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Meridian Management Group

**Thank you for your interest in our apartment.**

*Before you apply for the apartment, we would appreciate it if you would acknowledge the following important information.*

We require a **deposit of \$ \_\_\_\_\_** payable by money order or cashier's check (no personal checks) made payable to \_\_\_\_\_ with your completed application, which will be applied to your first month's rent if accepted. If your application is rejected your deposit will be refunded to you in full. If you choose not to move into the property after submitting the application, but before you sign the lease, the deposit money will be forfeited to the property owner. Therefore, please do not submit an application unless you are sure you want the apartment.

In addition there is a **\$25.00 charge per person for verification of the application** made payable to \_\_\_\_\_. This is non-refundable and is comprised of a fee for a credit report with the balance being a fee to verify the information on the application. We will run credit reports and perform verification for each named applicant. You authorize Meridian Management Group to contact your employers, banks, personal references and your present and previous landlords. If we note anything negative we may reject your application, therefore, we suggest you provide a detailed explanation with your completed application.

The **security deposit** is \$ \_\_\_\_\_

and is due upon lease signing made payable to \_\_\_\_\_.  
It is our goal to have the lease signed and all monies received within 3 days of acceptance of the application.

In order to qualify you must have good credit, receive acceptable references and have three times the monthly rent in gross income. In the event you have long term or high debt, you may be required to show additional income.

Our standard **lease term** is one year.

The application may take a couple business days to process, as this depends on response from others, such as the credit reporting agency, previous landlords, banks and employers.

If the application is accepted, the lease is to be executed at the agent's office ***within three (3) days*** after the applicant is notified of such acceptance.

If Owner is unable to deliver possession of the Premises at the commencement of the term, Owner shall not be liable for any damage caused thereby. Additionally, applicant shall not be liable for any rent until possession is delivered.

Meridian Management Group reserves the right to amend the above policies.

Meridian Management Group is committed to the United States policy for the achievement of **equal housing opportunities** throughout the country with no barriers to obtaining housing for any reason, including race, color, religion, sex, handicap, familial status or national origin.

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**Applicant has read this document and hereby acknowledges receipt of same.**



## **EXPEDITE YOUR APPLICATION**

### **If you are employed, you may submit the following for income verification:**

- Your two most recent paycheck stubs.
- A signed copy of your employment contract.
- Your W-2 forms for the past two years.

### **If you are self employed, please submit:**

- Your federal income tax statements for the past two years (please countersign in blue ink), and
- Signed year-to-date income/expense or profit/loss statement and a current balance sheet.

### **If you are including income from other sources other than employment, please submit:**

- Two recent statements (or check stubs) showing the income for six or more months.
- Your 1099's from the past two years.
- Your federal income tax statements from the past two years showing the income.

### **If you do not meet our financial and credit criteria, you will need a guarantor in order to qualify for the apartment. The guarantor will need to provide the following:**

- A signed application with the \$25.00 credit check fee per individual guarantor.
- The guarantor must have excellent credit.
- The guarantor's debts, including the rental, shall be no more than 1/3 of his/her income.
- The guarantor needs to show proof of personal income (copy of signed tax returns, W-2s, or two of the most recent paycheck stubs).
- The guarantor must reside in the United States of America.



Property \_\_\_\_\_; Unit # \_\_\_\_\_

City \_\_\_\_\_, CA, Zip \_\_\_\_\_

Rent Amount \$ \_\_\_\_\_

Meridian Management Group

**APPLICATION TO RENT**(All sections must be completed) **Individual applications required from each occupant 18 years of age or older.**

Last Name		First Name		Middle Name		Social Security Number or ITIN	
Other names used in the last 10 years				Work phone number ( )		Home phone number ( )	
Date of birth		E-mail address				Mobile/Cell phone number ( )	
Photo ID/Type		Number		Issuing government		Exp. date	Other ID
<b>1. Present address</b>							
				City		State	Zip
Date in		Date out		Owner/Agent Name		Owner/Agent Phone number	
Reason for moving out						Current rent \$ /Month	
<b>2. Previous address</b>							
				City		State	Zip
Date in		Date out		Owner/Agent Name		Owner/Agent Phone number	
Reason for moving out							
<b>3. Next previous address</b>							
				City		State	Zip
Date in		Date out		Owner/Agent Name		Owner/Agent Phone number	
Reason for moving out							
<b>Proposed Occupant:</b>		Name			Name		
<b>List all in addition to yourself</b>		Name			Name		
<b>Do you have pets?</b>		Describe					
How did you hear about this rental?							
<b>A. Current Employer Name</b>							
				Job Title or Position		Dates of Employment	
Employer address				Employer/Human Resources phone number ( )			
City, State, Zip				Name of your supervisor/human resources manager			
Current gross income		Check one					
\$		Per		<input type="checkbox"/> Week		<input type="checkbox"/> Month	<input type="checkbox"/> Year
<b>B. Prior Employer Name</b>							
				Job Title or Position		Dates of Employment	
Employer address				Employer/Human Resources phone number ( )			
City, State, Zip				Name of your supervisor/human resources manager			
Other income source _____ Amount \$ _____ Frequency _____							
Other income source _____ Amount \$ _____ Frequency _____							

Name of your bank	Branch or address	Account Number

Please list ALL of your financial obligations below.

Name of Creditor	Address	Phone Number	Monthly Pymt. Amt.	
		(     )		
		(     )		
		(     )		
In case of emergency, notify:	Address: Street, City, State, Zip	Relationship	Phone	
1.				
2.				
Personal References:	Address: Street, City, State, Zip	Length of Acquaintance	Occupation	Phone
1.				
2.				

Automobile: Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ License #: \_\_\_\_\_

Automobile: Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ License #: \_\_\_\_\_

Other motor vehicles: \_\_\_\_\_

Have you ever filed for bankruptcy? \_\_\_\_\_ Have you ever been evicted or asked to move? \_\_\_\_\_

Have you ever been convicted of selling, distributing or manufacturing illegal drugs? \_\_\_\_\_

**Applicant represents that all the above statements are true and correct, authorizes verification of the above items and agrees to furnish additional credit references upon request. Applicant authorizes the Owner/Agent to obtain reports that may include credit reports, unlawful detainer (eviction) reports, bad check searches, social security number verification, fraud warnings, previous tenant history and employment history. Applicant consents to allow Owner/ Agent to disclose tenancy information to previous or subsequent Owners/Agents.**

Owner/Agent will require a payment of \$ \_\_\_\_\_, which is to be used to screen Applicant.

The amount charged is itemized as follows:

1. Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports \$ \_\_\_\_\_
2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) \$ \_\_\_\_\_
3. Total fee charged \$ \_\_\_\_\_

\_\_\_\_\_ **Date**

\_\_\_\_\_ **Applicant (signature required)**

# APPLICANT VERIFICATION

PROPERTY \_\_\_\_\_  
 PREPARED BY \_\_\_\_\_  
 DATE \_\_\_\_\_

APPLICANT \_\_\_\_\_  
 CO-APPLICANT \_\_\_\_\_

Question	Applicant	Co-Applicant
<b>Current Landlord Information:</b>		
1. Name of person contacted?		
2. What is the address of the property?		
3. Current rent amount?		
4. Rent paid on time?		
5. If late, how often?		
6. Any 3/30-day notices served?		
7. If so, reason?		
8. Has resident given 30-day notice?		
9. Any behavior problems with resident?		
10. Any maintenance problems caused by resident?		
11. Would you rent to this person again?		
<b>Prior Landlord Information:</b>		
1. Name of person contacted?		
2. What is the address of the property?		
3. Last rent amount paid?		
4. Rent paid on time?		
5. If late, how often?		
6. Any 3/30-day notices served?		
7. If so, reason?		
8. Did resident give 30-day notice?		
9. Any behavior problems with resident?		
10. Any maintenance problems caused by resident?		
11. What was the condition of the unit when vacated?		
12. Would you rent to this person again?		
<b>Income/Employment:</b>		
1. Employer (or source of income)?		
2. Name of person contacted?		
3. Title?		
4. How long applicant employed?		
5. Current position?		
6. Salary (hr, wk, mo, yr)?		
<b>Bank Account:</b>		
1. Date opened?		
2. Rating?		
<b>Credit Rating:</b>		
1. Credit agency name?		
2. Overall rating/date given?		
3. Hard copy requested/date?		



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## VERIFICATION OF INCOME / EMPLOYMENT

To Whom It May Concern:

Your employee has applied to rent an apartment from us at \_\_\_\_\_.  
*Building's Address*

It would be appreciated if you would complete this short questionnaire and fax it to \_\_\_\_\_.  
*Fax Number*

Applicant's Name \_\_\_\_\_

Address: \_\_\_\_\_

*[Above, to be filled by the Resident Manager.]*

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*[Below, to be filled by the Employer.]*

Name of Employer (or Source of Income): \_\_\_\_\_

How long has applicant been employed by your company? \_\_\_\_\_

What is the applicant's current position? \_\_\_\_\_

What is the applicant's salary (hourly, weekly, monthly, yearly)? \$ \_\_\_\_\_ per \_\_\_\_\_

NAME OF PERSON COMPLETING THIS FORM: \_\_\_\_\_

TITLE OF PERSON COMPLETING THIS FORM: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## VERIFICATION OF TENANCY

To Whom It May Concern:

Your tenant has applied to rent an apartment from us at \_\_\_\_\_.  
*Building's Address*

It would be appreciated if you would complete this short questionnaire and fax it to \_\_\_\_\_.  
*Fax Number*

Applicant's Name \_\_\_\_\_

Address: \_\_\_\_\_

*[Above, to be filled by the Resident Manager.]*

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*[Below, to be filled by the Landlord.]*

Current Monthly Rent Amount: \_\_\_\_\_ No. of Persons on Lease: \_\_\_\_\_

Is the rent paid on time? \_\_\_\_\_ If late, how often? \_\_\_\_\_

Any 3 or 30-Day Notices Served? \_\_\_\_\_

If so, reason: \_\_\_\_\_

Has tenant given you a 30-Day Notice to Vacate? \_\_\_\_\_

Any behavioral or maintenance problems with tenant? \_\_\_\_\_

Would you rent to this person again? \_\_\_\_\_

NAME OF PERSON COMPLETING THIS FORM: \_\_\_\_\_

TITLE OF PERSON COMPLETING THIS FORM: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_