

SAN DIEGO PROPERTY MANAGEMENT

TENANT APPLICATION INSTRUCTIONS

(ALL Applications to be returned via email: vhuerta@bitterlin.com, in person or fax)

Please follow these instructions so that we may process your application as quickly as possible.

1. **APPLICATION FEE:** Each applicant must pay a **\$35 application fee** payable to “San Diego Property Management” by **Money Order or Cashier’s Check ONLY** (cash, personal check or credit cards will not be accepted). The fee is required prior to processing and is NON-REFUNDABLE regardless of whether or not you rent the property.

Please fill out one application completely for each occupant 18 years of age or over. Separate applications are required to conform to anti-discrimination practices. Co-applicants may refer to the other application for duplicate information such as current and previous addresses.

The application fee must be turned in with your application to the property manager. You may fax or email further information to the fax number listed below. This includes; landlord information, pay stubs or other income verifications, tax returns, etc. If your application is faxed or emailed, it will not be processed until the fee has been received.

2. FILLING OUT THE APPLICATION:

- Be sure to include the name and phone number of your present and past landlords. We must be able to verify 3 years of residence.
- Please provide all information requested regarding employment. Be sure to include the name(s) of those who can verify your employment and your income or provide 2 most recent pay stubs. If you are self-employed and/or own your business, please provide as much information as possible including business references, bank references and any other applicable information. And a copy of the prior year’s tax return.
- Provide copy of Driver’s License/ID.
- Income: Verifiable and stable (gross monthly income to be 2.5x the rental amount).
- Prior Tenancy: Current and previous (3 years) landlords or home ownership payment history, duration of prior occupancy.
- Provide most recent month of Checking/Savings Bank Statement, all pages (you may black out account numbers.)
- Be sure to read “Authorization to Verify Information” and sign & date the application. Indicate a phone number where you can be reached during business hours. You may list more than one phone number and/or message phone if you prefer.
- If you need additional space, please attach an additional sheet. It is better to provide too much information than not enough.
- Picture of Pet (if applicable)
- Guarantors must complete a rental application just like applicant. Guarantors gross monthly income to be 4x the rental amount.

REMEMBER: IF YOUR APPLICATION IS NOT COMPLETE, WE CANNOT PROCESS OR APPROVE IT.

3. **APPROVAL PROCESS:** Typically applications are approved based on the following:
Credit History: Provided by a major credit bureau. **If you have ever been evicted from a property, your application will NOT be approved.

All applications are reviewed by the property manager who submits it to the corporate office. Applications are approved by qualifications rather than on a “first come, first serve” basis. Typical processing time is 1-3 business days but is often extended when applications are incomplete or awaiting return calls. **Final approval comes from Corporate Office.** Non-approval is not based on Race, Color, Religion, Sec, Handicap, Family Status, National Origin, or any other protected class under the rules of Fair Housing. The age of additional occupants is necessary for determining if they must complete an application and for lease preparation.

4. We cannot accept cash payments under ANY circumstances.

SAN DIEGO PROPERTY MANAGEMENT

Corporate Office Location:

3990 Old Town Avenue #B101
San Diego, CA 92110
(Mon-Thu 9am-4:30pm / Fri 9am-3pm)

Mailing Address:

P.O. Box 81007
San Diego, CA 92138

Email Address:

vhuerta@bitterlin.com

Phone Number:

(619) 718-6565 ext.3

Fax Number:

(619) 718-6555

SAN DIEGO PROPERTY MANAGEMENT – TENANT APPLICATION

(Each applicant 18 or over must complete an application and pay a \$35 application fee via Money Order or Cashier's Check ONLY)

Property Address: _____ Preferred Move-In Date: _____

Rent: _____ Deposit: _____ Move-In Special (if applicable): _____

Name of applicant: _____

Social Security #: _____ Birth Date (MM/DD/YY): _____/_____/_____

Driver's License #: _____ State: _____ Exp Date: _____/_____/_____

Phone: _____ Work: _____ Other: _____

Email: _____

Emergency Contact: _____ Relationship: _____ Tel: _____

Please list other occupants

Name: _____ Age: _____ Relation: _____ Name: _____ Age: _____ Relation: _____

Name: _____ Age: _____ Relation: _____ Name: _____ Age: _____ Relation: _____

Current Address: _____ City: _____ State: _____ Zip: _____

Landlords Name or Agent: _____ Phone: _____ Email: _____

Rental Amount: _____ Lease From: _____ To: _____ Reason for Leaving: _____

Previous Address: _____ City: _____ State: _____ Zip: _____

Landlords Name or Agent: _____ Phone: _____ Email: _____

Rental Amount: _____ Lease From: _____ To: _____ Reason for Leaving: _____

Previous Address: _____ City: _____ State: _____ Zip: _____

Landlords Name or Agent: _____ Phone: _____ Email: _____

Lease From: _____ To: _____ Reason for Leaving: _____

Present Employer: _____ Position: _____ How Long: _____

Address: _____ Phone: _____

Manager/HR: _____ Salary: _____

Previous Employer: _____ Position: _____ How Long: _____

Address: _____ Phone: _____

Manager/HR: _____ Salary: _____

Auto (Make/Model): _____ Year: _____ Color: _____ Plate: _____ State: _____

Auto (Make/Model): _____ Year: _____ Color: _____ Plate: _____ State: _____

Pets (YES or NO): _____ # of Pets: _____ Type: _____ Breed: _____ Age: _____ Weight: _____

AUTHORIZATION TO VERIFY INFORMATION

**I authorize Landlord or his authorized agents to verify the above information, including but not limited to obtaining a Credit Report.*

Applicant Signature: _____ Date: _____ Phone: _____

• 3990 Old Town Avenue, Suite B101, San Diego CA 92110 • Tel:619-718-6565 • Fax: 619-718-6555

•vhuerta@bitterlin.com