



21053 Devonshire St., Ste. 202  
Chatsworth, CA 91311  
(818) 998-0546 / Fax: (818) 998-0595  
DRE Firm #00868571  
E-mail: [Info@hammondmanagement.com](mailto:Info@hammondmanagement.com)  
[www.HammondManagement.com](http://www.HammondManagement.com)  
Office Hours: M-F 8:30am-5:30pm

## APPLICATION REQUIREMENTS/INSTRUCTIONS

**\*\*\*ALL APPLICATION FORMS ARE AVAILABLE FOR DOWNLOAD ON OUR WEBSITE\*\*\***

THE FOLLOWING ITEMS ARE REQUIRED FOR APPROVAL OF ALL APPLICATIONS AND ARE ESTABLISHED TO ENSURE THAT ALL PROSPECTIVE APPLICANTS WILL BE TREATED EQUALLY.

Please read the following. If you feel you meet the guidelines for qualifying, we encourage you to submit an application. Only one application will be processed at a time and applications will be processed in the order they are received. **An incomplete application will not be considered.**

### OFFERS

- Any offers or specific requests must be attached to the application.

### APPLICANTS

- An application must be completed & signed by each adult (18 years of age and older) that will be residing in the property. Incomplete applications will not be considered.
- If a co-signer is necessary, the co-signer must also complete and sign an application. The acceptance of a co-signer is not normal policy and is subject to individual approval or denial by the owner of the property.
- To be processed and considered, a \$35.00 non-refundable screening fee must accompany all applications. If your application is not processed, this \$35.00 screening fee will be refunded.
- Each application **must** be accompanied by the **signed** Application Requirements/Instructions, Conditions of Move-In and Screening Fee Disclosure
- The applications will not be considered with missing or false information.

### SCREENING FEES

- \$35.00 per adult (18 years of age and older).
- Payable to Hammond & Hammond, Inc. by check or money order or online through our website.

### CREDIT

- Hammond & Hammond, Inc. will obtain a credit report for each applicant and co-signer (18 years of age or older). Reports supplied by applicant(s) **will not** be accepted.

### INCOME GUIDELINES/PROOF OF INCOME:

- Rent-To-Income ratio should be 40% or less (Meaning the rent should not be more than 40% of combined income, subject to owner's discretion.)
- Phone number for H/R Department or Supervisor or Owner (please include extensions).
- Most recent W-2 or 2 current paycheck stubs with a year-to-date salary total.
- Self-employed persons are required to provide latest filed Income Tax Return including Schedule E or C or any other attachments, or 1099s or Bank Statements (most recent six (6) months).
- If your employer requires your employment verification to be done through "The Work Number," please obtain the verification yourself and provide it to us along with a copy of your most recent check stub. The verification must be dated the same date as the application & have "The Work Number's" logo and information.
- Unverifiable income **will not** be considered.

Applicant's Initials \_\_\_\_\_ →



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**CONDITIONS OF MOVE IN (IF APPLICATION IS APPROVED)**

**LEASE SIGNING**

- Lease Documents must be signed within 48 business hours of approval. Property will remain on the market until the documents are signed.
- Security deposit must be paid at lease signing. First month's rent may be paid at lease signing or by move in date, unless move in date is the same date as the lease signing, then first month's rent will be due as well.
- Hours for lease signings are Monday through Friday, between 9:00AM and 4:30PM.

**CERTIFIED FUNDS**

- All Move-In Funds (First Month's Rent & Security Deposit) must be paid in the form of a cashier's check or money order before keys are provided. **No Exceptions**

**PROOF OF IDENTITY**

- Applicant **must** provide a Government Issued Photo ID or Driver's License, and, if possible, social security card at the time the lease agreement is signed. A copy will be made and maintained in your file.

**INSURANCE**

- All approved applicants **MUST** supply a copy of their Renter's Insurance Policy (minimum \$500,000 Liability Coverage) prior to taking possession of the property. Hammond & Hammond, Inc. and/or the Owner of the property must be listed as "Additionally Insured" on the policy.

**Acceptance of Application, Conveyance of Approval or Submission of Lease Terms & Signing Instructions are not binding and do not guarantee the applicant(s) rights to the property until the Lease Agreement is signed. Additional offers to lease may be accepted or entertained by the owner until the Lease Agreement is executed.**

**SCREENING FEE**

Applicant has paid a **non-refundable** screening fee of **\$35.00**, 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). A CPI inflation calculator is available on the Bureau of Labor Statistics website, [www.bls.gov](http://www.bls.gov). The California Department of Consumer Affairs calculates the applicable screening fee amount to be \$37.57 as of 2006.

**\$ 8.44** for credit reports prepared by **First Advantage SafeRent**;  
**\$26.56** for screening.

**The undersigned has read and understands the Application Requirements/Instructions, Conditions of Move-In and Screening Fee Disclosure and acknowledges receipt of a copy. Please sign & submit with your application.**

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

\_\_\_\_\_  
 Date

**The undersigned has received the screening fee indicated above.**

\_\_\_\_\_  
 Hammond & Hammond, Inc.

\_\_\_\_\_  
 Date



Property Address \_\_\_\_\_

Rental Rate	Security Deposit	Move In Date	How Did You Hear About This Property?
\$	\$		H&H Website <input type="checkbox"/> Craigslist <input type="checkbox"/> Westside Rentals <input type="checkbox"/> Sign <input type="checkbox"/> Other <input type="checkbox"/>

**Applicant's Personal Information**

Full Name (First, Last)		All Other Names By Which You Have Been Known	
Social Security #	Birth Date	Driver's License #	State
Home Phone #	Cell Phone #	Work Phone #	Email Address

**Other Person's To Occupy The Property**

Name	Relationship	Age	Name	Relationship	Age

**General Information**

Pets (If Yes, How Many & What Kind)	Car Year, Make & Model	Car Color	Car License #
Do you plan to run a business out of the property?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have or intend to have water filled furniture in the rental property?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Has you been a party to an Unlawful Detainer or filed bankruptcy within the last seven years?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been evicted or refused to pay rent for any reason?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been arrested for a felony or convicted for a misdemeanor?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you, or do you intend to, possess, sell, or use illicit drugs or narcotics in or about your residence?			Yes <input type="checkbox"/> No <input type="checkbox"/>
If you answered "yes" to any question above, please explain:			

**Residence History (Please list 3 years of residence history or the 3 most recent residences if less than 3 years)**

Current Address (Full Address)		From	To
Landlord/Manager		Landlord Phone #	
Reason for Moving	Do you own this property? Yes <input type="checkbox"/> No <input type="checkbox"/>	Current Rent	
Previous Address (Full Address)		From	To
Landlord/Manager		Landlord Phone #	
Reason for Moving	Do you own this property? Yes <input type="checkbox"/> No <input type="checkbox"/>	Previous Rent	
Previous Address (Full Address)		From	To
Landlord/Manager		Landlord Phone #	
Reason for Moving	Do you own this property? Yes <input type="checkbox"/> No <input type="checkbox"/>	Previous Rent	



Property Address \_\_\_\_\_

**Employment/Income History (List 3 years of employment history or the 2 most recent employments if less than 3 years)**

Current Employer		Type of Business		Monthly Gross Income	
Business Address			Business Phone		Supervisor
Position or Title		Are you self-employed Yes <input type="checkbox"/> No <input type="checkbox"/>		Employed From	Employed To
Previous Employer		Type of Business		Monthly Gross Income	
Business Address			Business Phone		Supervisor
Position or Title		Are you self-employed Yes <input type="checkbox"/> No <input type="checkbox"/>		Employed From	Employed To
Other Monthly Income/Source (i.e. Alimony, Child Support, SSD, etc.)					

**Bank/Credit Information**

Name of Bank/Branch	Account Number	Type of Account	Account Balance
Name of Creditor	Account Number	Monthly Payment	Account Balance

**Personal References (not related or living with you)**

Full Name	Relationship	Address	Phone #	Time known

**Emergency Contact (not living with you)**

Full Name	Relationship	Address	Phone #	Time known

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 Hammond & Hammond, Inc. (hereafter referred to as H&H) 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 H&H and his/her/its employees and agents to: (i) verify the information provided in person, by mail, phone, fax, or otherwise, to help determine Applicant's rental, credit and financial standing; and (ii) obtain credit report on applicant.

A non-refundable Screening Fee of \$35.00 to process this Application will be given by the Applicant to H&H when this Application is turned in.

Applicant hereby releases Landlord/H&H, his/her/its employees and agents and any and all other firms or persons investigating or supplying information, from any liability whatsoever concerning the release and/or use of said information and further, will defend and hold them all harmless from any suit or reprisal whatsoever. All holders, public and private, of any such information are hereby authorized to release, without reservation or limitation, any and all such information they have concerning Applicant and in so doing, will be acting on Applicant's behalf at Applicant's request and will be held blameless and without any liability whatsoever. A copy, fax, or other reproduction of this Authorization shall be as effective as the original.

**If the application is not fully completed, or received without the screening fee: (i) the application will not be processed, and (ii) the screening fee will be returned.**

Applicant \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_