



1145 East Shaw Avenue  
Fresno, California 93710  
Phone (559) 224-4008 Fax (559) 224-4567  
www.foxpm.net



## RENTAL APPLICATION INFORMATION

Thank you for considering renting a house, condo, or apartment from Fox Property Management. We will do everything possible to expedite your request to live in one of our properties. Each property has specific requirements for income and a limit on the number of occupants allowed. **Please make sure you're aware of these conditions before you submit your application.** For example, most single-family homes and condos require verifiable gross income of at least 3 times the monthly rent; some apartments require 2½ times. Additionally, there is a limit on the number of people (without restriction of age) that can live in one of our rental properties. The limit is usually 2 people per bedroom, plus one for the "unit." That means no more than 3 people may occupy a one-bedroom unit; 5 a two-bedroom; 7 a three-bedroom; and 9 for a four-bedroom unit, etc. Because of size or configuration of the unit these guidelines may be modified as necessary. Fox Property Management reserves the right to adjust them as required.

The standard rental period is for one (1) year plus the days remaining in the month you move in. For example, if you move in on the 10<sup>th</sup> of the month, your lease will run from the 10<sup>th</sup> of the month to the end of that month **PLUS** one year. Shorter periods (e.g., 9 or 10 month leases) may be available on a case-by-case basis but usually require a slightly higher rental rate.

**Not all rental properties allow pets.** Those that do accept pets also have restrictions on the type, size and number. Please bring your pet information to the attention of our staff early in the application process to avoid any disappointment or misunderstandings. If pets are allowed there is an **additional** security deposit required. **The additional deposit does not apply to companion animals but they MUST BE identified.**

### **The following information is required to process your application:**

1. **Completed** individual Rental Application **for each occupant** 18 years of age or older. The word "completed" is emphasized (to include a signature) because incomplete applications will not be processed.
2. A copy of a valid, Government issued, photo ID (e.g., driver's license, etc.) for each applicant.
3. A copy of a valid social security card for each adult applicant.
4. **\$35.00 processing fee for each adult applicant.** **MONEY ORDER OR CASHIER'S CHECK ONLY – No Cash or personal checks are accepted for application fees.** **The application fee is non-refundable.** A single check/money order can be presented for multiple applications for the same property.
5. A completed Rental Application (and processing fee) is also required for all Co-Signers/Guarantors. There is a separate Information Sheet for Co-Signers/Guarantors.

To speed up the application process, please provide us copies of any recent pay stubs (e.g., last 2-3) or your most current W-2 (and last 2-3 months' bank statements) if self employed. In addition to the processing fee, we require that the attached Rental Application be fully completed. Incomplete or missing information will require us to return your application or delay the processing.

If you provide a complete application and your rental references and job verification contacts return our calls and cooperate we can usually give you an answer of approval/disapproval within 1-2 business days. If you are approved you would then be required to place a deposit within 24 hours to hold the unit and, generally, start paying rent and take possession of the property within 10 days. The holding deposit is at least \$500 for apartments and \$1,000 for most houses. **All security deposit money and the 1<sup>st</sup> month's rent (paid in advance) must be paid with a money order or cashier's check. Personal checks are not accepted for the initial payments.**



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# RENTAL APPLICATION

As required by law, you are hereby notified that a positive or negative credit report reflecting information on your credit record may be submitted to a credit reporting agency or to a recognized law enforcement agent if you fail to fulfill the terms of your credit obligations. Providing false or incomplete information may be a basis to deny your application for housing and can void your lease should you be accepted as a resident, resulting in an immediate eviction

Do you have a Section 8 voucher? Yes \_\_\_ No \_\_\_, if yes, number of bedrooms: \_\_\_; maximum dollar amount: \_\_\_\_\_

**Individual application required from each occupant 18 years of age or older.**  Tenant  Guarantor

In order to process your application to live in one of our rental communities or single family homes, we need you to provide us with all the information requested below. **Incomplete or missing information will only delay the processing of your application.** PLEASE PRINT CLEARLY. All sections must be completed.

Address of house, condo or apartment applying for: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

### **PROPOSED OCCUPANTS:**

**Desired move-in date:** \_\_\_\_\_

FIRST NAME \_\_\_\_\_ MIDDLE INITIAL \_\_\_\_\_ LAST NAME \_\_\_\_\_ SUFFIX \_\_\_\_\_  
(e.g., Jr, Sr, II, etc.)

Other Names used in the last 10 years: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_ **Government Issued**  
**Photo ID(Number & Type)** \_\_\_\_\_ **Issued by:** \_\_\_\_\_

HOME PHONE ( ) \_\_\_\_\_ WORK PHONE ( ) \_\_\_\_\_ CELL PHONE ( ) \_\_\_\_\_

### **FULL NAME (OF ALL OTHER PROPOSED OCCUPANTS) and RELATIONSHIP (If minor show date of birth)**

1. \_\_\_\_\_ 4. \_\_\_\_\_
2. \_\_\_\_\_ 5. \_\_\_\_\_
3. \_\_\_\_\_ 6. \_\_\_\_\_

I  am  am not a member of the Armed Forces of the United States (including the National Guard and Reserves)

### **RENTAL HISTORY: (A MINIMUM OF FIVE YEARS OF RENTAL HISTORY IS REQUIRED. FAMILY MEMBERS CANNOT BE USED FOR RENTAL HISTORY BUT MUST BE LISTED):**

**CURRENT ADDRESS:** \_\_\_\_\_  
NUMBER STREET APT.# CITY STATE ZIP

FROM \_\_\_ TO \_\_\_ AMT RENT/MORTGAGE PAID? \_\_\_\_\_ REASON FOR LEAVING: \_\_\_\_\_

OWNER/AGENT OR BUILDING NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

**PREVIOUS ADDRESS:** \_\_\_\_\_  
NUMBER STREET APT.# CITY STATE ZIP

FROM \_\_\_ TO \_\_\_ AMT RENT/MORTGAGE PAID? \_\_\_\_\_ REASON FOR LEAVING: \_\_\_\_\_

OWNER/AGENT OR BUILDING NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

**NEXT PREVIOUS ADDRESS:** \_\_\_\_\_  
NUMBER STREET APT.# CITY STATE ZIP

FROM \_\_\_ TO \_\_\_ AMT RENT/MORTGAGE PAID? \_\_\_\_\_ REASON FOR LEAVING: \_\_\_\_\_

OWNER/AGENT OR BUILDING NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

**NEXT PREVIOUS ADDRESS:** \_\_\_\_\_  
NUMBER STREET APT.# CITY STATE ZIP

FROM \_\_\_ TO \_\_\_ AMT RENT/MORTGAGE PAID? \_\_\_\_\_ REASON FOR LEAVING: \_\_\_\_\_

OWNER/AGENT OR BUILDING NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

**EMPLOYMENT/SOURCE OF INCOME:**

**CURRENT EMPLOYER** \_\_\_\_\_ ADDRESS \_\_\_\_\_

GROSS **MONTHLY** SALARY \$ \_\_\_\_\_ POSITION \_\_\_\_\_ HOW LONG? \_\_\_\_ YRS \_\_\_\_ MOS

SUPERVISOR \_\_\_\_\_ BUSINESS PHONE ( ) \_\_\_\_\_

**CURRENT OTHER INCOME (Source)** \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_ FREQUENCY: \_\_\_\_\_

**PREVIOUS EMPLOYER** \_\_\_\_\_ ADDRESS \_\_\_\_\_

GROSS **MONTHLY** SALARY \$ \_\_\_\_\_ POSITION \_\_\_\_\_ HOW LONG \_\_\_\_ YRS \_\_\_\_ MOS

SUPERVISOR \_\_\_\_\_ BUSINESS PHONE ( ) \_\_\_\_\_

**BANKING INFORMATION:**

CHECKING ACCOUNT \_\_\_\_\_  
 BANK NAME BRANCH CITY PHONE ACCOUNT NO.

SAVINGS ACCOUNT \_\_\_\_\_  
 BANK NAME BRANCH CITY PHONE ACCOUNT NO.

**REFERENCES:**

NAME STREET ADDRESS CITY/STATE/ZIP PHONE RELATIONSHIP

NAME STREET ADDRESS CITY/STATE/ZIP PHONE RELATIONSHIP

EMERGENCY \_\_\_\_\_  
 NAME STREET ADDRESS CITY/STATE/ZIP PHONE RELATIONSHIP

EMERGENCY \_\_\_\_\_  
 NAME STREET ADDRESS CITY/STATE/ZIP PHONE RELATIONSHIP

**MISCELLANEOUS INFORMATION:**

**Pets** \_\_\_\_\_ **Water filled furniture (includes aquariums)** \_\_\_\_\_  
 Description (**Number & Type**) (*Requires separate permission*) Description (*Requires separate permission*)

Companion animals must be Certified and reported/listed on application

**AUTOMOBILES/MOTORCYCLES TO BE PARKED ON PREMISES:**

MAKE MODEL COLOR YR LICENSE # MAKE MODEL COLOR YR LICENSE #

Have you ever filed for bankruptcy? \_\_\_\_\_ If yes, when: \_\_\_\_\_

**Have you ever been evicted or asked to move?** \_\_\_\_\_ If yes, please explain. \_\_\_\_\_

**Have you ever been convicted of selling, distributing or manufacturing illegal drugs?** \_\_\_\_\_

**Applicant represents that all the above statements are true and correct and hereby authorizes verification of the above items including, but not limited to, the obtaining of a credit report, unlawful detainer (eviction) reports, bad check searches, social security number verification, fraud warnings, previous tenant history and employment history, and agrees to furnish additional credit references upon request. Applicant consents to allow Fox Property Management or its agent(s) to disclose tenancy information to previous or subsequent owners/managers. Fox Property Management requires a payment of \$ \_\_\_\_\_, which is to be used to screen applicant with respect to credit history and other background information.**

The undersigned makes application to rent housing accommodations designated as: \_\_\_\_\_

Apt.# \_\_\_\_\_ Located at: \_\_\_\_\_

the rent for which is \$ \_\_\_\_\_ per month. **Upon approval of this application and execution of the Rental Agreement the applicant shall pay all initial sums due, including required deposits in certified funds (e.g., money order or cashiers check), before occupancy.**

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_