



## RENTAL APPLICATION PROCESS AND REQUIREMENTS



All units are subject to availability and Hoag does not guarantee that any unit will be available upon submission of a rental application and its processing. **We do not hold apartments and units are not available on a first come first served basis.** All approved applications are good for 60 days for any rental unit within your approved rental limit. The application process takes approximately 3-5 business days. **Please note: if your application is incomplete, unsigned, or there are delays with references the process will take longer.** To insure a timely processing cycle the following **must be met:**

- Each person 18 years or older (or an emancipated minor) must **completely** fill out an application (includes co-signers, if applicable).
  - Include the property address/unit # you are applying for and the monthly rent listed.
  - All perspective individuals that will occupy the unit **MUST** be listed.
  - Provide an application fee of **\$40.00** per each individual 18 years or older (cash, money order, or cashier check only – **NO PERSONAL CHECKS**). This is a **non-refundable fee** and does not guarantee that your application will be approved.
  - All applications must be **completely** filled out and must provide at least the last five (5) years of rental and employment history. Please indicate “N/A” or “None” in areas that do not apply. **Note:** must include information on all motor vehicles that will be parked on or near the property, indicate at least two (2) personal references, credit references, if applicable, emergency contact must be included, and banking information, if applicable.
  - Provide a copy of your Social Security Card (signed) and a valid Driver’s License or state issued identification card, etc.
  - Provide proof of income – at least two (2) months of recent pay stubs. Note: if self-employed provide copies of your most recent tax returns or bank statements. When paid on a cash basis, please provide, letter from employer (on company letterhead) detailing earnings.
  - Application **must be signed and dated.**
  - Please make sure you include a current telephone number so we can contact you.
  - **NOTE: Effective 1/1/17 RENTERS INSURANCE WILL BE REQUIRED. IF APPROVED YOU WILL BE GIVEN 60 DAYS TO PROVIDE PROOF OF RENTERS INSURANCE COVERAGE WITH LANDLORD AND HOAG PROPERTY MANAGEMENT AS ADDITIONAL INSURED.**
- **Hoag Property Management, Inc.** is an equal opportunity housing provider. **Hoag** does not discriminate against any person because of race, color, religion, sex, sexual orientation, handicap, familial status, or national origin. We fully comply with all local, state, and federal fair housing laws.

**PLEASE RETURN THE COMPLETED APPLICATION AND FEE TO:  
HOAG PROPERTY MANAGEMENT, INC.  
10551 Paramount Blvd., Downey, CA 90241  
FAX: (562) 862-1723**

[hoaginfo@hoagpropertymgmt.com](mailto:hoaginfo@hoagpropertymgmt.com)

**(Please make sure we have a current telephone number in order to contact you.)**

## SCREENING CRITERIA

**Hoag Property Management, Inc.** is an equal opportunity housing provider. **Hoag** does not discriminate against any person because of race, color religion, sex, sexual orientation, handicap, familial status, or national origin. **We fully comply with all local, state, and federal fair housing laws.**

Our screening process remains consistent for all applicants. Our screening tools include: credit checks, eviction history, employment verifications, bank verifications, and rental histories to name a few. The following topics are reviewed and taken into consideration:

- ✓ The total verifiable monthly income combined for all perspective adult members (18 and above) must equal at least 2 ½ times\* the monthly rent for apartments and 2 times the monthly rent for single family residences. An applicant will be denied for inadequate verifiable income to meet rental criteria. If income requirements are not met, a co-signer may be required. It is important to note that not all owners accept co-signers and out-of-state co-signers are not accepted. \*A few owners require a higher monthly income requirement.
- ✓ Any application with an unlawful detainer action, evictions, criminal felonies, court judgments, charge offs could result in a denial of tenancy.
- ✓ A bankruptcy must be fully discharged to be considered.
- ✓ False or incomplete information supplied on the application by any applicant will constitute a denial to rent.
- ✓ Occupancy limits are based on general guidelines set by the Department of Fair Employment and Housing and can differ per property, i.e., undue stress on plumbing, overcrowding, etc. The general practice is to allow two persons per bedroom plus one. Greater restrictions are based on the necessities of the building.
- ✓ A co-signer may be required or the security deposit may be increased for those who do not fully meet eligibility standards.

### RETURN COMPLETED APPLICATION TO:

**HOAG PROPERTY MANAGEMENT, INC.  
10551 PARAMOUNT BLVD.  
DOWNEY CA 90241  
(562) 869-1556 / fax (562) 862-1723**

**My signature below indicates that I have read and understand the Rental Application Process and Screening Criteria and understand that only having a complete application with the required documents and information can I be assured my application will be processed in a timely manner:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

Applying for: \_\_\_\_\_