

**Mast Realty Rental Qualification Criteria**

1. **EACH ADULT** (18+) shall submit a completed application and a **non-refundable \$30 application fee** payable in cash or money order at time of application. Application will not be processed without receipt of fee. Applicant's initial \_\_\_\_\_
2. **INCOME VERIFICATION:** Verifiable income to Landlords satisfaction equal to **3 (three) times the monthly rent** plus utilities. Self-employed applicants and family business members must submit last two years of income tax returns. **WE DO NOT ACCEPT CO-SIGNORS - APPLICANT/S MUST QUALIFY ON THEIR OWN INCOME.** Applicant's initial \_\_\_\_\_
3. **CREDIT REPORT:** No negative(s) if any, must be explained in writing & verified to satisfaction of Landlord. Credit report included in application fee and must be obtained by Mast Realty.
4. **REFERENCES:** Good reputation for paying rent on time, no negative references from previous Landlord(s) and/or employers, and no previous evictions. All verifications shall be obtained by Mast Realty in writing.
5. **TENANT/UNIT COMPOSITION:** Number of occupants per federal Fair Housing guidelines – 2 per bedroom plus 1. Mast Realty will assist all applicants without regard to race, color, creed, sex, religion, national origin, familial status, handicap, ancestry, physical or mental disability, medical condition, marital status, citizenship status, military service status, sexual orientation, source of income or age.
6. **PETS:** Per each owner's permission, except for guide or service dogs. Tenant must agree to all terms and conditions of "PET AGREEMENT" and provide liability insurance with landlord named as additional insured as conditions to approval of pet/s and subject to property owner's approval. Security Deposit for any applicant with a pet shall be equal to two times the monthly rent regardless of credit score. (INCLUDE PHOTO OF PET).
7. **BUSINESS:** No business of any kind will be allowed to be operated from a residential property.
8. **INSURANCE:** Renter's insurance will be required if you have pets and is strongly advised for all tenants as owner's insurance does not cover your personal property or your personal liability.
9. **SECURITY DEPOSIT:** Amount of security deposit shall be determined as follows and the lowest score of all applicants shall be used to determine the amount of deposit.
  - A. Credit score of 750 and above shall be equal to one month's rent
  - B. Credit score of 700 to 749 shall be one and one half times the monthly rent.
  - C. Credit score below 700 shall be equal to two times the monthly rent.Applicant's initial \_\_\_\_\_
10. **APPROVAL:** If approved, applicant is required to pay an earnest money deposit to rent said property equal to monthly rent and same shall be applied to applicant's total move in costs. **Property is still available for rent until deposit is received.**

I HAVE READ AND UNDERSTAND THE ABOVE AND WISH TO SUBMIT MY APPLICATION TO RENT THE PROPERTY AT: \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

**ALL FIELDS MUST BE FILLED OUT. AN INCOMPLETE APPLICATION WILL NOT BE ACCEPTED.**

**MAST REALTY RENTAL APPLICATION**

Property \_\_\_\_\_ Mo Rent \_\_\_\_\_ Move-in Date \_\_\_\_\_  
Applicant \_\_\_\_\_  
Cell # \_\_\_\_\_ Work # \_\_\_\_\_ Home # \_\_\_\_\_ Email \_\_\_\_\_  
Soc. Sec# \_\_\_\_\_ Date of Birth \_\_\_\_\_ Drivers Lic# \_\_\_\_\_ State \_\_\_\_\_

**Please list Name, Relationship & Ages of all other occupants that will reside in the property:**

	<u>Name</u>	<u>Relationship</u>	<u>Age</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

Pet(s) - how many and type(s) \_\_\_\_\_ **(INCLUDE PHOTO OF PET)**  
Auto: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Lic # \_\_\_\_\_ State \_\_\_\_\_ Color \_\_\_\_\_  
Other Vehicles(s) \_\_\_\_\_

**Current Address** \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Landlord Name \_\_\_\_\_ Phone/Fax/Email \_\_\_\_\_  
How long at present address? \_\_\_\_\_ Move-in Date \_\_\_\_\_ Why moving? \_\_\_\_\_  
Current Rent/Mtg Payment \_\_\_\_\_ Type of property (apt, home, etc.) \_\_\_\_\_

**Previous Address:** \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Landlord Name \_\_\_\_\_ Phone/Fax/Email \_\_\_\_\_  
How long at former address? \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ Why moved? \_\_\_\_\_

**List Employment History**

**Current Employer\*** \_\_\_\_\_ Phone \_\_\_\_\_  
Supervisors Name \_\_\_\_\_ Phone# \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Position/Job Description \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Mo Gross Pay \$ \_\_\_\_\_ Child Support \_\_\_\_\_  
**Former Employer** \_\_\_\_\_ Phone \_\_\_\_\_  
Supervisors Name \_\_\_\_\_ Phone# \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Position/Job Description \_\_\_\_\_  
Mo Gross Pay \$ \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

**\*If self-employed, you must submit last two years of income tax returns.**  
**Total household income must be at least 3x the monthly rent.**

**Personal Reference & Nearest Relative**

Name	Address	Phone	Relationship
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

**Please answer the following questions:**

	YES	NO
1.) Have you ever been evicted?	_____	_____
2.) Have you ever sued a landlord or been sued by a landlord in the past?	_____	_____
3.) Have you ever willfully refused to pay rent when due?	_____	_____
4.) Do you know of anything that may interrupt your income or ability to pay rent?	_____	_____
5.) Rent is due on the 1 <sup>st</sup> of each month. Are you able to fulfill this requirement?	_____	_____
6.) Have you ever filed for Bankruptcy? If yes, explain below	_____	_____
7.) Have you or anyone in your household ever been convicted of a Felony?	_____	_____
8.) If divorced: are you obligated to pay alimony or child support? If yes, list amounts below	_____	_____
9.) Are you or anyone in your household Smokers?	_____	_____

**Any other information you think will help us process your application** (attach additional information as desired)

\_\_\_\_\_

\_\_\_\_\_

***This application must be completed in its entirety and a non-refundable \$30.00 application fee paid before processing begins. Mast Realty does not select tenants on a "first-come, first-serve" basis.***

**Applicant understands and agrees this is an application to rent only and does not guarantee the applicant will be offered the premises to rent. Landlord or Agent may accept more than one application to rent the premises, and using their sole discretion, will select the best qualified applicant suitable for the premises.**

**Applicant represents the above information to be true and correct, and hereby authorizes Mast Realty to obtain a credit report and criminal background check for verification of the information provided. Applicant understands that any false answers or statements made herein will be sufficient grounds for disqualification.**

Applicant authorizes present and past Landlords, Employers, Credit & personal References, and any other person to release information regarding applicant's credit, rental and employment histories. A copy of this authorization may be accepted as an original.

**Current Driver's license, Military Identification, or other valid photo identification is required at time of application.**

**I HAVE READ AND UNDERSTAND THE ABOVE AND WISH TO SUBMIT MY APPLICATION TO RENT THE PROPERTY AT:** \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

**Office use only:** The undersigned has received the screening fee indicated above.

\_\_\_\_\_  
Mast Realty, Steve Mast, Owner/Broker  
BRE Lic # 00648524

\_\_\_\_\_  
Date

**Mast Realty**  
3116-B Del Monte Blvd  
Marina, CA 93933  
831-384-0422 (Bus) 831-384-0583 (Fax)

**Employment Verification**

To: \_\_\_\_\_

Fax #/E-mail: \_\_\_\_\_

Your employee \_\_\_\_\_ Soc. Sec # \_\_\_\_\_ has completed a rental application dated, \_\_\_\_\_ to rent a property with Mast Realty and has authorized us by his/her signature below to verify his/her employment and income.

**APPLICANTS, PLEASE DO NOT WRITE ANYTHING IN THIS BOX. WE WILL FAX THIS TO YOUR EMPLOYER WHO WILL FILL THIS OUT.**

**Please check and/or fill in the appropriate responses:**

Job Title: \_\_\_\_\_

Gross monthly pay: \_\_\_\_\_

Date of hire: \_\_\_\_\_ Full time [ ] Part time [ ]

Is applicant considered: Permanent [ ] Temporary [ ]

Prospects of applicant's continued employment are good? Yes [ ] No [ ]

Employer Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Thank you for your cooperation.

\_\_\_\_\_

Date \_\_\_\_\_

Steve Mast, Owner/Broker

BRE Lic # 00648524

**THE UNDERSIGNED HEREBY AUTHORIZES THE ABOVE INFORMATION TO BE RELEASED TO MAST REALTY FOR THE PURPOSE OF RENTING A HOME.**

\_\_\_\_\_  
Applicant's signature

Date \_\_\_\_\_