



March Joint Powers Authority  
 Green Acres  
 14205 Meridian Pkwy #140  
 Riverside, CA 92518  
 (951) 656-7000  
 (951) 653-5558  
 www.marchjpa.com

## Green Acres Community

### Qualification Guidelines

All applicants must complete the entire application in full prior to March Joint Powers Authority processing the application. Including all phone numbers, account numbers and current/prior landlord contact information. Please inform current/prior landlords and employers that our office will be contacting them to verify the information and authorize them to release and confirm the information as stated.

Applicants with any prior evictions or judgments will not be accepted. Applicants currently in eviction will not be accepted. Credit score must be a minimum of **625**. Applicant's gross income must be at least **TWO and a HALF (2½)** times the amount of rent. All income must be verifiable and documented. We must be able to contact current and prior landlords and/or mortgage companies and employers.

#### The following documents are required:

- Most recent paystubs (minimum of 1 month).
- Social Security Number.
- Current Driver's License or valid government issued ID.
- Income tax papers are required for all self-employed applicants.
- Any additional information and/or documentation may be requested to provide clarity and verification on certain information listed on your application.
- If you have filed for bankruptcy in the last seven years, we will require a copy of your discharge papers.
- Each adult applicant is required to pay a non-refundable credit, criminal report, and processing fee of **\$40.00**. This fee applies to spouses, adult children, and/or roommates.
- All roommate applications must meet the credit qualification guidelines individually. Income guidelines may be met jointly.
- All payments for credit and application processing and future rent payments can be paid by cashier's check, money order and personal checks (**NO CASH WILL BE ACCEPTED**).

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### Upon Acceptance of Application the Following Applies

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Holding deposit of \$200.00 is required to be paid at the time the application is submitted. All holding deposits will be applied toward the total move-in costs. **If you notify us within 24 hours of submitting your application that you are withdrawing your application, you will receive a full refund of your holding deposit. Application fees are not refundable once paid.**

The remaining security deposit balance equal to one month's rent is required to be in our office within 24 hours of notification that your application has been accepted. Deposits cannot be transferred to another home once approved for the property stated on your application. The security deposit due to move-in is equal to one (1) month's rent plus \$200.00 (i.e. if the rent is \$2,000 per month, the deposit would be \$2,200.)

If applicable, an increased security deposit of \$500.00 per animal will be added. In addition a \$25.00 fee per pet will be added each month to the total rent due. A maximum of two (2) pets are allowed and must be less than 25 pounds. (No Pit Bull, mix of Pit Bull or Rottweiler will be permitted). Pets must be on a leash at all times. Pet food must be kept indoors. Any aggressive or destructive behavior will not be permitted. Pets must be at least one (1) year of age, be spayed or neutered. The current vaccination record and a photo of the pet must be provided prior to move in.

**Move-In fees including deposits and rent are to be paid by Cashier's Checks and Money Orders only – No Exceptions**

**PLEASE READ & SIGN QUALIFICATION GUIDELINES PRIOR TO SUBMITTING APPLICATION**

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

Property Address \_\_\_\_\_ Date \_\_\_\_\_





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**APPLICATION TO RENT/SCREENING/PROCESSING FEE  
 APPLICATION TO RENT**

**THIS SECTION TO BE COMPLETED BY APPLICANT. A SEPARATE APPLICATION TO RENT IS REQUIRED FOR EACH OCCUPANT 18 YEARS OF AGE OR OVER, OR AN EMANICIPATED MINOR.**

Applicant is completing Application as a (check one):  Tenant  Tenant with Co-Tenant(s)

Total number of applicants \_\_\_\_\_

**PREMISES INFORMATION**

Application to rent property at \_\_\_\_\_  
 ("Premises")  
 Rent: \$ \_\_\_\_\_ per \_\_\_\_\_ Proposed move-in date \_\_\_\_\_

**PERSONAL INFORMATION**

**Full Name of Applicant** \_\_\_\_\_ **D.O.B.** \_\_\_\_\_  
 Social Security No. \_\_\_\_\_ Drivers License No. \_\_\_\_\_ State \_\_\_\_\_ Expires \_\_\_\_\_  
 Phone Number Home \_\_\_\_\_ Work \_\_\_\_\_ Other \_\_\_\_\_  
 Email \_\_\_\_\_  
 Name(s) of all other proposed occupant(s) and relationship to applicant \_\_\_\_\_  
 \_\_\_\_\_  
 Pet(s) or service animals (number and type) \_\_\_\_\_  
 Auto: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License No. \_\_\_\_\_ State \_\_\_\_\_ Color \_\_\_\_\_  
 Other vehicle(s): \_\_\_\_\_  
 In case of emergency, person to notify \_\_\_\_\_ Relationship \_\_\_\_\_  
 Address \_\_\_\_\_  
 Does applicant or any proposed occupant plan to use liquid-filled furniture?  Yes  No Type \_\_\_\_\_  
 Has applicant been a party to an unlawful detainer action or filed bankruptcy within the last seven years?  Yes  No  
 If yes, explain \_\_\_\_\_  
 (Please provide a copy of discharge papers for any bankruptcy explained above)  
 Has applicant or any proposed occupant even been asked to move out of a residence?  Yes  No  
 If yes, explain \_\_\_\_\_  
 Has applicant or any proposed occupant ever been convicted of or pleaded no contest to a felony?  Yes  No  
 If yes, explain \_\_\_\_\_  
 Notice: Pursuant to Section 290.46 of the Penal Code, information about specified registered sex offenders is made available to the public via an Internet Web site maintained the Department of Justice at [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov). Depending on an offender's criminal history, this information will include either the address at which the offender resides or the community of residence and ZIP code in which he or she resides.



Property Address \_\_\_\_\_ Date \_\_\_\_\_



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**RESIDENCE HISTORY**

Current address _____	Previous Address _____
City/State/Zip _____	City/State/Zip _____
From _____ to _____	From _____ to _____
Name of Landlord/Manager _____	Name of Landlord/Manager _____
Landlord/Manager's phone _____	Landlord/Manager's phone _____
Do you own this property? <input type="checkbox"/> Yes <input type="checkbox"/> No Reason for leaving current address: _____	Do you own this property? <input type="checkbox"/> Yes <input type="checkbox"/> No Reason for leaving current address: _____

**EMPLOYMENT AND INCOME HISTORY**

Current Employer _____	Employer's Address _____
Supervisor's Name _____	Supervisor's Phone _____
Position or Title _____ Date of Hire _____	Phone Number to verify Employment _____
Employment Gross Income \$ _____ per _____	Other \$ _____ per _____ Source _____
Previous Employer _____	Employer's Address _____
Supervisor's Name _____	Supervisor's Phone _____
Position or Title _____	Employment Gross Income \$ _____ per _____

**CREDIT INFORMATION**

Name of Creditor	Account Number	Monthly Payment	Balance Due

Name of Bank/Branch	Account Number	Type of Account	Account Balance

**PERSONAL REFERENCES**

Name _____ Phone _____	Name _____ Phone _____
Address _____	Address _____
Length of acquaintance _____ Occupation _____	Length of acquaintance _____ Occupation _____

**NEAREST RELATIVE(S)**

Name _____ Phone _____	Name _____ Phone _____
Address _____	Address _____
Relationship _____	Relationship _____

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Applicant understands and agrees: (i) this is an application to rent only and does not guarantee that applicant will be offered the Premises; and (ii) Landlord or Manager or Agent may accept more than one application for the Premises and, using their sole discretion, will select the best qualified applicant.

Applicant represents the above information to be true and complete, and hereby authorizes Landlord or Manager or Agent to (i) verify the information provided; and (ii) obtain credit report on application.

**If application is not fully completely, or received without the screening fee: (i) the application will not be processed, and (ii) the application and any screening fee will be returned**

Applicant \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Property Address \_\_\_\_\_ Date \_\_\_\_\_

Return your complete application and any applicable fee not already paid to:

March Joint Powers Authority Address 14205 Meridian Pkwy #140 City Riverside State CA Zip 92518

**SCREENING/PROCESSING FEES**

**THIS SECTION TO BE COMPLETED BY OWNER, LANDLORD, MANAGER OR AGENT.**

Applicant has paid a nonrefundable screening fee of \$ 40.00 , applied as follows:

\$ 29.50 for credit reports prepared by NCR ; \$ \_\_\_\_\_ for \_\_\_\_\_ (other out-of-pocket expenses); and \$ 10.50 for application processing.

The undersigned has read the foregoing and acknowledges receipt of a copy.

\_\_\_\_\_  
**Applicant Signature** \_\_\_\_\_  
**Date**

The undersigned has received the screening fee indicated above.

\_\_\_\_\_  
**Landlord Signature** \_\_\_\_\_  
**Date**

Property Address \_\_\_\_\_ Date \_\_\_\_\_





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### AUTHORIZATION TO VERIFY EMPLOYMENT

Applicant Name \_\_\_\_\_

Current Employer \_\_\_\_\_ Address \_\_\_\_\_

Applicant represents that all the information is true and correct and hereby authorizes March Joint Powers Authority to verify Applicants employment history.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
**TO BE FILLED OUT BY EMPLOYER**  
\_\_\_\_\_

1. Tenant has been employed from \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_  
Month Year Month Year
2. Salary \$ \_\_\_\_\_ per year.  
Please check one:  Full time  Part time
3. Is this a permanent or temporary position?  
Please check one:  Permanent  Temporary
4. Employee's Position \_\_\_\_\_
5. Supervisor's Title \_\_\_\_\_ Business Phone # \_\_\_\_\_
6. Signature of person completing this form \_\_\_\_\_



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**AUTHORIZATION TO VERIFY RESIDENCY**

*(Please complete for past 7 years. Duplicate page and sign for each residence. One form per residence.)*

Applicant Name \_\_\_\_\_

Current Address     Previous Address; Move-in Date \_\_\_\_\_

Address \_\_\_\_\_ Apt. # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Apartment Community Name: \_\_\_\_\_

Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_

Applicant represents that all the above information is true and correct and hereby authorizes verification of the above items including but not limited to the obtaining of credit report and agrees to furnish additional credit references on request.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

Move-in date \_\_\_\_\_ Current Lease Expires \_\_\_\_\_

Move-out date \_\_\_\_\_

Was proper notice given to vacate?  Yes  No

Was rent paid on time?  Yes  No    If No, how many times late? \_\_\_\_\_

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

Is this account in any type of Eviction Process or had this account ever been evicted?  Yes  No

Is this account currently past due?  Yes  No    If yes, how much \$ \_\_\_\_\_

Verified by \_\_\_\_\_ Position \_\_\_\_\_

Please Fax to (951) 653-5558.

For questions, please call (951) 656-7000 and ask for the **Property Manager**.



Property Address \_\_\_\_\_ Date \_\_\_\_\_