

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 **in person only**

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 \$35.00 (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

Signature Here

Date Here

www.pabstkinney.com
248 Redondo Avenue, Long Beach, CA 90803
Bus: (562) 439-2147 • **Fax:** (562) 439-8339 • **rentals@pabstkinney.com**

APPLICATION TO RENT

(all sections must be completed – we cannot process an illegible application)
Individual applications required from each proposed occupant 18 years of age or older

APPLYING FOR:

Apt No. _____ Located at _____ Rent Amt _____ Per _____

How did you hear about rental? _____ Desired Move-In Date: _____

Name: _____ Phone: (____) _____ - _____

_____ Last _____ First _____ Middle _____
Social Security #: _____ Birthdate: ____/____/____ Mobile: (____) _____ - _____

Driver's License: State: _____ License#: _____ Email Address: _____

LIST ALL ADDITIONAL OCCUPANTS WHO WILL RESIDE IN UNIT (attach additional page if necessary)

Name: _____ Date of Birth: _____ Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____ Name: _____ Date of Birth: _____

RENTAL HISTORY

1. Current Address: _____

_____ Street _____ Unit # _____ City _____ State _____ Zip _____
How Long? From (Month/Year): _____ To: _____ Rent Paid: _____

Owner/Manager: _____ Tel: _____ Reason for leaving: _____

2. Previous Address: _____

_____ Street _____ Unit # _____ City _____ State _____ Zip _____
How Long? From (Month/Year): _____ To: _____ Rent Paid: _____

Owner/Manager: _____ Tel: _____ Reason for leaving: _____

3. Second Previous Address: _____

_____ Street _____ Unit # _____ City _____ State _____ Zip _____
How Long? From (Month/Year): _____ To: _____ Rent Paid: _____

Owner/Manager: _____ Tel: _____ Reason for leaving: _____

TOTAL MONTHLY INCOME

1. Current Employment

Company Name: _____ Address: _____

Phone: _____ Occupation: _____ Monthly Income: \$ _____

Name of Supervisor: _____ Dates of Employment - From: _____ To: _____

2. Previous Employment

Company Name: _____ Address: _____

Phone: _____ Occupation: _____ Monthly Income: \$ _____

Name of Supervisor: _____ Dates of Employment - From: _____ To: _____

3. Other Income

Monthly Amount _____ Source _____

Monthly Amount _____ Source _____

ADDITIONAL INFORMATION - Have you or any of the additional occupants listed above:

1. Are you a veteran? ☐ Yes ☐ No

2. Had any credit problems? ☐ Yes ☐ No

3. Had an unlawful detainer filed against you? ☐ Yes ☐ No

4. Had an unlawful detainer judgment against you? ☐ Yes ☐ No

5. Filed for bankruptcy in the last ten years? ☐ Yes ☐ No If yes when _____

6. Ever used other names? ☐ Yes ☐ No If yes: How many/why? _____

List/Explain _____

7. Been convicted of a felony? ☐ Yes ☐ No

8. Been convicted of a misdemeanor against persons or property? ☐ Yes ☐ No

If you answered yes to either question 7 or 8: What and when? (Please attach additional page detailing conviction)

Do you have any animals? ☐ Yes ☐ No If yes: How many? _____ Describe: _____

Do you have any water-filled furniture (including aquariums) in your residence? ☐ Yes ☐ No

Do you have your own refrigerator? Yes or No Do you have your own Stove? Yes or No

Will you be requesting removal of a stove or refrigerator? **As it may Not be available for the owner to do so.

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 - \$35.00 each applicant.

I _____ understand to have my application processed in a
(PRINT YOUR NAME)
timely manner, I need to have all required documents and information filled out properly.

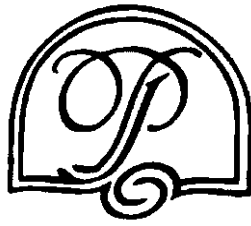
SIGNATURE

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. 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.

2. 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).

3. Online Rent Payment by eCheck Only (\$2.49 AppFolio Fee Per Transaction) - NO CREDIT CARDS ACCEPTED Contact your property supervisor to activate your Online Portal (email required).

PERSONAL CHECKS ARE NOT ACCEPTED