

# LILLY ENTERPRISES, INC. LILLY PROPERTY MANAGEMENT CO.

*Celebrating Over 25 Years  
Of Providing Professional Service*  
BROKER LIC. 00754144

## APPLICATION PROCEDURE AND REQUIREMENTS

**Before** an Application can be processed, each applicant who is 18 years of age or older must submit the following documents and meet the rental qualification criteria stated below:

1. **Completed Application:** The application must be filled-out **completely** and **legibly**. Fill in all blanks. If a section does not apply, insert "N/A".
2. **Application Fee:** A \$30.00 application fee must accompany each application. Only Cashier's Check or Money Orders will be accepted and must be made payable to **Lilly Property Management Company**. Application Fees pay for the costs incurred in obtaining, reviewing and verifying certain information about you (\$14.15), including obtaining your credit report, unlawful detainer search, and/or other screening reports (\$15.85). Application fees are non-refundable once these actions are performed.
3. **Identification:** Applicant must present and submit a clear copy of a valid government issued photo identification card or driver's license and a Social Security card. Military cards are not acceptable as it is against the law to photocopy them.
4. **Income Verification:** A copy of your last paycheck stub showing current and year-to-date earnings. If recently employed and you have not yet received your 1<sup>st</sup> paycheck, a copy of your employment agreement. If self-employed, non-employed or retired, a copy of your last year's tax returns.
5. **Signed Authorization to Release Information**

Any information provided to us will not be returned. An application may be immediately rejected if any of the above is not fully submitted or if any information provided is found to be false. Any additional information which you would like to have considered as part of your application must be submitted in writing and attached to your application.

Applicants are selected on the basis of positive information and history in the following areas: credit, previous tenancy, stability of employment, sufficiency of total income which should be no less than 3 times the monthly rent, number of occupants which should be no more than 2 persons per bedroom plus one additional occupant, violent behavior and criminal record, etc. There may be more than one applicant applying for the Premises and units are offered to the best qualified applicant and not on a "first come, first served" basis. It may take up to 3 to 4 working days or longer to process an application. You will be contacted as soon as possible with the decision on your application.

Submission of an Application and/or payment of an Application fee does not hold a unit nor guarantee that you will be accepted to rent a unit. The unit you are applying for will continue to remain available until an applicant (either you or someone else) is approved, the required holding deposit or move-in charges are paid, and Landlord's rental/lease agreement is signed.



INVESTMENT, MANAGEMENT, DEVELOPMENT  
152 WEST WALNUT STREET, SUITE 290, GARDENA, CALIFORNIA 90248  
TEL: (310) 324-7400 FAX: (310) 324-7404  
WWW.LILLYENTERPRISESINC.COM

## APPLICATION TO RENT

### **Personal Information:**

Check one:  **Primary Applicant**     **Responsible Resident**     **Guarantor**

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_  
Name Suffix (Jr., Sr., etc.) \_\_\_\_\_ Former Last Name (maiden, married) \_\_\_\_\_  
Home Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_  
Cell Phone (\_\_\_\_) \_\_\_\_\_ Email Address \_\_\_\_\_  
Driver's License Number \_\_\_\_\_ Driver's License State \_\_\_\_\_  
Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_  
If no Social Security Number, are you in the U.S. on a Visa?  Yes  No  N/A  
Visa Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

### **Occupant Information, other than you: (including minors)**

**(A separate Application To Rent MUST be submitted by each proposed occupant who is 18 years of age or older)**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Relationship to You \_\_\_\_\_  
Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Relationship to You \_\_\_\_\_  
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Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Relationship to You \_\_\_\_\_  
Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Relationship to You \_\_\_\_\_

### **Residence Information:**

Current Street Address \_\_\_\_\_ Suite or Apt. \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Check one:  Rent  Own  Other \_\_\_\_\_ Dates of Residency: From \_\_\_\_\_ To \_\_\_\_\_  
Monthly Payment \$ \_\_\_\_\_ Reason For Moving \_\_\_\_\_  
Contact Name of Landlord \_\_\_\_\_ Contact Phone (\_\_\_\_) \_\_\_\_\_  
Previous Street Address \_\_\_\_\_ Suite or Apt. \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Check one:  Rent  Own  Other \_\_\_\_\_ Dates of Residency: From \_\_\_\_\_ To \_\_\_\_\_  
Monthly Payment \$ \_\_\_\_\_ Reason For Moving \_\_\_\_\_  
Contact Name of Landlord \_\_\_\_\_ Contact Phone (\_\_\_\_) \_\_\_\_\_  
Have you ever been evicted or asked to move out within the past seven (7) years?  Yes  No If Yes, Explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employment Information/Additional Income:**

Current Employer \_\_\_\_\_ Position \_\_\_\_\_

Industry \_\_\_\_\_ Monthly Income \$ \_\_\_\_\_

Street Address \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

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

Name of Supervisor \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

If there are other sources of income you would like us to consider, please list source and income amount.

Source of Additional Income \_\_\_\_\_ Amount of Additional Monthly Income \$ \_\_\_\_\_

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**Banking Information:**

Name of Your Bank \_\_\_\_\_

Branch Address \_\_\_\_\_ City \_\_\_\_\_

Account Number--Checking \_\_\_\_\_ Account Number--Savings \_\_\_\_\_

Name of Your Bank \_\_\_\_\_

Branch Address \_\_\_\_\_ City \_\_\_\_\_

Account Number--Checking \_\_\_\_\_ Account Number--Savings \_\_\_\_\_

**Credit Information:**

Name of Creditor \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Name of Creditor \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Name of Creditor \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Name of Creditor \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Name of Creditor \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

**Personal References:**

Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Occupation \_\_\_\_\_

Length of Acquaintance \_\_\_\_\_ Relationship to You \_\_\_\_\_

Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Occupation \_\_\_\_\_

Length of Acquaintance \_\_\_\_\_ Relationship to You \_\_\_\_\_

**Emergency Information:**

First Name \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_

Relationship To You \_\_\_\_\_  
Type : Circle one [ ] Cell [ ] Home [ ] Work

First Name \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_

Relationship To You \_\_\_\_\_  
Type : Circle one [ ] Cell [ ] Home [ ] Work

First Name \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_

Relationship To You \_\_\_\_\_  
Type : Circle one [ ] Cell [ ] Home [ ] Work

**Vehicle Information:**

Your Vehicle: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ License Plate \_\_\_\_\_

Your Vehicle: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ License Plate \_\_\_\_\_

Your Vehicle: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ License Plate \_\_\_\_\_

**Parking for all of the above listed vehicles may not be available and cannot be guaranteed.**

**Pet Information:**

Do You Own Any Pets? [ ] Yes [ ] No      If Yes, Complete Below For Each Pet:

Type \_\_\_\_\_ Breed \_\_\_\_\_ Color \_\_\_\_\_ Weight \_\_\_\_\_ Name \_\_\_\_\_

Type \_\_\_\_\_ Breed \_\_\_\_\_ Color \_\_\_\_\_ Weight \_\_\_\_\_ Name \_\_\_\_\_

**Pets may be prohibited at the Premises you are applying for.**

Do You Have Assistance Animals? [ ] Yes [ ] No      If Yes, Complete Below For Each Assistance Animal:

Type \_\_\_\_\_ Color \_\_\_\_\_ Weight \_\_\_\_\_ Name \_\_\_\_\_

Type \_\_\_\_\_ Color \_\_\_\_\_ Weight \_\_\_\_\_ Name \_\_\_\_\_

**General Information:**

Date You Wish To Move-In: \_\_\_\_\_

Do You Own Any Liquid-filled Furniture? [ ] Yes [ ] No

If Yes, Describe: \_\_\_\_\_

Do You Own Any Musical Instruments? [ ] Yes [ ] No

If Yes, Describe: \_\_\_\_\_

Have You Filed For Bankruptcy Within The Past Seven (7) Years? [ ] Yes [ ] No

Have You Ever Been Convicted Of Selling, Distributing Or Manufacturing Illegal Drugs? [ ] Yes [ ] No

Are You A Registered Sex Offender? [ ] Yes [ ] No

Have You Ever Been Convicted Of A Felony? [ ] Yes [ ] No

If Yes, Describe: \_\_\_\_\_

Upon the basis of the information provided and/or attached hereto, Applicant hereby applies to rent Unit # \_\_\_\_\_ located at \_\_\_\_\_ (Premises), the rental rate of which is \$ \_\_\_\_\_ per month.

By signing this Application, Applicant represents that all statements and information provided are true and correct and hereby authorizes verification of same by, including but not limited to, the obtaining of a credit report, unlawful detainer searches, criminal background check, etc. Applicant waives any claim(s) against any person providing verification. Applicant agrees to pay Landlord's standard application fee for said verification purposes and understands that said application fee is non-refundable and shall not be applied towards any rent or security deposit.

Upon approval and before occupancy, Applicant shall within five (5) days sign Landlord's rental/lease agreement and pay all sums due by cashier's check or money order, including rent and deposits. If Applicant fails to timely comply, Landlord may immediately place the Premises back on the market and Landlord shall have no further obligation to rent/lease the Premises to Applicant. Applicant further agrees that no persons other than Applicant and the proposed occupants listed above, shall occupy the Premises without Landlord's prior written consent. If Applicant is approved but unable to occupy the Premises immediately, Landlord may reserve the Premises for Applicant and withdraw the Premises from the rental market upon Applicant's payment of the full move-in charges and execution of Landlord's rental/lease agreement. Unless otherwise agreed, if Applicant does not occupy the Premises by the lease commencement date and upon Applicant's request, Landlord shall return to Applicant the move-in charges paid, less the rental value of the Premises for the number of days that the Premises was withdrawn from the rental market and reserved for Applicant.

Landlord may furnish information to consumer reporting agencies and other rental owners regarding your performance of your legal obligations.

In lawsuits relating to this Application, the prevailing party may recover all attorneys' fees and litigation costs from the losing party.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ .M.

Lilly Property Management Company supports the spirit and intent of all local, state and federal fair housing laws for all residents and promotes a policy in which there are no barriers to obtaining housing because of color, race, religion, sex, marital status, mental or physical disability, age, familial status, sexual orientation, national origin, ancestry, source of income, or any other protect class.

**FOR OFFICE USE ONLY:**

**Property Supervisor/Resident Manager to Complete:**

Rent per Month: \$ \_\_\_\_\_ Minimum Security Deposit: \$ \_\_\_\_\_

# of Bedrooms in Unit: \_\_\_\_\_ Length of Lease: \_\_\_\_\_ year(s); \_\_\_\_\_ month(s)

**Office to Complete:**

Date Application Fee (\$30.00) Received: \_\_\_\_\_

Date Credit Check Performed: \_\_\_\_\_

If Application Is:  Accepted By \_\_\_\_\_

Move-In Date: \_\_\_\_\_

Total Move-In Charges: \$ \_\_\_\_\_

Security Deposit: \$ \_\_\_\_\_ (Including Any Additional Security For Pet)

1<sup>st</sup> Month's Rent: \$ \_\_\_\_\_ For The Period \_\_\_\_\_

Date Applicant Notified: \_\_\_\_\_ How Notified: \_\_\_\_\_

If Application Is:  Rejected By \_\_\_\_\_

Date Applicant Notified: \_\_\_\_\_ How Notified: \_\_\_\_\_

Date Application Disapproval Letter Given to Applicant: \_\_\_\_\_

AUTHORIZATION TO RELEASE INFORMATION

The undersigned, \_\_\_\_\_, hereby authorizes **Lilly Property Management Company**, or its authorized representatives, agents and employees bearing this Release or a copy thereof, to obtain any information in your files pertaining to the undersigned and his/her credit history, employment, residency and rental payment history, financial records, or any record of arrest with police agencies.

The undersigned directs you to release such information upon request of the bearer made within sixty (60) days of the date hereof. This Release is executed with full knowledge and understanding that the information hereby requested and obtained is for use by **Lilly Property Management Company**, in connection with the possible renting of a unit or other space to the undersigned by **Lilly Property Management Company**.

The undersigned hereby release you, as custodian of such records and information, and **Lilly Property Management Company**, its authorized representatives, agents and employees, from any and all liability and claims for damages of any kind which may at any time result to the undersigned, his/her heirs, family or associates due to compliance with this Release.

By executing this Release for the limited purposes stated above, I hereby waive any right of privacy or confidentiality which I might otherwise have regarding the information released.

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

\_\_\_\_\_  
Print Full Name of Applicant

\_\_\_\_\_  
Social Security Number (-Last 4 digits only)

\_\_\_\_\_  
Date