

# APPLICATION INSTRUCTIONS & POLICIES

## RENTAL APPLICATION

### **Each adult applicant must submit:**

- Completed Application Form & Application Instructions & Policies Form.
- Most recent 2 months of paycheck stubs.
- Most recent 2 months of bank statements (to verify income and proof of funds).
- Copy of Government issued I.D., i.e. Driver's License, Passport, etc.
- Copy of Social Security card.
- \$45 CASH ONLY Application Fee. Fee is NON-REFUNDABLE.

### **Self-employed applicants must provide:**

- Completed Application Form & Application Instructions & Policies Form.
- Most recent 6 months of bank statements (to verify income and proof of funds).
- Most recent 2 years of tax returns.
- Copy of any business license (if applicable).
- Copy of Government issued I.D., i.e. Driver's License, Passport, etc.
- Copy of Social Security card.
- \$45 CASH ONLY Application Fee. Fee is NON-REFUNDABLE

Applications MUST be submitted to our office located at 13854 Whittier Blvd. Whittier, CA 90605 during normal business hours of 9am to 5pm. ALL adult applicants MUST be present when submitting applications.

## INCOME & EMPLOYMENT REQUIREMENTS

- Applicants must earn a combined monthly gross income of at least 2 ½ times of the monthly rent.
- All income MUST be verifiable through bank statements.
- Applicants must have been with current employer for a minimum of one year.

## PROOF OF FUNDS REQUIRMENT

- All applicants must show verifiable proof of funds to afford first month's rent & security deposit.

## CREDIT REQUIREMENTS

- ALL applicants must have a credit score of 650 or better.
- Bankruptcies and unsatisfied judgments may be considered if disclosed.

## CRIMINAL HISTORY

- Any Misdemeanors and/or Felonies that were not disclosed will be automatically denied.

## APPROVAL OF APPLICATION

- Upon approval of application, applicant must take possession of the rental unit and/or submit a deposit for the rental unit within 72 hours after approval.

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Applicant Signature

DATE



**COMMERCIAL REAL ESTATE PROPERTIES**  
**EQUITYPRO MANAGEMENT**