



Terrylynn Fisher, Broker and Owner
1891 Camino Estrada, Concord, CA 94521
(925) 876-0966, info@pmarental.com
CalBRE #00615420

RENTAL APPLICATION PROCEDURES FOR

Monthly Rent

Security Deposit

Prefer NO Pets

1. Fill out completely the tenant's Personal and Credit Information form. You must include all account numbers, phone numbers, etc. Fill out the applicant questionnaire and return with your application. Applications are also available online at www.pmarental.com.
2. Sign the Permission for Credit Check portion at the bottom of the page and go to Experian or one of the credit bureaus and get your free credit report with Credit Score. It is at this time you should discuss with me any credit problems or situations which I should know about when considering your application.
3. Fill in the **top** of the Employment Verification form and **sign** it; return it to me with the Personal and Credit Information form. **Your employer fills out the bottom portion.** Give me a FAX number of your employer so I can FAX it to the Personnel Department. **In addition, please provide a year-to-date paystub for all working adults.**
4. All of the above should be emailed to info@PMARental.com, faxed to 925 566 7690 or returned to Terrylynn Fisher, 1891 Camino Estrada, Concord, Ca. There is a locking mailbox on the porch. Leave the application there, then call 925 876-0966 and leave me a message that you have done so. Putting in an application does not mean you are accepted. It is important to keep in touch with me while I do the screening process, which includes checking all of your references, accounts, etc., as listed in the Personal and Credit Information form. If something changes or you find something else to lease, **please** let me know so I can go on to the next applicant.
5. The landlords have the final decision as to which tenants will be accepted to rent the property. After I have completed the screening process, I will advise the landlords of the applications I have checked out, along with Credit Reports, and they will make the final decision.
6. Once you have been accepted for the rental unit, we will then sign Lease papers and exchange money for deposits and rental for the agreed-upon period.



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Hi there! We are excited that you inquired about the rental property at

Please tell me about yourself. _____

Why are you moving? _____

Where are you moving from? _____

How many people? _____

Where do you work? _____

What is your income? _____

What is your credit score? _____

We are going to ask that you provide a credit report with your application; it should include all the pages and a credit score. If there are any issues, we'd like them explained.

AND when can you move in? _____

This gives me a start on the application process and are the questions from the owners for tenants to consider for the home. THANKS FOR CONTACTING ME.

Terrylynn Fisher, Property Manager – Realtor

TENANT'S PERSONAL AND CREDIT INFORMATION

Name: _____	Social Security No. _____
Email: _____	Drivers License No. _____
Name of Co-Tenant: _____	Social Security No. _____
Present Address: _____	Drivers License No. _____
City/State/Zip: _____	Res. Phone: _____ Bus. Phone: _____
How long at present address? _____	Landlord/Agent: _____ Phone: _____
Previous Address: _____	City/State/Zip: _____
How Long? _____	Landlord/Agent: _____ Phone: _____
Occupants: _____	
Animals? _____	Type/Number of Animals: _____
Car Make: _____	Year: _____ Model: _____ Color: _____ License No. _____

OCCUPATION

	Present Occupation	Prior Occupation	Co-Tenant's Occupation
Occupation			
Employer			
Self-Employed, d.b.a.			
Business Address			
Business Phone			
Type of Business			
Position Held			
Name & Title of Supervisor			
How Long			
Monthly Gross Income			

If employed less than two years, give some information on prior occupation.

REFERENCES

Bank Reference:		Address:		Phone:	
Credit Reference	Account No.	Address	Highest Amt. Owed	Purpose of Credit	Account Open or Date Closed
Personal Reference	Address	Phone	Length of Acquaintance	Occupation	
Nearest Relative	Address	Phone	City	Relationship	

Have you ever filed a petition of bankruptcy? _____ Have you ever been evicted from any tenancy or had an eviction notice served on you? _____ Have you ever willfully and intentionally refused to pay any rent when due? _____ Have you ever been convicted of a misdemeanor or felony other than a traffic or parking violation? _____ Are you a current illegal abuser or addict of a controlled substance? _____ Have you ever been convicted of the illegal manufacture or distribution of a controlled substance? _____

I DECLARE THE FOREGOING IS TRUE AND CORRECT AND AUTHORIZE ITS VERIFICATION AND THE OBTAINING OF A CREDIT REPORT.

I agree that the Landlord may terminate any agreement entered into in reliance on any misstatement made above: Dated: _____

_____ Applicant _____ Applicant

By signing here, we give PMA permission to run our credit report, which could result in an inquiry on the report and change in credit scores.

_____ Applicant _____ Applicant



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EMPLOYMENT VERIFICATION

Date: _____

Fill out and sign top portion and give to Employer to complete the bottom portion:

Employee's Name	
Employer's Name	Phone:
Employer's Address	Fax:

To Whom It May Concern:

I hereby give you written authorization to provide PMA with any information requested by them regarding my employment; please include salary.

Signed: _____

To be filled out by Employer:

Position/Title _____

Length of Time Employed _____

Salary (include bonus, etc.) _____

Chances of Continued Employment _____

Signed By _____

Position of Person Signing _____

Phone # of Person Signing _____

Please return this form as soon as possible to expedite the lease applied for by your employee. Please FAX it to (925)566-7690, Property Management Alternatives

If you have any questions or need more information, please call:

(925) 876-0966
 Terrylynn A. Fisher
 Property Manager - Broker