



Rental Criteria

Thank you for your application and allowing us to assist with your housing needs!

In order to process your application promptly:

We will need from you:

Application Fee (non-refundable) \$40.00 money order or cashier's check made payable to : Rock Pointe Services

Fully complete and executed application (incomplete applications may be overlooked)

Income Verification (paystubs; tax return; 1099; bank statements)

1. Collectively, applicant(s) must have a gross monthly income of two (2) times the monthly rental rate for the property applying for. Income requirements must be met by applicants who will be residing on the property. In certain situations, Heartland Property Management reserves the right (upon approval by the property owner) to consider a lease guarantor for qualification purposes. Any guarantor will need to provide a completed application and application fee.
2. Heartland Property Management will need to verify income, either by employment or bank statements. We will need the 2 most recent paystubs. If starting new employment, an offer letter from the employer. Other forms of acceptable income verification include but are not limited to are: military LES, current pension or disability stubs, current 1040 tax return if self employed, etc...
3. Heartland Property Management will verify rental history with any previous landlords for the past 5 years.
4. **Prior Evictions may result in a denial of your application.**
5. Our policy is that applicants must not have negative credit. Any bankruptcy must be discharged. We understand that the current economy has had significant impact on many individuals. If your credit situation has derogatory issues, please provide a full explanation of the event(s) for our review.
6. **All applications contain authorization for previous landlords, employers and references to release information to Heartland Property Management. Please complete the entire application and make sure it is signed, dated and legible, as this signature authorizes a response.**
7. Applicants will be notified as soon as possible regarding approval/denial of your application. If you are concerned about timely response from a previous employer, landlord or reference, contact these individuals immediately, notifying them of the upcoming inquiry and solicit a timely response. If your application is approved, Heartland Property Management will require a 'Holding Deposit' of \$1000 (if Security Deposit required is **below** \$1000, the Holding Deposit required will be 75% of 1 month's rent) to remove the property from active status and retain the residence for you exclusively. This 'Holding Deposit' will be applied toward the security deposit upon move-in. As a courtesy, should you withdraw your application within 24 hours from the Heartland's receipt of the 'Holding Deposit', you will be eligible for return of the deposit. Any cancellation after 24 hours will cause forfeiture of your Holding Deposit.

You understand that Heartland Property Management will initiate credit, criminal and rental background checks for the sole purpose of defining your rental application qualification. You also understand that the information obtained may be shared or viewed by co-applicants and/or co-tenants. The information obtained will not be made available to any persons or entities other than Heartland Property Management, co-applicants, or co-tenants.

By signing below, I understand and accept the terms of the background check and I give Heartland Property Management permission to conduct the background check.

DESIRED MOVE-IN DATE: _____

Applicant Printed Name: _____ Date: _____

Applicant Signature: _____

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Rental Application

ALL SECTIONS MUST BE COMPLETED IN ORDER TO BE PROCESSED!
 (Failure to do so can result in your application being bypassed)

| Personal Information | | | | | |
|---------------------------|----------------------|---------------------------|--------|-------------------------------|-------------------------|
| Last Name: | | First Name: | | Middle Name: | Social Security No: (Pr |
| Date of Birth: | Driver's License No: | | State: | Email Address: | |
| Cell Phone No: () | | Work Phone No: () | | Alt. Phone No: () | |
| Current Address: | | | City: | State: | Z |
| Date Moved In: | Date Moved Out: | Owner/Manager Name: | | Owner/Manager Phon () | |
| Reason for Moving: | | | | | |

| Rental History (Fill in Completely) | | | | | |
|-------------------------------------|-----------------|---------------------|-------|-------------------------------|---|
| Previous Address: | | | City: | State: | Z |
| Date Moved In: | Date Moved Out: | Owner/Manager Name: | | Owner/Manager Phon () | |
| Reason for Moving: | | | | | |
| Next Previous Address: | | | City: | State: | Z |
| Date Moved In: | Date Moved Out: | Owner/Manager Name: | | Owner/Manager Phon () | |
| Reason for Moving: | | | | | |

| Proposed Occupants (List All in Addition to Yourself) | | | | | |
|---|--|----------------|-------|--|----------------|
| Name: | | Date of Birth: | Name: | | Date of Birth: |
| Name: | | Date of Birth: | Name: | | Date of Birth: |

| Employment History (Fill In Completely) | | | | | |
|---|--|---------------------|--|-------------------|---------------------------------|
| Present Occupation: | | Employer Name: | | Employer Address: | |
| How long with this employer? Mos. Years | | Name of Supervisor: | | | Supervisor Phone No: () |
| Present Occupation: | | Employer Name: | | Employer Address: | |
| How long with this employer? Mos. Years | | Name of Supervisor: | | | Supervisor Phone No: () |

Rental Application

CURRENT GROSS INCOME \$ _____ Per Hour Week Month

PAYSTUBS & BANK STATEMENTS WILL BE REQUIRED FOR VERIFICATION

| Bank Account(s) Information | | |
|-----------------------------|-----------------|---|
| Name of Bank: | Branch Address: | Account Type: [] Checking [] Savings [] |
| Name of Bank: | Branch Address: | Account Type: [] Checking [] Savings [] |

| Credit Information | | |
|--------------------|----------|----------------------|
| Name of Creditor | Address: | Phone No: () |
| | | () |
| | | () |

| Personal References | | |
|---------------------|----------|----------------------|
| Name: | Address: | Phone No: () |
| Name: | Address: | Phone No: () |

| Emergency Contact Information | | |
|-------------------------------|----------|----------------------|
| Name: | Address: | Phone No: () |
| Name: | Address: | Phone No: () |

| Allergy Information |
|--------------------------------------|
| Please describe any known allergies: |

| Personal Information | | | |
|--|--------|-----------------------|-----------------|
| Other Names Used (Maiden, alias, etc.) | | Mother's Maiden Name: | |
| Automobile Make | Model: | Year: | Auto License #: |
| Automobile Make | Model: | Year: | Auto License #: |
| Other Vehicle(s) - motorcycle, boat, etc. | Model: | Year: | License #: |
| Have you ever filed for bankruptcy? | | | |
| Have you ever been evicted or asked to move? | | | |

Heartland Property Management

Rental Verification

Current Tenancy Address: _____

I, _____ authorize you to verify and release information referenced below with respect to a proposed tenancy at a property managed by **Heartland Property Management**.

Signed: _____ Date: _____

Applicant does not fill out below this line

.....

Heartland Property Management is considering the above noted individual for tenancy at a property we manage. They have provided the above signature authorization to current and previous landlords to verify and release information related to their tenancy. Please take a moment to complete the following and provide any additional information that may be helpful to us in determining an appropriate decision on behalf of the property owner. Thank you in advance for your timely assistance!

Tenancy from: _____ to _____ Rental Amount \$ _____

Was rent always paid on time? Yes / No If No, how many times were they late? _____

1. Were there any complaints from neighbors or HOA notices? Yes / No
2. Were there any legal actions or notices (to perform or otherwise) given? Yes / No
3. Did tenant(s) have frequent maintenance issues? Yes / No
4. Was the security deposit spent to cover damages? Yes / No

If any answer to questions 1-4 was "yes" please explain here....

Why did the tenant leave? _____ Did they give 30 day notice? _____

Was their residence maintained, clean and in sanitary condition? Yes / No

Comment: _____

Reference provided by: _____ (Name) _____ (Date)

Heartland Property Management

Employment Verification

Prospective Tenant Name: _____

Current Employer: _____

Supervisor: _____

Occupation/Position: _____

Employer/Supervisor Phone #: _____

I, _____ authorize my employer to verify with personnel from **Heartland Property Management** the following information regarding my employment for housing/tenancy purposes.

Signed: _____ Date: _____

Applicant does not fill out below this line

.....

Heartland Property Management is considering the above noted individual for tenancy at a property we manage. Please take a moment to complete the following information that will be helpful to us in determining an appropriate decision on behalf of the property owner. Thank you in advance for your timely assistance!

How long has he/she been employed with your company? _____

Please verify current gross income: \$_____ Per Hour [] Month [] Year []

Is employment likely to continue? Yes / No

Is this a part-time or full-time position? _____

How would you describe this person? _____

Verified by: _____ (Name) _____ (Date)

Title: _____

Signature: _____

Heartland Property Management

Reference Verification

Prospective Tenant Name: _____

I, _____ authorize you to verify and release information referenced below with respect to a proposed tenancy at a property managed by **Heartland Property Management**.

Signed: _____ Date: _____

Applicant does not fill out below this line

.....

Heartland Property Management is considering the above noted individual for tenancy at a property we manage. They have given your name as a reference and request that you provide some information on their behalf. Please take a moment to complete the following and provide any additional information that may be helpful to us in determining an appropriate decision on behalf of the property owner. Thank you in advance for your timely assistance!

Relationship to the applicant: Personal / Familial / Professional

Number of years acquainted: _____

Would you consider this individual for tenancy in a property you owned? Yes / No / No Comment

How would you describe this person? _____

Is there anything you could share with us to aid in our decision? _____

Reference provided by: _____

(Name)

(Date)