



## Application Standards and Procedures for Prospective Tenants

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**Rental Applications:** A rental application must be completed by every tenant over the age of 18 and who plans to live in the apartment. You agree to pay to our representative the nonrefundable application screening fee. Payment of the application screening fee does not guarantee that your application will be accepted. The application screening fee partially defrays the cost of administrative paperwork. **The non-refundable application fee is \$50.00.**

**Qualified Applicants:** To be considered a qualified applicant, a prospective tenant must show an acceptable credit history, as well as a good rental/tenant history. Additionally, bill paying history, the number and type of accounts, collection actions, outstanding debt, income, and # of inquiries in the consumer report, and criminal history will all be considered (based on state law). All applicants' must provide valid photo ID in order to verify their identity.

**Income Verification:** Prospective tenants must provide proof of income (two times the monthly rental amount) and provide the local leasing office with one or more of following:

- 3 months of pay stubs
- 3 months of bank/annuity statements
- Most recently issued W-2 tax form, 1099 tax form or tax return
- Current Social Security/Pension Benefits Letter
- Financial Aid Statement/Award Letter

**Use of Rental Scores:** We will be utilizing a rental score to estimate the relative financial risk of an Applicant. Rental scores are an objective and consistent way of reviewing relevant applicant information. We set a minimum rental score required for approval of an application. It is possible for an Applicant's rental score to yield different results depending upon where the Applicant applies. It all depends on the risk the Owner is prepared to accept at each property.

### **What can I do to improve my rental score?**

An Applicant's rental score may change if the underlying information it is based upon changes. The total improvement, however, generally depends on how that factor relates to other factors considered by the scoring system. Nevertheless, to improve the rental score, concentrate on paying bills on time, paying down outstanding balances, and not taking on new debt.

**Application Approvals and Denials:** Warren Properties has requested a consumer report and will notify all applicants as to whether their application has been approved or denied, provided the applicant has given accurate contact information to the Leasing Office. If an application is denied, the applicant will receive an adverse action letter explaining the reason(s) for the denial. Under Section 1786.22 of the California Civil Code, the files maintained on a consumer by an investigative consumer reporting agency ("Agency") shall be made available to the consumer during business hours on reasonable notice. Files maintained shall be made available for the consumer's visual inspection either: (1) by certified mail, pursuant to a written request with proper identification, for copies to be sent to a specified address; (2) by telephone, if the consumer has made a written request, with proper identification for telephone disclosure, and the toll charge, if any, is prepaid by or charged directly to the consumer; or (3) in person, upon furnishing proper identification.

If you would like your consumer report sent to you directly, please complete below and return to the Leasing Office:

☐ Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_



The applicant can also obtain a copy of their report as well as dispute the results by contacting the following:

LeasingDesk Screening

2201 Lakeside Blvd.

Richardson, TX 75082

(866) 934-1124

<http://www.realpage.com/consumer-dispute>

**Application Retention Policy:** All rental applications and credit checks shall be retained for a period of at least three (3) years.

*Warren Properties, Inc. is an equal housing opportunity provider. All available units are offered on a first-come, first-served basis to qualified applicants. WPI processes applications without regard to race, color, religion, sex, sexual orientation, marital status, national origin, ancestry, familial status, source of income or disability. All applicants will be processed in a prompt, efficient manner.*



# APPLICATION

LOCATION: \_\_\_\_\_ APARTMENT # SHOWN/RENTED \_\_\_\_\_

NOTE: A separate application must be completed by each adult who will reside in the apartment. This form must be completed in full and approved prior to the Resident Manager accepting deposits or rent. "Any misrepresentation on the Application will be considered a material breach of Rental/Fixed-Term Agreement." Any misrepresentation on the Application will be considered a material breach of Rental/Fixed Term Agreement.

FULL NAME: \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_  
First Middle Last

DATE OF BIRTH: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

ESTIMATED MOVE-IN DATE: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

## HOW DID YOU HEAR ABOUT US?

(CIRCLE ONE ONLY) DRIVE-BY APARTMENT FINDER FOR RENT.COM WARREN PROPERTIES WEBSITE  
CRAIGSLIST.COM APARTMENT GUIDE.COM APARTMENTS.COM PUBLICATIONS-COLLEGE, CITY MILITARY, SENIOR  
BANNER/STAKES ZILLOW.COM REFERRAL OTHER \_\_\_\_\_

APARTMENT TYPE: \_\_\_\_\_

NUMBER OF OCCUPANTS: \_\_\_\_\_ PET (S): \_\_\_\_\_ YES, HOW MANY \_\_\_\_\_ OR \_\_\_\_\_ NO

CURRENT ADDRESS: \_\_\_\_\_  
Street/P.O. Box  
City State Zip Code  
Cell/Mobile Number How Long?

PREVIOUS ADDRESS(S): 1. \_\_\_\_\_  
(2 Year Minimum) Street/P.O. Box City State  
Zip Code How Long?

2. \_\_\_\_\_  
Street/P.O. Box City State Zip Code  
Zip Code How Long?

EMPLOYER: \_\_\_\_\_  
Company Address  
Telephone Number Monthly Income Start Date

AUTOMOBILE: \_\_\_\_\_  
Year Make/Model Color License Plate No. State

## IDENTIFICATION CARD:

For Office Use Only  
ID Verified \_\_\_\_\_

Number Expiration Date State

EMERGENCY CONTACT: \_\_\_\_\_  
Name Relationship  
Street/P.O. Box City State Zip Code  
Telephone Number E-Mail Address



*In the event of serious illness, death, or other circumstances that would make you unavailable, the emergency contact can remove your property from your unit or common areas.*

**I HAVE PAID A NON-REFUNDABLE APPLICATION FEE AND HEREBY AUTHORIZE WARREN PROPERTIES INC. TO OBTAIN AND VERIFY CONSUMER INFORMATION, CRIMINAL HISTORY, PAYMENT HISTORY, OCCUPANCY HISTORY AND ALL OTHER INFORMATION CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT MY APPLICATION EXPIRES 45 CALENDAR DAYS AFTER RESULTS ARE OBTAINED.**

**WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, RELIGION, SEX, FAMILIAL STATUS, OR DISABILITY.**

SIGNATURE (REQUIRED): \_\_\_\_\_ DATE \_\_\_\_\_