

**RESIDENTIAL PROPERTIES • COMMERCIAL INVESTMENT • INDUSTRIAL PROPERTIES • MULTIPLE UNITS • APARTMENTS**

**APPLICATIONS ARE ONLY GOOD FOR 30 DAYS FROM THE DATE OF APPROVAL. THIS APPLICATION DOES NOT GUARANTEE YOU ANY RENTAL PROPERTY.**

**A complete separate application is required from each adult** (anyone 18 years and older) who intends to reside at the property. Liberty Property Management requires \$35.00 as a *processing fee* to check income, rental or home ownership history, and credit. The fee is non-refundable if the application is processed and must be in the form of **cashier's check or money order only (NO CASH will be accepted)**. All applications may be submitted online or to **Liberty Property Management: 1120 Scenic Drive, Modesto, CA 95350**.

**Renter's Insurance is required with a minimum of a \$100,000 policy.** Renter's Insurance policies are designed to cover YOU in the event of loss to your personal property and protect you in the event you are responsible for injury or property damage to others in your rented Apartment, Home or Condo. Renters Insurance is *relatively inexpensive*. The average cost of renter's insurance begins about \$20 a month for around \$40,000 worth of property coverage and \$300,000 worth of liability coverage. **RATES AND COVERAGES MAY VARY.**

No smoking is allowed in the rental property or in any common areas that may affect other residents.

A credit report will be obtained for each applicant. Each unpaid collection will count as one negative rating in the percentage calculation below. Co-signers will not be accepted. We do not accept credit reports from outside sources. **Bankruptcies within the last year may disqualify an application. Any eviction may disqualify an application.** Rental references are considered unverifiable if, after three working days, your landlord has not returned Liberty Property Management's phone calls or faxes. **All income must be lawful and verifiable.** Cash or letters from your employer are not verifiable income.

**Acceptable forms of verification** include one of the following:

1. **Employees:** Request for Income Verification form completed by the employer, original pay stubs (2 most current months)
2. **Self-employed:** IRS 1040 (first two pages of the last two year's tax returns) and Schedule C (profit and loss statement of the last two year's tax returns).
3. **Child Support:** file stamped court order. Must show history of payment received for a minimum 12-month period.
4. **Award letters, court documentation.** Any SSI/Disability income must have an award letter indicating the income amount.

**All blanks on the application must be filled in.** Where a question does not apply, please write "none" or "n/a", as applicable. Missing or incomplete information may delay or prevent verification, permitting another application to be approved before yours.

Should Liberty Property Management be unable to verify any of the information on the application or if any of the statements are found to be false, the application will be denied. If an application is denied, you may begin the application process only after a period of **six months** has passed. Applications are processed as quickly as possible. **Applications will not be pre-screened.** Once an application has been completed, you will be notified of the result via mail or telephone. **An approved application does NOT guarantee you any unit.** An approved application will only determine your eligibility to rent the unit you have applied for. If your application is approved and your move-in date is not immediate, a holding consideration fee will be taken. A consideration fee must be in the form of a cashiers check or money order only. This will hold the property for seven days from date of availability. Should you decide to not rent the unit, this consideration fee is **non-refundable**. You will be required to pay the first month's rent, security deposit and any other applicable deposits in advance and these funds must be made in the form of certified funds. ( i.e.. Money order or Cashiers Check.) **Due to possible human error, we ask that you inspect the interior of the unit of your choice carefully to ensure amenities listed are actually present.**

**THE FOLLOWING ARE THE MINIMUM REQUIREMENTS THAT AN APPLICANT MUST FULFILL TO QUALIFY TO RENT A PROPERTY MANAGED BY LIBERTY PROPERTY MANAGEMENT. ALL CO-APPLICANTS ADMITTED TO ASSIST WITH THE NECESSARY REQUIREMENTS MUST RESIDE IN CALIFORNIA.**

**IF YOU DO NOT AGREE WITH ANY OF THE FOREGOING, DO NOT SUBMIT AN APPLICATION.**

I irrevocably authorize Liberty Property Management to keep a copy of the application and all documents submitted. Your signature is your agreement to the above.

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

**Requirements**

MONTHLY RENT	\$595 or less	\$596-\$995/month	\$996/month or greater
<b>CREDIT</b>	At least 1 line of credit per applicant established for at least 6 months, with 40% Positive credit overall.	At least 1 line of credit per applicant established for at least 6 months, with 60% Positive credit overall.	At least 2 lines of credit per applicant established for at least 12 months, with 70% Positive credit overall.
<b>INCOME</b>	2 ½ times one month's rent.	2 ½ times one month's rent.	3 times one month's rent.
<b>RENTAL OR HOME OWNERSHIP</b>	A combined <u>six</u> months of <b>CURRENT favorable and verifiable</b> rental references or home ownership must be provided. References from family and friends will not be accepted.	A combined <u>one</u> year of <b>CURRENT favorable and verifiable</b> rental references or home ownership must be provided. References from family and friends will not be accepted.	A combined <u>two</u> years of <b>CURRENT favorable and verifiable</b> rental references or Home ownership must be provided. References from family and friends will not be accepted.



Corporate Office:  
1120 Scenic Drive  
Modesto, CA 95350  
Ph: 209-576-0934  
Fax: 209-527-0386

**Your processing fee pays for the following costs incurred by Liberty Property Management:**

<b>Processing Fee Charges to Applicant</b>	
Credit Report	\$10.00
Telephone Calls (Former Landlord, Employer, etc.)	\$ 8.00
Staff Time	<u>\$17.00</u>
<b>Minimum cost to Liberty Property Management to Process Application</b>	<b><u>\$35.00</u></b>

# DISCLOSURE & AUTHORIZATION

The undersigned declares that the information on this rental application is true and correct, and understands that false statements may result in rejection of this and any future applications for housing, which we manage. The undersigned does further understand that all persons or firms named may freely give any requested information concerning me and I hereby waive all right to action for any consequences resulting from such information. By my signature below, I authorize the investigation and release of the information on all statements contained herein, including but not limited to a credit check, to Liberty Property Management and/or its principal and/or the owner of any property which I am applying to occupy.

I further understand and agree that Liberty Property Management will rely upon this Rental Application as an inducement for entering into a rental agreement or lease and I warrant that the facts contained in this Application are true. If any facts prove to be untrue, Liberty Property Management may terminate my tenancy immediately and collect from me any damages incurred including reasonable attorneys fees resulting there from. You are also herein notified that a negative credit report reflecting your credit record may be submitted in the future to a credit reporting agency if you fail to fulfill the terms of your rental obligations or if you default in those obligations in any way.

Liberty Property Management welcomes all applicants and supports fair housing. We do not refuse to lease or rent any housing accommodations or property nor in any other way discriminate against a person because of sex, marital status, race, creed, religion, age, familial status, physical, or mental handicap, color or national origin. Notice of the contractual relationship between the Property Owner and Liberty Property Management: Liberty Property Management is an exclusive agent of the Property Owner and represents the Property Owner's interest in any and all rental transactions.

**DATABASE DISCLOSURE: NOTICE:** The California Department of Justice, sheriff's departments, police departments serving jurisdictions of 200,000 or more and many other local law enforcement authorities maintain for public access a data base of the locations of persons required to register pursuant to paragraph (1) of subdivision (a) of Section 290.4 of the Penal Code. The database is updated on a quarterly basis and a source of information about the presence of these individuals in any neighborhood. The department of Justice also maintains a Sex Offender Identification Line through which inquiries about individuals may be made. This is a "900" telephone service. Callers must have specific information about individuals they are checking. Information regarding neighborhoods is not available through the "900" telephone service.

I hereby have read thoroughly and have agreed to the above, RENTAL POLICIES & PROCEDURES, DISCLOSURE & AUTHORIZATION and DATA BASE DISCLOSURE NOTICE on pages one and two.

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

\_\_\_\_\_ **INITIAL:** If the dwelling for which you are applying for was constructed prior to 1978, you shall be receiving information regarding potential lead hazards and you will have 48 hours, excluding weekends and holidays, to have the dwelling professionally inspected by a certified inspector for the presence of lead. Inspection and testing shall be at the expense of the applicant. The applicant will be held financially liable for costs to repair any damage caused as a result of the inspection.

*For Office Use Only*

## Landlord Reference

Current Residence Address: \_\_\_\_\_

Previous Residence Address: \_\_\_\_\_

Landlord Name: \_\_\_\_\_

Fax: \_\_\_\_\_ Phone: \_\_\_\_\_

Move-In/Out: \_\_\_\_\_ Monthly Payments: \_\_\_\_\_ Any 3day/Eviction Proceedings? Y/N \_\_\_\_\_

30 Day Notice Given? Y/N \_\_\_\_\_ # of NSF's: \_\_\_\_\_ # of Late Payments: \_\_\_\_\_

Condition of Unit: \_\_\_\_\_

History of Payments: \_\_\_\_\_

Would You Rent To Them Again? Y/N \_\_\_\_\_ Why Not: \_\_\_\_\_

Any Pets? Y/N \_\_\_\_\_ Describe: \_\_\_\_\_

Completed By: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Landlords - Please complete and fax to (209) 527-0386**

**APPLICANT'S LAST NAME** \_\_\_\_\_ **FULL INITIAL** \_\_\_\_\_

<b><u>FOR OFFICE USE ONLY</u></b>		Lead: Y / N
Property No: _____	Date: ___/___/___	
Rental Property Address: _____	City: _____	
Bed/Bath: _____/_____	Contact (_____) _____ - _____	
Rent/Deposit: \$ _____ / \$ _____ / \$ _____		
Fee rec'd \$ _____	Rec'd by: _____	Consideration Fee: \$ _____

**Applicant's Full Name:** \_\_\_\_\_

**How did you hear about our Company:**

- |   |   |
|---|---|
| <input type="checkbox"/> PMZ iPhone Application         | <input type="checkbox"/> PMZ Realtor (Which one: _____)             |
| <input type="checkbox"/> Postlets.com                   | <input type="checkbox"/> Previous/Current Owner                     |
| <input type="checkbox"/> Current Tenant/Previous Tenant | <input type="checkbox"/> LPM Sign                                   |
| <input type="checkbox"/> YELP                           | <input type="checkbox"/> Craigslist                                 |
| <input type="checkbox"/> Rentbits.com                   | <input type="checkbox"/> Another Company (Which: _____)             |
| <input type="checkbox"/> Google Search (for: _____)     | <input type="checkbox"/> Phone Book (Which: ATT/Valley Yellow Page) |
| <input type="checkbox"/> Yahoo Search (for: _____)      | <input type="checkbox"/> Other: _____                               |

**PERSONAL INFORMATION**

Birth date: \_\_\_\_\_ Soc. Sec. #: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_ Contact # \_\_\_\_\_

**LIST ANY OTHER PERSONS WHO WILL RESIDE WITH YOU BELOW.** Please enclose a separate sheet of paper for more residents **ANY ADULT OF AGE 18 AND OVER MUST SUBMIT A SEPARATE APPLICATION**

<u>NAME</u>	<u>BIRTHDATE</u>	<u>SOC.SEC. #</u>	<u>RELATIONSHIP</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

1. Have you ever filed bankruptcy? (**Y/N**) If yes, when? (Bankruptcies within the last year may disqualify you):  
\_\_\_\_\_
2. Have you ever been evicted? (**Y/N**) If yes, list specifics (An eviction may disqualify you):  
\_\_\_\_\_
3. Any judgments or collections against you? (**Y/N**) If yes, list specifics:  
\_\_\_\_\_
4. Have you ever been convicted of a felony? (**Y/N**) If yes, list specifics (A felony may disqualify you):  
\_\_\_\_\_

**An application can be denied from a conviction of a felony if it is a: Violent crime (including the use of firearm), crimes of a sexual nature, crimes against property or persons (arson/theft), and convictions of drug manufacturing or distribution.**

<b><u>Present Legal Residence:</u></b>	
Address: _____ Apt#: _____	City: _____ State: _____
Zip: _____ Resided from _____ to _____	own/rent other: _____
Home Phone: _____	Cell Phone: _____
Reason for moving: _____	
Landlord Name/Mortgage Co: _____	
Address: _____	City: _____ State: _____
Zip: _____ Phone No: _____	
Fax: _____	Monthly Payments: \$ _____

<b><u>Current Employment</u></b>	
Company: _____	Address: _____
City: _____ State: _____ Zip: _____	How long: _____
Position: _____	Supervisor: _____
Phone No: _____	Fax: _____
Total hours work per week: _____	Income: \$ _____ per _____

**Previous Legal Residence:**

Address: \_\_\_\_\_ Apt#: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip: \_\_\_\_\_ Resided from \_\_\_\_\_ to \_\_\_\_\_ own/rent other: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Reason for moving: \_\_\_\_\_  
Landlord Name/Mortgage Co: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip: \_\_\_\_\_ Phone No: \_\_\_\_\_  
Monthly Payments: \$ \_\_\_\_\_

**Previous Employment / 2<sup>nd</sup> Job: (Please Circle)**

Company: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip: \_\_\_\_\_ How long: \_\_\_\_\_  
Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Phone No: \_\_\_\_\_ Total hours work per week: \_\_\_\_\_ Income: \$ \_\_\_\_\_ per \_\_\_\_\_

**Previous Employment / 3<sup>rd</sup> Job: (Please Circle)**

Company: \_\_\_\_\_ Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ How long: \_\_\_\_\_  
Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Phone No: \_\_\_\_\_ Total hours work per week: \_\_\_\_\_ Income: \$ \_\_\_\_\_ per \_\_\_\_\_

**Additional Income:** Additional income such as child support, alimony, or separate maintenance need not be discussed unless such additional income is to be included for qualification hereunder.

Amount of \$ \_\_\_\_\_ per \_\_\_\_\_ Source: \_\_\_\_\_  
Amount of \$ \_\_\_\_\_ per \_\_\_\_\_ Source: \_\_\_\_\_  
Amount of \$ \_\_\_\_\_ per \_\_\_\_\_ Source: \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION**

Family Physician: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
In case of an emergency, call: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone No. : \_\_\_\_\_ 2nd Phone No.: \_\_\_\_\_

There is an increase in security deposit of \$300.00 for each pet, depending on the unit's pet allowance (varies by property, **maximum of 2 pets**). Please note that all pets are **outside pets only**. No puppies allowed. Chow, Doberman Pinscher, Pit-Bull or Pit-Bull mix, Presa Canario, Rottweiler, Wolf Hybrid or Wolf Dog, Akita breeds, Shar-Pei and blue-tongue breeds, whether purebred or crossbred are **prohibited**. All pets residing at the property **must be listed at time of application**. **Pets cannot be added** to rental agreement/lease after the application has been submitted. Applicants must submit a current photograph of the animal listed on the application.

**PETS:**

Do you have any pets? Y/N If yes, how many: \_\_\_\_\_ **PETS CANNOT BE ADDED TO RENTAL AGREEMENT/LEASE AFTER APPLICATION HAS BEEN SUBMITTED. PLEASE NOTE THAT ALL PETS ARE OUTSIDE ONLY.**

Type: \_\_\_\_\_ Breed: \_\_\_\_\_  
Age: \_\_\_\_\_ Weight: \_\_\_\_\_ Color/Markings: \_\_\_\_\_  
License # \_\_\_\_\_ City of Issue: \_\_\_\_\_ Date of Rabies shot: \_\_\_\_\_  
Type: \_\_\_\_\_ Breed: \_\_\_\_\_  
Age: \_\_\_\_\_ Weight: \_\_\_\_\_ Color/Markings: \_\_\_\_\_  
License # \_\_\_\_\_ City of Issue: \_\_\_\_\_ Date of Rabies shot: \_\_\_\_\_

**VEHICLES:**

No. of vehicles on property: \_\_\_\_\_  
Do you have any recreational vehicles (vans, boats, motorcycles) if so, specify?: \_\_\_\_\_  
Auto No. 1:  
Make: \_\_\_\_\_ Plate No./State: \_\_\_\_\_ / \_\_\_\_\_  
Year: \_\_\_\_\_ Color: \_\_\_\_\_  
Auto No. 2.:  
Make: \_\_\_\_\_ Plate No./State: \_\_\_\_\_ / \_\_\_\_\_  
Year: \_\_\_\_\_ Color: \_\_\_\_\_

**Modesto Office:**  
1120 Scenic Drive  
Modesto, California 95350  
Phone (209) 576 0934  
Fax (209) 527 0386



**Stockton Office:**  
3522 Deer Park Drive  
Stockton, California 95219  
Phone (209) 472 0934  
Fax (209) 474 2811

**Residential Properties • Commercial Investment • Industrial Properties • Multiple Units • Apartments**

**MUST BE SIGNED IN ORDER TO PROCESS YOUR APPLICATION**

The undersigned declares that the information on this rental application is true and correct, and understands that false statements may result in rejection of this and any future applications for housing, which we manage. The undersigned does further understand that all persons or firms named may freely give any requested information concerning me and I hereby waive all right to action for any consequences resulting from such information. By my signature below, I authorize the investigation and release of the information on all statements contained herein, including but not limited to a credit check, to Liberty Property Management and/or its principal and/or the owner of any property which I am applying to occupy.

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

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date

-----  
***If you are currently employed and have been so for less than 12 months please have your employer complete this portion.***

\_\_\_\_\_  
Position

\_\_\_\_\_  
Length of Employment and /or Date of Hire

\_\_\_ Temporary

\_\_\_ Full Time

\_\_\_ Permanent

\_\_\_ Part Time

**RATE OF PAY:**

Hourly \$ \_\_\_\_\_ /hour \_\_\_\_\_ hours per week.

Weekly \$ \_\_\_\_\_ /week

Monthly \$ \_\_\_\_\_ /month

Other \$ \_\_\_\_\_ /explain \_\_\_\_\_

ANNUAL INCOME AT CURRENT RATE: \$ \_\_\_\_\_ /year

I hereby certify that the statements above are true and complete to the best of my knowledge.

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax