualifications are listed below. If the first choice apartment is not available, the applicant will be considered for other units at no additional charge for up to sixty days from the date the application was originally submitted.  
We do not guarantee any unit you have seen to still be available by the time your application is processed.

### Rental Qualifications

- 1) Amount of income:** Total verifiable gross monthly income of all adult occupants must be at least three times the monthly rental rate. If income is less, the applicant may still be considered if it can be demonstrated that the applicant will be able to meet the rental obligations.
- 2) Employment:** The length of time at a job, and/or the stability of other sources of income will be considered.
- 3) References:** We reserve the right to check previous rental references. If we receive poor references we may deny the application or require a higher security deposit.
- 4) Credit:** We reserve the right to obtain credit information on any applicant. Credit checks may include submission to credit rating services such as TRW, Equifax and Trans Union as well as research of any unlawful detainer action against the applicant. If we receive a poor report we may deny the application or require a higher security deposit. If the applicant has ever been evicted or sued for any lease violation, the application will be rejected.
- 5) Background Check:** We reserve the right to obtain any kind of criminal record or conviction.

### Approval/Move-In

- 1) Notification:** Applicants will be notified by phone as soon as the application has been reviewed. If the application has been approved, applicants will be required to bring in a \$400 holding deposit within 24 hours, which must be paid with a **cashiers check or money order**.
- 2) Move-In:** In order to move in, the applicant will be required to meet the following criteria:
  - a)** Rental agreement must be signed by all applicants.
  - b)** Copy of identification (valid Drivers license is preferred)
  - c)** Security Deposit must be paid in full in the form of a **cashiers check or money order**. NO personal checks will be accepted. First months rent must be paid in full in the form of a **cashiers check or money order**. The second month will be prorated as noted below, if applicable.
- 3) Responsibility:** All residents are responsible for all charges incurred under the terms of the lease.
- 4) Rent:** Once an application is approved and the \$400 deposit received, we will hold a unit up to seven (7) days after the previous tenant vacates the property. Rent begins on the date entered on the lease.  
Rent is due on the first of the month and is late after the third day of the month. We do not issue a billing statement for monthly rent. We will accept multiple checks, cashiers checks or money orders as payment. **NO CASH WILL BE ACCEPTED FOR RENTAL PAYMENTS.** A Three-Day Notice is sent to units with outstanding balances. A \$25.00 Three-Day Notice Fee will apply when notice is served.
- 5) Pro-Rate:** Regardless of the number of days during the month, pro-rated rent is calculated by dividing monthly rent by thirty (30). The resulting number (the daily rate) is then multiplied by the number of days the unit will be occupied in the pro-rated month.
- 6) Pets:** All pets must be approved in writing in advance with an addendum to the lease. If a pet is approved, there may be an additional security deposit.  
All pet rules will be strictly enforced.

Gosnell Realtors Property Management policy suggests no smoking inside of our rentals.

**Gosnell Realtors Property Management does not discriminate on the basis of race, color, creed, national origin, marital status, age sex, source of income, sexual orientation or any other form of discrimination prohibited by law**



# APPLICATION TO RENT/SCREENING FEE

(C.A.R. Form LRA, Revised 4/03)

## 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 EMANICIPATED MINOR.**

**Applicant is completing Application as a (check one)  tenant,  tenant with co-tenant(s) or  guarantor/co-signor.**

Total number of applicants \_\_\_\_\_

### PREMISES INFORMATION

Application to rent property at \_\_\_\_\_ ("Premises")  
 Rent: \$ \_\_\_\_\_ per \_\_\_\_\_ Proposed move-in date \_\_\_\_\_

### PERSONAL INFORMATION

**FULL NAME OF APPLICANT** \_\_\_\_\_ *Date of birth* / / \_\_\_\_\_  
 Social security No. \_\_\_\_\_ Driver's license No. \_\_\_\_\_ State \_\_\_\_\_ Expires \_\_\_\_\_  
 Phone number: Home \_\_\_\_\_ Work \_\_\_\_\_ Other \_\_\_\_\_  
 Email \_\_\_\_\_  
 Name(s) of all other proposed occupant(s) and relationship to applicant \_\_\_\_\_  
 \_\_\_\_\_  
 Pet(s) or service animals (number and type) \_\_\_\_\_  
 Auto: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License No. \_\_\_\_\_ State \_\_\_\_\_ Color \_\_\_\_\_  
 Other vehicle(s): \_\_\_\_\_  
 In case of emergency, person to notify \_\_\_\_\_ Relationship \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Does applicant or any proposed occupant plan to use liquid-filled furniture?  No  Yes Type \_\_\_\_\_  
 Has applicant been a party to an unlawful detainer action or filed bankruptcy within the last seven years?  No  Yes  
 If yes, explain \_\_\_\_\_  
 Has applicant or any proposed occupant ever been convicted of or pleaded no contest to a felony?  No  Yes  
 If yes, explain \_\_\_\_\_  
 Has applicant or any proposed occupant ever been asked to move out of a residence?  No  Yes  
 If yes, explain \_\_\_\_\_

### RESIDENCE HISTORY

Current address _____ City/State/Zip _____ From _____ to _____ Name of Landlord/Manager _____ Landlord/Manager's phone _____ Do you own this property? <input type="checkbox"/> No <input type="checkbox"/> Yes Reason for leaving current address _____	Previous address _____ City/State/Zip _____ From _____ to _____ Name of Landlord/Manager _____ Landlord/Manager's phone _____ Did you own this property? <input type="checkbox"/> No <input type="checkbox"/> Yes Reason for leaving this address _____
--	---

### EMPLOYMENT AND INCOME HISTORY

Current employer _____ Employer's address _____ Position or title _____ Employment gross income \$ _____ per _____ Previous employer _____ Employer's address _____ Position or title _____	Supervisor _____ From _____ To _____ Supervisor's phone _____ Phone number to verify employment _____ Other \$ _____ per _____ Source _____ Supervisor _____ From _____ To _____ Supervisor's phone _____ Employment gross income \$ _____ per _____
---	--

The copyright laws of the United States (Title 17 U.S. Code) forbid the unauthorized reproduction of this form, or any portion thereof, by photocopy machine or any other means, including facsimile or computerized formats.  
 Copyright © 1991-2009, CALIFORNIA ASSOCIATION OF REALTORS®, INC.  
 ALL RIGHTS RESERVED.

**LRA REVISED 4/03 (PAGE 1 OF 2)**

Applicant's Initials ( \_\_\_\_\_ ) ( \_\_\_\_\_ )

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_



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

Property Address: \_\_\_\_\_ Date: \_\_\_\_\_

**CREDIT INFORMATION**

Name of creditor	Account number	Monthly payment	Balance due

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

**PERSONAL REFERENCES**

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

**NEAREST RELATIVE(S)**

Name _____	Address _____
Phone _____	Relationship _____
Name _____	Address _____
Phone _____	Relationship _____

Applicant understands and agrees: (i) this is an application to rent only and does not guarantee that applicant will be offered the Premises; and (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.

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 **which includes an eviction and criminal check.**

**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: Gosnell Realtors  
Address 1253 W. Gonzales Rd City Oxnard State CA Zip 93036

**II. SCREENING FEE**

**THIS SECTION TO BE COMPLETED BY LANDLORD, MANAGER OR AGENT.**

Applicant has paid a **nonrefundable** screening fee of \$ 25.00 , applied as follows: (The screening fee may not exceed \$30.00 (adjusted annually from 1-1-98 commensurate with the increase in the Consumer Price Index).)

\$ 25.00 for credit reports prepared by Contemporary Information Corp. ;  
\$ \_\_\_\_\_ for \_\_\_\_\_ (other out-of-pocket expenses); and  
\$ \_\_\_\_\_ 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 \_\_\_\_\_

THIS FORM HAS BEEN APPROVED BY THE CALIFORNIA ASSOCIATION OF REALTORS® (C.A.R.). NO REPRESENTATION IS MADE AS TO THE LEGAL VALIDITY OR ADEQUACY OF ANY PROVISION IN ANY SPECIFIC TRANSACTION. A REAL ESTATE BROKER IS THE PERSON QUALIFIED TO ADVISE ON REAL ESTATE TRANSACTIONS. IF YOU DESIRE LEGAL OR TAX ADVICE, CONSULT AN APPROPRIATE PROFESSIONAL.

This form is available for use by the entire real estate industry. It is not intended to identify the user as a REALTOR®. REALTOR® is a registered collective membership mark which may be used only by members of the NATIONAL ASSOCIATION OF REALTORS® who subscribe to its Code of Ethics.

Published and Distributed by:  
REAL ESTATE BUSINESS SERVICES, INC.  
a subsidiary of the California Association of REALTORS®  
525 South Virgil Avenue, Los Angeles, California 90020

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

