



STEPHENS PROPERTY MANAGEMENT

1330 N. Broadway Suite C, Walnut Creek, CA 94596

Phone: (925) 930-7760 Fax: (925) 930-6899

Application Received By: _____ Date _____ Application Fee Rec'd \$ _____ Cash MO # _____

Application Submitted to: PM Leasing Agent Accountant Date Submitted: _____ Fee received by Accountant: _____ Initial _____

Property	Apt. #
How did you hear about our company? Newspaper / Craigslist.com / For Lease Sign / Other: _____	

Anyone over the age of 18 years old must submit a separate application. There is a non-refundable processing fee of \$30.00 payable by cash or a money order ONLY. Applications will not be processed until they are completed and fees are received. A photocopy of the applicants Social Security card and Picture ID and proof of income are required with all applications. (Driver's License preferred.)

Last Name	First Name	Middle Name	Social Security Number
Other Names used in last 10 years			Date of Birth
Drivers License No./ State		Home Phone Number	Cell Phone Number
Email Address			Work Phone Number
1.	Present Address		City State Zip Code
	Move-In Date	Owner/Mgr. Name	Owner/Mgr. Phone No. Owner/Mgr. Fax No.
	Move-Out Date & Reason for Moving		
2.	Previous Address		City State Zip Code
	Move-In Date	Owner/Mgr. Name	Owner/Mgr. Phone No. Owner/Mgr. Fax No.
	Move-Out Date & Reason for Moving		
3.	Next Previous Address		City State Zip Code
	Move-In Date	Owner/Mgr. Name	Owner/Mgr. Phone No. Owner/Mgr. Fax No.
	Move-Out Date & Reason for Moving		

Proposed Occupants	Name(s) & Date of Birth	Name(s) & Date of Birth
List ALL Occupants Besides Yourself.		

A.	Present Occupation	Company Name
	Supervisor's Phone #	Supervisor's Fax # Company Address
	Name of your Supervisor	
	Current Gross Income \$	Per (Check one) <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Yearly Start Date Other Income \$ Source

B.	Prior Occupation	Company Name
	Supervisor's Phone #	Supervisor's Fax # Company Address
	Name of Supervisor Start Date & End Date	
Do you smoke?	Do you have liquid filled furniture?	Do you have pets, If so what type & how many?

Name of Your Bank	Checking (Yes Or No) _____
Branch or Address	Savings (Yes Or No) _____

Name of Creditor	Address	Phone Number	Monthly Payment Amount

In Case of Emergency, Notify	Address/City	Phone Number	Relationship
1.			
2.			
Personal References	Address/City	Phone Number	Length of Acquaintance
1.			
2.			

Automobile/Motorcycle – Year, Make & Model	Color	License Plate Number
Automobile/Motorcycle – Year, Make & Model	Color	License Plate Number

Have you ever been evicted, asked to move, filed for bankruptcy, been convicted of selling, distributing or manufacturing drugs?
 If yes, please describe: _____

A holding deposit of \$500.00 or \$ _____ and all applicable screening fees are required if applicant wishes to apply for a rental unit. The holding deposit will be credited to overall security deposit if the applicant is accepted and lease is executed. If application is cancelled after 3 days from the date application is received, the deposit shall be retained by owner as liquidated damages for holding the premises off market.

Applicant _____ Property Manager _____ Date _____

THE UNDERSIGNED MAKES APPLICATION TO RENT HOUSING ACCOMMODATIONS DESIGNATED AS:

APT. # _____ Located at _____, with a Monthly Rental Amount of \$ _____. Move-In Date _____ Lease Term _____ Pets _____ Deposit _____ Utilities _____
Additional _____ Applicant(s) Initial(s) _____

1. Applicant(s) shall not have any right, title or interest in occupying any real property managed by SPM until a rental agreement has been fully executed and/or applicant is granted possession of the premises.
2. Applicants hereby represent that all the statements herein are true and complete and hereby authorizes verification of any and all information furnished. Including, but not limited to, the obtaining of credit reports on all applicants. The applicant is entitled to a copy of any credit report, pertaining to the applicant that is obtained as part of the application process. All Applicants hereby: A) Expressly grant to SPM, its agents and employees, the right to obtain any and all credit reports and/or contact any and all person or organizations identified above, with respect to any and all proposed occupants, that the management of SPM deems necessary and/or desirable. B) Authorize any person or organization identified above to furnish to SPM, its agents and employees, all information that may be requested and all applicants hereby agree to indemnify and hold harmless any and all persons or organizations from any liability arising out of the disclosure of any information furnished in connection with this application.
3. Any material misrepresentation or omission made by applicant in this application will be cause for denial of application.
4. As required by law, you are hereby notified that a negative credit report reflecting on your credit record may be submitted to a credit-reporting agency if you fail to fulfill the terms of your credit obligations.
5. SPM shall make a good faith effort to determine within three business days if the applicant(s) are eligible to rent the above listed premises. If the applicants are notified that they are eligible to rent the property, a rental agreement to occupy the listed unit must be executed by all parties to the transaction within 3 days of notification or applicants shall have no further right to rent the above listed premises.
6. First month's rent and security deposit: To be paid immediately upon application approval by money order or cashier's check only, made payable to the property approved for.

DATE

APPLICANT SIGNATURE

Non-discrimination policy: SMP is an equal opportunity employer, and does not discriminate on the basis of race, color, age, gender, national or ethnic origin, religion, sexual orientation or physical disability.