

PABST KINNEY & ASSOCIATES

RENTAL APPLICATION

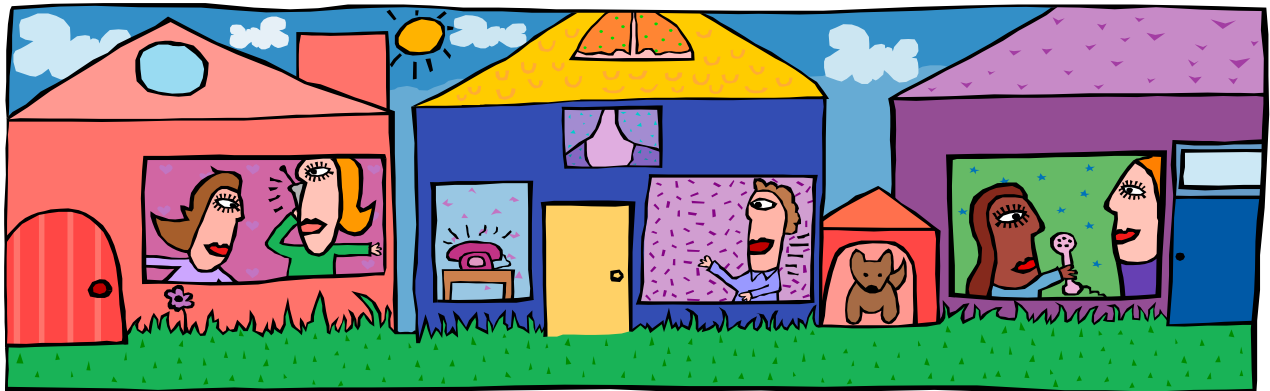
248 Redondo Avenue, Long Beach, CA 90803

PH.(562) 439-2147— FAX.(562) 439-8339

***www. pabstkinney.com***

Applications are accepted  
Monday - Friday 8am-4:30pm  
Saturdays 9am-12pm & 1pm-4:30pm.

WELCOME!! APPLY NOW!!





# Application Process and Requirements

**NOTE:** Submitted applications are valid for 60 days.  
Any application with an Unlawful Detainer Action can result in a denial of tenancy.

In order to begin processing your application, the following requirements must be met.

- Each person age 18 years and older must fill out an application. (**including co-signers**) Regardless of income or lack of, (i.e. student, roommate, etc.) \*\* Please note that all parties **MUST be present at Lease/Contract Signing**, unless a prior arrangement has been made!
- Application fee \$30.00 (no personal checks) for each application. Payment is accepted in exact cash, money order or cashiers check only (we do not carry petty cash/change). This is a **NON-REFUNDABLE** administration charge to cover processing your application. ***Application is valid for 60 days and can be used for any location you qualify for.***
- Applications **MUST** be completely filled out including all information **for the last 5 years** on rental/residency history and employment. If there is a section that does not apply to you, please indicate by printing "N/A". **\*\*\* To Help expedite the Process, Names and Phone Numbers to Verify Your Information Are Mandatory!**
- We need a copy of Social Security card (if available) or MUST have SS# printed on pay stub or Proof of Income.
- Proof of Income -- Two most recent paycheck stubs. If payroll is on a cash basis – please provide (on Company Letterhead) verification from employer of total earnings. If self-employed, provide copies of your most recent tax filing, 3 months of detailed bank statements, or whichever source of taxable income is applicable. If on SSI, TANF or HUD, a copy of your Notice of Action or an official letter of coverage must be submitted)
- Sign and Date the back of the application.
- **Please include the address of the unit you are applying for and the monthly rent listed.**

## REQUIREMENTS TO RENT

Gross monthly income MUST equal three (3) times the monthly rent amount. Example: If rent is \$500, the required income would be \$1,500 monthly. Where more than one adult is applying, we look at Combined Gross monthly income. If income requirements are not met, a co-signer may be required upon conditional acceptance by the property owner. **NOTE: Not all owners accept co-signers. Please consult the Rental Listing or an agent on this issue prior to submitting your application.**

## EXCEPTION ON REQUIREMENT

If an individual is on the Housing program through the City of Long Beach, you **MUST** provide your Long Beach City Voucher or Certificate and complete all information above, the same, as other applicants.

**Although we strive to process all applications as quickly as possible normal processing takes 3-5 business days** pending on our volume. However, if your application is inaccurate, incomplete or if verification calls are not being returned, completion will be delayed. If any other application(s) are received for the same unit while your application is in process, delays will occur. Selection by an owner will not be made until all applications have been completed for approval or denial

**All supporting documents must be supplied at the time of submission to determine eligibility.**

**My signature indicates that I have read and understand the Application Process and Requirements listed above.**

**PLEASE NOTE:** Applications will not be accepted after 4:30pm

[www.pabstkinney.com](http://www.pabstkinney.com)

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**Bus:** (562) 439-2147 • **Fax:** (562) 439-8339 • [rentals@pabstkinney.com](mailto:rentals@pabstkinney.com)



**BANKING INFORMATION**

Name of Bank/S&L/Credit Union: \_\_\_\_\_ Branch or Address: \_\_\_\_\_

Checking #: \_\_\_\_\_ Approx. Bal. \_\_\_\_\_ Savings #: \_\_\_\_\_ Approx. Bal. \_\_\_\_\_

Name of Bank/S&L/Credit Union: \_\_\_\_\_ Branch or Address: \_\_\_\_\_

Checking #: \_\_\_\_\_ Approx. Bal. \_\_\_\_\_ Savings #: \_\_\_\_\_ Approx. Bal. \_\_\_\_\_

**CREDIT REFERENCES (Credit Cards/Car Payments/Other Loans)**

Company Name: \_\_\_\_\_ Address/City: \_\_\_\_\_

Account #: \_\_\_\_\_ Present Balance: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_

Company Name: \_\_\_\_\_ Address/City: \_\_\_\_\_

Account #: \_\_\_\_\_ Present Balance: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_

Company Name: \_\_\_\_\_ Address/City: \_\_\_\_\_

Account #: \_\_\_\_\_ Present Balance: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_

**PERSONAL REFERENCES**

Name	Address & City	Phone	Time Known	Relationship
		( )		
		( )		
		( )		

**EMERGENCY CONTACT**

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

Relationship: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

**VEHICLES**

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ License#: \_\_\_\_\_ State: \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ License#: \_\_\_\_\_ State: \_\_\_\_\_

Applicant represents that all of the above statements are true and correct and hereby authorizes their verification including, but not limited to, the obtaining of a credit report, and agrees to furnish additional credit references on request. Owner/Agent is authorized to obtain a credit report now and in the future. **Applicant expressly authorizes Owner/Agent to contact all persons or firms named above to verify the contents of this Application.**

In connection with my application for rental and/or employment, I understand that background inquiries will be made on myself including consumer, criminal, driving and other reports. Employment reports may include information as to my character, work habits, performance and experience along with reasons for termination of past employment from previous employers. I understand that information will be requested from various federal, state and other agencies and entities, public and private, which maintain records concerning my past activities relating to driving, credit, criminal, civil and other experiences as well as claims involving me in insurance company files.

I authorize, without reservation, any party or agency contacted to furnish, completely and without limitation, any and all of the above mentioned information and any other information related thereto. Further, I will release from liability and will defend and hold harmless all requesters and suppliers of information in accordance herewith.

**I declare that all of my statements on this Application to Rent are true and complete. If I fail to answer any question or give false information, I understand that my application may be rejected.** I understand that the Owner/Agent may at any time furnish information to consumer reporting agencies and other rental housing owners regarding your performance of your legal obligations, including both favorable and unfavorable information about applicant's compliance with contractual obligations.

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

UNAUTHORIZED USE PROHIBITED

For Members Only  
Apartment Association,  
California Southern Cities  
Approved Form # F01 – 9/16





**Pabst, Kinney & Associates, Inc.**  
**RENTAL APPLICATION CHECKLIST**

In order to insure the timely processing of your application to rent, please make sure you have completed all of the following:

- One application for each adult over the age of 18 year.
- Social security number listed.
- Drivers license number listed.
- A current telephone/message number listed on application.
- A current e-mail address listed at the bottom on this form.
- Complete present / past addresses listed with city & zip codes.
- Complete present / past owners / managers name and telephone numbers
- Complete present / past employers information listed.
- Proof of income such as pay stubs, bank statements, SSI, AFDC, Disability.
- Copy of Social Security Card if Social Security number is not listed on paystubs.
- Apt. # and apartment address listed on application.
- Application has "signature".
- Application fee attached - \$30 each applicant.

I \_\_\_\_\_ understand that only having a complete application  
(PRINT YOUR NAME)  
with the required documents and information can I be insured my application will be processed in  
a timely manner.

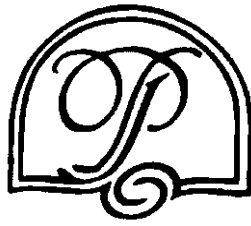
\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

E-mail Address: \_\_\_\_\_

Applying for:     Apartment     Condo     Home

Located at: \_\_\_\_\_ Unit: \_\_\_\_\_



## **PAYMENT OF RENT**

Pabst, Kinney & Associates has established four methods for payment of rent:

**1. ACH electronic payment from your bank to our bank.**

Here is how the automatic (ACH) rent payment works:

Your rent is due on the 1st day of each month and your payment will automatically be deducted from your bank account at that time.

It's **your** responsibility to insure that there are sufficient funds in your account to cover your rent payment.

**2. Cashier's check or Money Order.**

Please make payment payable to Pabst, Kinney & Associates and include your tenant(s) **full name, address and signature**. Payments with errors will not be accepted.

**3. Electronic Cash Payments (ECP)**

If you choose this method, we will provide you with a reusable Pay Slip that you can use at 7-Eleven, CVS, Ace Cash Express, or Casey's General Store to pay your rent in cash. (A \$3.99 transaction fee applies; \$1,500 maximum per transaction. Fee may change without prior notice).

**4. Online Rent Payment by eCheck Only (Free) - NO CREDIT CARDS ACCEPTED**

Contact your property supervisor to activate your Online Portal (email required).

**PERSONAL CHECKS ARE NOT ACCEPTED**