

# **Kazanjian** Property Management

520 N. Hollywood Way

Burbank, CA 91505

Phone: 818-634-3613

Email: kenny@kazanjianpm.com

## INFORMATION NEEDED TO RUN APPLICATION

**Credit Check Fee:** A fee of \$35.00 for processing credit check applies for each applicant 18 years and older. (Please bring exact amount in cash). Fee is non-refundable.

**Information Required** to complete rental application for each applicant 18 years and older:

- Drivers License, or California ID card
- Social Security card
- Provide last two (2), recent pay stubs (proof and verification of income)
- Last two recent bank statements

Please fill out the **Application to Rent or Lease** form completely and submit along with the above listed materials.

If wishing to hold vacant rental, please fill out the **Receipt and Holding Deposit Agreement** form and submit it along with a **\$1000.00** holding deposit Money Order, or Cashier's Check (no cash) along with all items listed above .



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## RECEIPT AND HOLDING DEPOSIT AGREEMENT

This will acknowledge receipt of the sum of **\$1000.00** by Kenny Kazanjian ("Manager") from \_\_\_\_\_ ("Applicant") as a holding deposit to hold vacant the rental property at: \_\_\_\_\_ until \_\_\_\_\_.

The property will be rented to Applicant on a YEARLY basis at a rent of \$\_\_\_\_\_ per month, if Applicant signs Landlord's written lease and pays Landlord the first month's rent and a \$\_\_\_\_\_ security deposit on or before that date, in which event the holding deposit will be applied to the first month's rent.

This Agreement depends upon Manager receiving a satisfactory report of Applicant's references and credit history. Manager and Applicant agree that if Manager offers the rental unit but Applicant fails to sign the Agreement and pay the remaining rent and security deposit, Manager may retain this holding deposit to compensate Owner for lost rents and the time and expense incurred by the need to re-rent.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Landlord

\_\_\_\_\_  
Date

# APPLICATION TO RENT OR LEASE

**APPLICANT** *Each Applicant over the age of 18 must complete their own application form*

**PLEASE PRINT**

First, Middle, Last Name	Date of Birth	Social Security #	Driver's License
Other Names Used In the Last 10 Years	Home Phone	Cell Phone	Email Address

**ADDITIONAL OCCUPANTS** *List everyone who will live with you*

First, Middle, Last Name	Relationship To Applicant

**EMPLOYMENT**

	Current Employment	Prior Employment
Employer		
Address		
Employer Phone		
Job Title		
Name of Supervisor		
Dates of Employment	From:                      To:	From:                      To:
Income Per Month	\$                                      \$	\$                                      \$

**RESIDENCE**

	Current Residence	Previous Residence	Previous Residence
Street Address			
City			
State & Zip			
Dates of Stay			
Owner/Manager And Phone Number			
Reason For Leaving			
Last Rent Paid	\$                                      \$	\$                                      \$	\$                                      \$

**VEHICLE**

	Make	Model	Color	Year	License No.
Automobiles					
Motorcycles					

**PERSONAL REFFERENCES**

In Case of Emergency, Notify	Address/City	Phone	Relationship
Close Friend			
Nearest Relative Living Elsewhere			

**CD CREDIT INFORMATION** *Please list all your financial obligations*

Name of Bank or Savings & Loan		Branch Address	Account No.		Balance
			Checking		\$
			Savings		\$
Credit Accounts	Account No.	Address/City	Phone	Balance	Due Monthly

**GENERAL INFORMATION** *Check answer that applies*

- Do you smoke?  YES  NO
- Do you have any pets?  YES  NO
- Have you ever files for bankruptcy?  YES  NO
- Do you have any musical instruments?  YES  NO
- Do you have any water-filled furniture or do you intend to use water-filled furniture in the apartment?  YES  NO
- Have you ever been convicted for selling, possessing, distributing or manufacturing illegal drugs or convicted of any other crime?  YES  NO
- Have you been evicted for non-payment of rent or any other reason?  YES  NO

Please explain any "yes" answers to the above questions:

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Why are you leaving your current residence? \_\_\_\_\_

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The applicant hereby applies to rent/lease Apartment # \_\_\_\_\_ at \_\_\_\_\_  
 \_\_\_\_\_ for \$ \_\_\_\_\_ per month, and upon owners approval agrees to enter the  
 Rental Agreement and/or lease and pay all rent and security deposits required before occupancy.

An application fee of \$ \_\_\_\_\_ is hereby submitted for the cost of processing this application, yo obtain credit history and other background information.

**Applicant represents that all information given on this application is true and correct. Applicant hereby authorizes verification of all references and facts, including but not limited to current and previous landlords and employers, and personal references. Applicant hereby authorizes owner/agent to obtain Unlawful Detainer, Credit Reports, Telechecks, and/or criminal background reports. Applicant agrees to furnish additional credit and/or personal references upon request. Applicant understands that incomplete or incorrect information provided in the application may cause a delay in processing which may result in denial of tenancy. Applicant hereby waives any claim and releases from liability any person providing or obtaining said verification or additional information.**

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Signature required)