

Central Coast Management Group

www.centralcoastmanagement.com

RENTAL POLICIES AND PROCEDURES

In order that we might help you to find a rental and to qualify you as quickly as possible, please read this outline of our policies and procedures.

Fill out the Application and sign the Credit Check Authorization Form and return it to Central Coast Management along with an application fee of \$25.00 for EACH applicant, this one-time fee is for processing and is non-refundable. We accept Checks or Money Orders, but prefer not to handle cash.

If you do not qualify for a rental, (your income may not be adequate) you may obtain a co-signer.

We use a Credit Bureau Service for your Credit Approval. With correct and adequate information your application can be approved within 2 days of the application.

A First Months Rent and Security Deposit are required in advance. Rents are prorated from the date you move in, so that your rent will always be due on the First Day of the Month.

We will be happy to answer any questions you may have about rental properties or policies.

Thank you for your inquiry.

CENTRAL COAST MANAGEMENT GROUP

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CREDIT AUTHORIZATION

1. To all consumer reporting agencies and to all creditors and depositories of the undersigned:

Please be advised that the undersigned, and each of them, has made an application to:

CENTRAL COAST MANAGEMENT GROUP for the rental of real property.

Therefore, the undersigned, and each of them, hereby authorizes you to provide a credit report and/or disclosure to **CENTRAL COAST MANAGEMENT GROUP**, of the undersigned's indebtedness or deposit balance. The undersigned also authorizes you to disclose your deposit or credit experiences with the undersigned to **CENTRAL COAST MANAGEMENT GROUP**.

2. A photographic or **FAXED** copy of this authorization bearing a photographic or carbon copy of the signature(s) of the undersigned may be used as a duplicate original.

Signed: _____ Dated: _____

Printed: _____

Signed: _____ Dated: _____

Printed: _____

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APPLICATION TO RENT

Application to rent property at _____

Full name of applicant _____

Phone _____ Date of Birth ____/____/____ Soc Sec # _____

Present Address _____ City/State/Zip _____

Name and address of current landlord/manager _____

Landlord/manager's phone _____ Move-in Date _____

How long at present address? _____ Reason for Leaving _____

Name all other occupants and relationship to applicant who will be living with you*:

Name	_____	Relationship	_____
Name	_____	Relationship	_____
Name	_____	Relationship	_____
Name	_____	Relationship	_____

* An application to rent is required for any occupant 18 years of age or older.

Pet(s) (number and type) _____

Present Employer	_____	Employer Tel. #	_____	How long have you with this employer?	_____
Employer's address	_____	City	_____	State	_____ Zip
Position or title	_____	Gross income \$	_____	Per	_____
Other income \$	_____	Per	_____	Source	_____

If present employment is less than one year, list immediate prior employment information:

Driver's license #	_____	State	_____	Expires	_____
Auto Make	_____	Model	_____	Year	_____
		License Number	_____	State of registry	_____
			_____	Color	_____

Credit Information	Credit Card Name	Account Number	Balance
Bank Account Information	Bank Name	Account Number	Balance

Do you plan to use liquid filled furniture? No Yes Type _____

Have you ever been a party to an unlawful detainer action or filed bankruptcy within the last seven years? No Yes

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If yes, explain _____

In case of emergency, person to notify _____ Relationship _____

Address _____ City _____ Zip _____ Phone _____

Full name of co-applicant _____

Phone _____ Date of Birth ____/____/____ Soc Sec # _____

Present Address _____ City/State/Zip _____

Name and address of current landlord/manager _____

Landlord/manager's phone _____ Move-in Date _____

How long at present address? _____ Reason for Leaving _____

Pet(s) (number and type) _____

Present Employer _____ Employer Tel. # _____ How long have you with this employer? _____

Employer's address _____ City _____ State _____ Zip _____

Position or title _____ Gross income \$ _____ Per _____

Other income \$ _____ Per _____ Source _____

If present employment is less than one year, list immediate prior employment information:

Driver's license # _____ State _____ Expires _____

Auto Make _____ Model _____ Year _____ License Number _____ State of registry _____ Color _____

Credit Information	Credit Card Name	Account Number	Balance
Bank Account Information	Bank Name	Account Number	Balance

Do you plan to use liquid filled furniture? No Yes Type _____

Have you ever been a party to an unlawful detainer action or filed bankruptcy within the last seven years? No Yes

If yes, explain _____

In case of emergency, person to notify _____ Relationship _____

Address _____ City _____ Zip _____ Phone _____

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RENTAL SECURITY DEPOSIT

The undersigned applicant, whose security deposit in the amount of \$ _____ is hereby acknowledged, understands that if the application to rent is approved by **CENTRAL COAST MANAGEMENT GROUP**, and the applicant still agrees to rent after this approval, but following that approval the application is withdrawn by the applicant, that an amount equal to thirty days rent from the date of approval will be deducted from the deposited amount.

In the event the unit applied for and then refused is rented to another applicant within thirty days, further refund of deposited money will be made on a prorated basis from the date of the subsequent applicant's rental date.

Dated: _____
Applicant Signature

Received by: _____
Central Coast Management Group

Approved Date: _____ Move-in Date: _____

Prorated Rent (if applicable): _____ Paid Date: _____