



# BIG BEAR MOUNTAIN PROPERTY MANAGEMENT

## Lease Requirements

Thank you for choosing Big Bear Mountain Property Management! Here are some requirements for our rental program, as always, feel free to ask. (Please Read and Initial EACH subject line)

\_\_\_\_\_ ❖ **Application Process:** EACH potential occupant 18 years and older must completely fill out and sign an application and submit it along with a \$40.00 credit and background screening fee.

\_\_\_\_\_ ❖ **Credit Requirements:** Any Applicants with bankruptcies, low credit scores or more than 3 unpaid Collection/Charge-off Accounts may require an additional Security Deposit amount and/or a Co-Signer (Guarantor) if approved. Applicants with previous evictions will not be considered.

\_\_\_\_\_ ❖ **Acceptable Methods of Payment:** Cash, Cashiers Check, Money Order or Credit Card (Credit Card for rent payments ONLY with 2% service fee) Personal or Business Checks are Never Accepted for ANY payment including Rent, Security and Hold Deposits.

\_\_\_\_\_ ❖ **Proof of Income:** You will be required to show Proof of all Income; including SSI, UIB and SDI. Bring in Original Check stubs (if payments are made to you via direct deposit, bring in original Bank Statements) those who are self-employed will need to bring in last years taxes. Income must be legal, verifiable and paid directly to you or your Attorney in Fact.

\_\_\_\_\_ ❖ **Available Lease Appointments:** Monday through Friday 9:00am-3:00pm, Non-Holidays, No Weekends. All Applicants 18 and over are required to sign the Lease Agreement and all must be present at the time of signing; as well as Co-Signers and Guarantors. The full amount of the Security Deposit and the first months (minimum 30 days) rent minus the amount of the Hold Deposit are required PRIOR to taking possession of the property and must be paid at the time of the Lease signing date, NO EXCEPTIONS!

\_\_\_\_\_ ❖ **Approval/Denial:** If approved, applicants will be required to pay a HOLD Deposit no less than \$200.00 and sign a Hold Deposit Agreement as receipt within 24 hours of approval. Residents must take possession of property within 14 calendar days starting from the approval date. For applications that are denied, each applicant will be notified via US Mail.

\_\_\_\_\_ ❖ **Lease Terms:** Most Lease Terms are for 1-Year; there may be exceptions, feel free to ask.

\_\_\_\_\_ ❖ **Pets:** All properties are Pet Friendly unless stated otherwise. There is an extra Security Deposit required for pets no matter if they are big, small, well-trained, cute, cuddly, ill, fixed, declawed, shaved, really young or really old. The first pet is \$300.00 and each additional pet is \$200.00. Any exotic pets will require an Exotic Handlers Permit. \*\*\*Any Canine mix involving Rottweiler, Pit Bull and/or Doberman Pinchers are not allowed to reside in or around the entire premises of ANY property managed by Big Bear Mountain Property Management.

\_\_\_\_\_ ❖ **Utility Requirements:** Residents must show written proof along with deposit receipts that all required utilities have been placed in Residents name, PRIOR to taking possession, NO EXCEPTIONS.

\_\_\_\_\_ ❖ **California Occupancy Guidelines:** 2 Residents per Bedroom plus 1. (Example: Studio=3 people)

❖❖❖ **Fair Housing:** Government Code 12995 states that it is unlawful to discriminate against or harass any person because of race, color, religion, sex, sexual orientation, marital status, national origin, ancestry, familial status, source of income or disability of that person. It is also unlawful to make any written or oral inquiry regarding race, color, religion, sex, sexual orientation, marital status, national origin, ancestry, familial status, source of income or disability of any person seeking to rent or lease any housing accommodations, or to arbitrarily discriminate against an entire class of individuals.❖❖❖

I acknowledge that I have read the aforementioned in its entirety and I agree to the terms of the Lease Requirement:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**APPLICATION TO RENT**
 Tenant  
 Guarantor

(All sections must be completed)

**Individual applications required from each occupant 18 years of age or older.**

Last Name		First Name		Middle Name		Social Security Number or ITIN	
Other names used in the last 10 years				Work phone number ( )		Home phone number ( )	
Date of birth		E-mail address				Mobile/Cell phone number ( )	
Photo ID/Type		Number		Issuing government		Exp. date	Other ID
1. Present address			City		State		Zip
Date in		Date out		Owner/Agent Name		Owner/Agent Phone number	
Reason for moving						Current rent \$ /Month	
2. Previous address			City		State		Zip
Date in		Date out		Owner/Agent Name		Owner/Agent Phone number	
Reason for moving							
3. Next previous address			City		State		Zip
Date in		Date out		Owner/Agent Name		Owner/Agent Phone number	
Reason for moving							
Proposed Occupants: List all in addition to yourself	Name			Name			
	Name			Name			
	Name			Name			
Will you have pets?	Describe			Will you have a waterbed?		Describe	
How did you hear about this rental?							
<input type="checkbox"/> am <input type="checkbox"/> am not a member of the Armed Forces (including the National Guard and Reserves)							
A.	Present occupation or source of income				Employer name		
	Dates of employment		Supervisor's phone number ( )		Employer address		
	Name of your supervisor				City, State, Zip		
B.	Prior occupation				Employer name		
	Dates of employment		Supervisor's phone number ( )		Employer address		
	Name of your supervisor				City, State, Zip		
Current gross income \$		Per		Check one <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year		Please list ALL of your financial obligations below.	
Name of your bank		Branch or address				Account Number	



Name of Creditor	Address	Phone Number	Monthly Pymt. Amt.	
		( )		
		( )		
		( )		
		( )		
		( )		
		( )		
		( )		
<b>In case of emergency, notify:</b>	<b>Address: Street, City, State, Zip</b>	<b>Relationship</b>	<b>Phone</b>	
1.				
2.				
<b>Personal References:</b>	<b>Address: Street, City, State, Zip</b>	<b>Length of Acquaintance</b>	<b>Occupation</b>	<b>Phone</b>
1.				
2.				

Automobile: Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ License #: \_\_\_\_\_  
 Automobile: Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ License #: \_\_\_\_\_

Other motor vehicles: \_\_\_\_\_

Have you ever filed for bankruptcy? \_\_\_\_\_ Have you ever been evicted or asked to move? \_\_\_\_\_

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 and agrees to furnish additional credit references upon request. Applicant consents to allow Owner/Agent to disclose tenancy information to previous or subsequent Owners/Agents.**

Owner/Agent will require a payment of \$ 40.00 , which is to be used to screen Applicant with respect to credit history and other background information. The amount charged is itemized as follows:

1. Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports \$ 20.00
2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) \$ 20.00

The undersigned is applying to rent the premises designated as:

Apt. No. \_\_\_\_\_ Located at \_\_\_\_\_

The rent for which is \$ \_\_\_\_\_ per \_\_\_\_\_. Upon approval of this application, and execution of a rental/lease agreement, the applicant shall pay all sums due, including required security deposit of \$ \_\_\_\_\_, before occupancy.

Date \_\_\_\_\_

Applicant (signature required) \_\_\_\_\_

**CALIFORNIA APARTMENT ASSOCIATION CODE FOR EQUAL HOUSING OPPORTUNITY**

The California Apartment Association supports the spirit and intent of all local, state and federal fair housing laws for all residents without regard to color, race, religion, sex, marital status, mental or physical disability, age, familial status, sexual orientation, or national origin.

The California Apartment Association reaffirms its belief that equal opportunity can best be accomplished through effective leadership, education, and the mutual cooperation of owners, managers, and the public.

Therefore, as members of the California Apartment Association, we agree to abide by the following provisions of this Code for Equal Housing Opportunity:

- We agree that in the rental, lease, sale, purchase, or exchange of real property, owners and their employees have the responsibility to offer housing accommodations to all persons on an equal basis.
- We agree to set and implement fair and reasonable rental housing rules and guidelines and will provide equal and consistent services throughout our residents' tenancy.
- We agree that we have no right or responsibility to volunteer information regarding the racial, creed, or ethnic composition of any neighborhood, and we do not engage in any behavior or action that would result in "steering."
- We agree not to print, display, or circulate any statement or advertisement that indicates any preference, limitations, or discrimination in the rental or sale of housing.



California Apartment Association Approved Form  
 www.caanet.org  
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