

## Application Process

**Thank you for your interest in renting through Kelley Rentals.  
Please read the following information regarding our application process.**

- This application can be used for all properties listed by Kelley Rentals for up to 90 Days after submission.
- Our Application fee is \$40.00 per application which covers the costs associated with the application process.
- Each person 18 years of age or older who will be residing at the property is required to complete an application. If a co-signer or guarantor is allowed, a separate application is required.
- Some properties, but not all may consider non-resident guarantors (co-signers) if you have little or no credit, if you are supported in full or part by someone other than yourself, or if you have gaps of tenancy or employment. If so, you will also need to have your guarantor complete an application. There is an additional \$40.00 fee if a guarantor application is required or allowed. Application fees must be paid by money order, cashier's check or cash, and are due upon submission of each application.
- Complete Application – The application must be completed in its entirety. Failure to fill out the application properly and legibly may delay the processing or result in denial of application. Completed applications are processed in the order received. Please include fax numbers that maybe associated with Employment and Rental references.
- All intended residents, adults and minors must be listed on the application.
- You must disclose all pets, vehicles and water-filled-furniture (waterbeds, aquarium, etc.) on the application.
- Following receipt of your completed and paid application, we will run a credit check, eviction check, nationwide criminal background check, verify your employment, source of income and tenancy references.
- Verifiable documentation, telephone numbers and fax numbers for all employment/income must be submitted with the application. Employment and salary must be verified by phone/fax with an officer and/or the following documentation: Six most current paystubs. W-2's or 1099. Verifiable documentation for other income such as pension/retirement, AFDC, SSI, etc. If self-employed, the last two years income tax returns and documentation for the current year (i.e. Profit & Loss Statement) and 6 of your most recent bank statements.
- Failure to comply with the above could result in delay or denial of the application or, in the event lease has commenced, forfeiture of the lease.
- Kelley Rentals reserves the right to decline tenancy based on inability to verify references provided.
- If approved to rent a property through Kelley Rentals applicants must sign a rental agreement and submit the security deposit as soon as possible. The property will remain on the market until the agreement is signed and deposit is received.

### **APPLICATION PROCESSING FEES ARE NOT REFUNDABLE**

Kelley Rentals Property Management, Inc. will make every effort to process your application in a timely manner. Please realize that the most common delay in processing applications is difficulty contacting applicant references. If appropriate, please let your employer or landlord know we will be calling and be sure to provide current contact information.

## **You Are Hereby Notified Of The Following Policies & Procedures:**

### **Your ability to rent is based on:**

- Total verifiable gross income equal to at least 3 times the rental amount
- Positive credit history
- Employment and Landlord references and/or ownership history

Kelley Rentals, at the discretion of individual lessors, may approve applicants not satisfying all requirements listed above, with the inclusion of a higher security deposit and or/the commitment of a non-resident Guarantor.

### **Kelley Rentals Pet Policy:**

Pets must be approved by Kelley Rentals. If a pet is permitted, the security deposit may be increased to the legal amount allowed in California up to, twice the amount of the rent, whether it's an indoor or outdoor pet. Contact our office for restrictions and details. A pet application and picture will be required with submission of your rental application if property allows pets.

Due to liability issues, we are unable to rent to tenants who are owners of dogs whose breed has historically been bred or trained for protection, attack or fighting. This includes but is not limited to the following breeds: Rottweiler, Doberman Pinscher, Pit Bull, American Staffordshire Terrier, American Bull Terrier, Press Canario and / or Bull Mastiff, German Shepard etc.

### **If approved for the property, the following must take place prior to occupancy:**

- The security deposit must be paid with a cashier's check or money order within one (1) business day of notification of approval in order to hold the property and refuse other applicants.
- The lease/rental agreement must be signed at the time the security deposit is paid.
- The first month's rent must be paid in full with a cashier's check or money order prior to or on the day the applicant takes possession of the premises.

**Kelley Rentals Property Management, Inc. is the sole and exclusive agent of the Owners of the properties listed for rent through our agency.**

Thanks you for your interest in our rental properties.

Best Regards,

Bill and Theresa Kelley  
Kelley Rentals Property Management, Inc.