



BEST REALTY
Independently Owned & Operated

APPLICATION CHECKLIST

The following is a list of documents that are required upon submittal of a Rental Application through Coldwell Banker Best Realty for any applicant aged 18 years or older:

- ☐ Completed Application
- ☐ Black and white copy of photo ID (Driver's License, Visa, military ID or state ID)
- Verification of Income (Please provide at least one of the following):
 - ☐ 1 Months Paystubs
 - ☐ Offer Letter (Within 30 days)
 - ☐ If Self Employed – 3 Months Bank Statements
- ☐ Application must be signed and dated (Allows for verification)
- ☐ Payment of \$25.00 per application in the form of money order or cashier's check.

****APPLICATION WILL NOT BE PROCESSED IF THE ABOVE ARE NOT COMPLETED****

If you have any questions please contact:

**Tammi Goodway
Property Management Assistant
Coldwell Banker Best Realty
710 N China Lake Blvd.
Ridgecrest Ca, 93555
760-375-3855 Ext. 271
Tammi@BestRealty.net**



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Application to Rent

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An application is required for any occupant 18 years of age or over.



APPLICANT:

First Name _____ **Middle** _____ **Last** _____
 Social Security #: _____ - _____ - _____ DOB: ____/____/____
 Driver's Lic. #: _____ State: _____ Expires: ____/____/____
 Home Phone: (____) ____ - ____ Work: (____) ____ - ____ Cell: (____) ____ - ____
 Email address: _____

PROPERTY ADDRESS:

Rent amount: \$ _____ per month Proposed Move-in Date: ____/____/____
 Applicant(s) is completing application as a: ☐ tenant ☐ tenant with co-tenant ☐ guarantor/cosigner
 Total number of people to inhabit the unit: _____
 How (**or who**) referred you to our Property Management: **Clint Freeman**

Present Address: _____ City: _____ State: _____ Zip: _____
 Landlord: _____ Landlord Phone #: (____) ____ - ____

How long at present address: ____ years ____ months

Reason for leaving: _____

If less than 3 years at present address, list prior addresses for 3 years rental history:

| | | |
|---------------|----------------|-------------|
| Address _____ | Landlord _____ | Phone _____ |
| Address _____ | Landlord _____ | Phone _____ |
| Address _____ | Landlord _____ | Phone _____ |

Employer: _____ Supervisors' Name: _____

Supervisors' Phone: _____ Length of Employment _____

Address: _____ City: _____ State: _____ Zip: _____

Position: _____ Gross Monthly Income: _____

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

Other Income: _____ Per: _____

Are you applying with other applicants? No ____ Yes ____

Name, age, & birthdate of ALL persons that will be occupying the unit:

| | | | |
|------------|----------|-----------|--|
| Name _____ | Age ____ | DOB _____ | Main Applicant |
| Name _____ | Age ____ | DOB _____ | Spouse ____ Co App ____ Minor Child ____ |
| Name _____ | Age ____ | DOB _____ | Spouse ____ Co App ____ Minor Child ____ |
| Name _____ | Age ____ | DOB _____ | Spouse ____ Co App ____ Minor Child ____ |
| Name _____ | Age ____ | DOB _____ | Spouse ____ Co App ____ Minor Child ____ |

Name and Phone Number of 3 Personal References (One can be a family member)

| | | |
|-------------|----------------|--------------------|
| Name: _____ | Phone #: _____ | Relationship _____ |
| Name: _____ | Phone #: _____ | Relationship _____ |
| Name: _____ | Phone #: _____ | Relationship _____ |

APPLICATION TO RENT

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An application is required for any occupant 18 years of age or over.

ALL PETS (please include type/breed/age): _____

Has applicant been asked to move out of a residence?

NO____ YES____ if yes, explain: _____

Has applicant been convicted of or pleaded no contest to a felony?

NO____ YES____ if yes, explain: _____

Has applicant been a party to an unlawful detainer action or filed bankruptcy in the last 7 years?

NO____ YES____ if yes, explain: _____

In case of emergency, person to notify:

Name: _____ Relationship: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: (____) _____ - _____ Cell Phone (____) _____ - _____ Work Phone (____) _____ - _____

PLEASE READ BEFORE SIGNING - By signing below Applicant certifies that the information provided in this application, and the documents you have provided, are true, correct and complete.

Documents Needed:

- Copy of Photo ID (State ID, Driver's license, Military ID, Visa).
- Verification of income (Please provide at least one of the following):
 - One months' worth of pay stubs.
 - Offer letter dated within 30 days.
 - If self-employed, 3 months bank statements.
- Application will not be accepted or processed until these items are received.
- Applicant acknowledges minimum 48 hours to conduct background and credit checks.

Applicant authorizes verification of:

- Rental History
- Employment History
- Credit Report (which includes Background Check and Criminal History) at the actual cost of \$25.00.

Applicant understands:

- This application is for the opportunity to rent the premises and does not guarantee acceptance.
- That landlord may receive more than one application and will select a tenant based upon their sole discretion.
- Landlord may terminate rental agreements based upon misrepresentations in the provided information.
- Upon approval of application, applicant must place a security deposit to hold the property.
- Once security deposit is received, if applicant cancels for any reason, applicant will be charged the daily pro-rated amount (monthly rent/30 = daily rate) for lost rent and advertising costs.
- Tenant will be required to provide account numbers for all required utilities at lease signing.
- Tenant will be required to show proof of rental insurance at lease signing. (Minimum liability to be \$100,000 and Coldwell Banker Best Realty/ Property Owner must be included on the insurance as "Additional Interest").

Applicant Signature: _____ Date: _____

FOR OFFICE USE ONLY

Applicant has paid \$_____ for the Credit Report on ____/____/____ Initials: _____

Received: Completed Application_____ Copy of ID_____ Proof of Income_____