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Home Buying, Selling, and Management ... *Made Simple*

Dear Prospective Tenant:

Applying for a rental property with VR Services Property Management is pretty simple. We have created some policies to ensure that the application submittal and review process is fair and equitable for all parties. First, complete the application in full. Second, submit a few supporting documents. And third, pay a modest application fee.

We have some general rental guidelines available for review on our website. These guidelines answer questions such as security deposits, pet deposits, and credit scores.

Any person over the age of eighteen (18) who intends to occupy the property must complete and sign their own application. Completed and signed applications for all tenants, co-tenants, guarantors, or co-signors are required before the applications will be processed and considered.

Our review process is to handle the first complete application received. If that application does not meet our leasing standards then we move on to the next complete application.

Complete for VR Services Property Management means all the boxes are filled in with all the requested information. In addition, we request that certain documents accompany your lease application. Please provide us with:

- Your two most recent pay stubs
- If you are self-employed, and not able to provide pay stubs, please provide last three months of personal and business bank statements and last year's personal tax return
- Supporting documents for any stated "Other Income" such as a court order for alimony, child support, etc.

Once you have completed the application you can email, fax, or drop it by our office. The e-mail to send applications to is Kristy@kristyheiliger.com and the direct fax number for our credit check department is (951) 341-6480. Our office address is 3751 Arlington Avenue, Riverside, CA 92506.

You will also need to pay a modest application fee of \$30 per applicant at the time of submission. This can be paid in cash, with a check, or cashier's check.

Our turnaround time to get you an answer is approximately three (3) business days. Some limitations include being able to obtain landlord verification and the time it may take to review your particulars with the property investor.

After approval of your application you have 24-hours in which to pay the requested security deposit. It is the security deposit, in conjunction with the signed lease agreement, which will allow us to hold the property off the open market prior to your move-in.

We look forward to having you as one of our many happy tenants.

Respectfully submitted:
VR Services Property Management

EMPLOYMENT AND CREDIT HISTORY

	CURRENT	PREVIOUS
Name of Employer:	_____	_____
Address of Employer:	_____	_____
Occupation or Job Title:	_____	_____
Name of Supervisor:	_____	_____
Supervisor's Phone #:	_____	_____
Dates of Employment:	From: _____ To: _____	From: _____ To: _____
Gross Income from Job:	\$ _____ per month	\$ _____ per month
Other Income:	\$ _____ per month	\$ _____ per month
Source of Other Income:	_____	_____

RESIDENCE HISTORY

	CURRENT	PREVIOUS
Street Address:	_____	_____
City, State, Zip:	_____	_____
Dates of Stay:	From: _____ To: _____	From: _____ To: _____
Last Rent Paid:	\$ _____ per month	\$ _____ per month
Landlord/Manager Name:	_____	_____
Landlord/Manager Phone:	_____	_____
Reason for Leaving:	_____	_____

BANK INFORMATION

NAME OF BANK	TYPE OF ACCOUNT	ACCOUNT BALANCE
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

AUTOMOBILES

MAKE	MODEL	COLOR	YEAR	LICENSE PLATE #	STATE
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

PERSONAL REFERENCES / NEAREST RELATIVE

	NAME	PHONE	RELATIONSHIP
Non-Relative:	_____	_____	_____
Non-Relative:	_____	_____	_____
Nearest Relative:	_____	_____	_____

GENERAL INFORMATION

Does the applicant or any proposed occupant smoke?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Does the applicant or any proposed occupant have any pets that will occupy the premises?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
If yes, please explain: _____		
Has the applicant or any proposed occupant been asked to move out of a residence?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
If yes, please explain: _____		
Has the applicant or any proposed occupant been convicted of a felony?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
If yes, please explain: _____		

Applicant represents the above information to be true and complete, and hereby authorizes owner, landlord, or property manager to: (i) verify the information provided; and (ii) obtain a full credit report on applicant. Further, applicant understands and agrees that: (iii) this is only an application to lease and does not guarantee that applicant will be offered the premises; and (iv) owner, landlord, or property manager may accept more than one application for the premises and, using their sole discretion, will select the best qualified applicant(s).

Upon owners approval, applicant agrees to enter into a lease agreement and pay all rent and security deposits required before occupancy. No property will be removed from the open rental market until a lease has been signed by all parties and a full security deposit has been collected.

Applicant has paid a **non-refundable** screening fee of \$30 applied as follows: \$10.50 for credit report(s); \$12 for fraud, eviction, criminal and bad check searches; and, \$7.50 for verifications and processing. Applicant authorizes and permits VR Services Property Management to perform background checks and obtain information about me from credit sources, current and previous landlords, personal and professional references, employers, banks, and law enforcement agencies.

I also authorize and give permission for all parties listed to disclose any information requested about me to the rental owner or property manager stated above. By signing below I hereby give permission to VR Services Property Management to forward all of my information, including my credit report, to the owner of the property I am applying for.

I further authorize and permit the rental owner or property manager to obtain updated information annually and on future occasions for rental renewal consideration and for collection purposes should that be deemed necessary.

Applicant Signature: _____

Date: _____