

## **Holley Property Management, Inc.**

### **Application Criteria and Process**

- Our policy regarding criteria for approving applications is based on sound business practices. We are interested in leasing to credit worthy and financially qualified people.
- We encourage anyone interested in our available homes to apply.
- **The application processing fee is non-refundable.**
- All potential residents over the age of 18 must fill out an Application Form. If the information is not complete, the application may be declined.
- We base our decision to lease on the following four factors only:
  - **Credit History:** The credit report plays the most important role in determining the approval of an application. We are looking for applicants with an excellent credit history. Applications will be declined if the applicant has a history of paying his/her creditors late, accounts have been referred to a collection agency, creditors have closed accounts or charged them off because of non-payment and recent bankruptcies.
  - **Income Stability:** We are looking for applicants with a stable income with no gaps of employment. Employment history must be verifiable. Self employed applicants must present copies of the first page of their tax return which indicates their adjusted gross income for the past two years. Bank statements do not prove income.
  - **Sufficient Income:** Monthly income should be sufficient to pay the rent. Rent should not be more than 1/3 of your income and your monthly liability (debt threshold) as indicated on your credit report.
  - **Previous Rental History:** Verifiable rental history from the owner or property manager from your current and previous landlords. If you have had an eviction in the past, your application will be declined.
- We do not take co-signers except for full time students.
- **Full-time Students:** Full time students and/or foreign students who are completely dependent on their parents/guardians and/or have qualified for student loans (foreign students must present I20 form) may be considered with a guarantor and or an additional security deposit not to exceed two times the rent amount. All information must be verified.
- Applications are processed in the order in which they are received.
- All applicants must view the vacant unit before the application will be processed.
- **The application processing fee is non-refundable.**

## Holley Property Management Inc.

12760 Washington Blvd., Suite 201, Los Angeles, CA 90066  
 Telephone: 310-306-3668, Fax: 310-306-4287, e-mail: hpm@hpmla.com

**FOR YOUR APPLICATION TO BE COMPLETE, PLEASE INCLUDE THE FOLLOWING:**

1. \$30.00 CASHIERS CHECK OR MONEY ORDER per applicant, non-refundable processing fee.
2. Your most recent pay stub and/or current income tax return (must prove income of 3x rent)
3. Copy of Driver's License or State ID.

Each adult over the age of 18 must fill out a separate application.  
 ALL RENTAL AGREEMENTS ARE FOR A TERM OF ONE YEAR.  
**INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**

**TO RENT:** \_\_\_\_\_ **Apt#** \_\_\_\_\_ **Rent \$** \_\_\_\_\_

<b>APPLICANT INFORMATION</b>	
Name:	
Last	First <span style="float: right;">Middle</span>
Home Phone:	Date of Birth(mm/dd/yyyy)
Work Phone:	Social Security #
Mobil Phone:	Driver's License #
E-mail Address:	
<b>Current Residence</b>	
<b>Prior Residence</b>	
Address	Address
City <span style="float: right;">State Zip</span>	City <span style="float: right;">State Zip</span>
Landlord's Name	Landlord's Name
Landlord's Phone #	Landlord's Phone #
Start Date of Tenancy <span style="float: right;">Rent Amount \$</span>	Start Date of Tenancy <span style="float: right;">Rent Amount \$</span>
Reason for leaving	Reason for leaving
<b>PROPOSED OCCUPANTS</b>	
Name:	Relationship <span style="float: right;">Age</span>
Name:	Relationship <span style="float: right;">Age</span>
Name:	Relationship <span style="float: right;">Age</span>
Name:	Relationship <span style="float: right;">Age</span>
Do you have any pets?	Describe

<b>EMPLOYMENT INFORMATION</b>			
Current Employment		Prior Employment	
Employer Name		Employer Name	
Address		Address	
City	State	Zip	
Phone No.		Phone No.	
Position	Start Date		
Annual Income	Hourly/Salary (circle one)		
<b>EMERGENCY CONTACT</b>			
Name:(must be a person not residing with you)			
Address:		City:	State Zip
Phone:		Relationship:	
<b>VEHICLE INFORMATION</b>			
Make/Model		Year:	License
Make/Model		Year:	License
<b>CREDIT REFERENCES</b>			
Bank Name		Address	
Checking Account #		Savings Account #	
Auto Loan:		Monthly Payment	
Have you ever filed bankruptcy? If yes, what year		Have you ever been evicted? If yes, What year	

**CONDITIONS**

Applicant has no rights to occupancy until notification of acceptance of applicant, agreement is fully executed, AND all move-in money has been paid. In the event of cancellation by applicant after acceptance and monies paid, applicant will be charged on a daily pro-rata basis for any time apartment is held off the market. Applicant, if accepted, is expected to carry a personal property insurance policy. Landlord will not assume responsibility for applicant's personal property.

In compliance with the fair credit reporting laws, you are advised that we will conduct a verification of references and information to include but not limited to credit checks, unlawful detainer and telecredit checks and applicant agrees to furnish additional information and references upon request and waives any claim against any person(s) providing such verification. Furthermore, by signing this application you hereby authorized Holley Property Management to obtain credit reports, rental and employment verification and all other information necessary to complete the application screening process. If application is denied because of credit, applicant may obtain a copy of the credit report.

**ALL MOVE-IN MONEY IS TO BE PAID BY CASHIER'S CHECK OR MONEY ORDER ONLY.**

I have received a copy of this application. I am aware that an incomplete application causes a delay in processing and may result in denial of application. I certify that to the best of my knowledge all statements are true and complete. <b>It is understood that ANY false, fraudulent and/or misleading information is immediate grounds for rejecting this application.</b>	
Signature of applicant:	Date:

Received by \_\_\_\_\_ Holley Property Management Date \_\_\_\_\_