



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**).

Upon Acceptance of Application the Following Applies

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. (i.e. if the rent is \$2,000 per month, the deposit would be \$2,000.)

If applicable, 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: _____

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

Property Address _____ Date _____





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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. 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.

RESIDENCE HISTORY

Property Address _____ Date _____





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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 _____



Property Address _____ Date _____



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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 _____



Property Address _____ Date _____



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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 _____