Submit applications and holding deposits to:
CASSIDY & ASSOCIATES REAL ESTATE, INC.
4295 Gesner Street, suite 3D
SAN DIEGO, CA 92117 M-F 9-5
619.275.2525 / 619.275.2560 (fax)

RESIDENTIAL RENTAL APPLICATION APPROVAL CRITERIA

I. RENTAL OR MORTGAGE HISTORY

A. Rental or mortgage history will be verified. Applicants will be denied if they have a history of late rent/mortgage payments, evictions, disturbing other residences, violence, destroying property or if the rental/mortgage history is unverifiable.

II. EMPLOYMENT HISTORY, OTHER INCOME OR SUFFICIENT RESERVES

A. The combined income (from any verifiable source) of all applicants must be 3 times the rental amount. If the applicant has no monthly income at the time of application he/she may show sufficient reserves instead. Sufficient reserves are at least nine times the monthly rental rate. Where applicants rely on sufficient reserves the security deposit will be double the normal security deposit (not to exceed two times the monthly rental rate in an unfurnished unit). Self employed/independent contractor applicants must provide two years of previous tax returns.

III. CREDIT

A. **A credit report will be run on each applicant. Credit applications are $42 for each applicant. This fee may be via personal check, cashier's check or money order. No refunds will be given when the application process has been started.**

IV. GENERAL

A. Applications must be signed and filled out completely.

B. Cassidy & Associates Real Estate, Inc. is not currently accepting guarantors on any properties.

C. **All holding deposits and first months rent must be via cashiers check or money order only**. Applications will be processed only after holding deposit and credit check fees are received.

D. Holding deposits will be valid for 3-4 business days while applications are processed. **If employment, rental history, or any information is unverifiable within specified time period, the holding deposit will be returned to the applicant and declined. Credit fee will not be refunded.**

E. All additional documents needed for verification must be submitted with application and holding deposit.

F. Each occupant must be named on the rental agreement. Each person 18 years of age or older, who will be living at the property, must complete an application.

G. No pets are accepted of any kind. Assistance animals for the disabled are accepted.

H. Other reasons for denial; incomplete applications, false information, or unsigned applications.

I. A copy of this document has been given to the applicant.

SIGN HERE

_____ _____
Applicant Date

rev. 06/09

Rental History

To: _____ Date: _____

RE: _____

Former Housing:

_____

Landlord's Name | Address | City | Zip Code

RELEASE CONSENT

I hereby consent to the release of all of the information contained herein and any other information subsequently requested regarding my/our tenancy at the above address.

Applicant Signature:_____ Date:_____

****FOR OWNER/LANDLORD USE ONLY****

Tenant resided at this address from_____to_____ Was deposit refunded? [ ] Yes [ ] No

Monthly rent Amount $_____ Tenant pays on time? [ ] Always [ ] Occasionally [ ] Seldom [ ] Never

Is this tenant being evicted? [ ] Yes [ ] No Evicted for: [ ] Non-payment [ ] Non-compliance

Number of late payments/NSF? _____

Have any difficulties been experienced with this tenant (noise, pets, violations, unauthorized roommates, damages to the property, etc.)?

Describe:_____

_____

_____

Would you re-rent to this tenant? [ ] Yes [ ] No

Comments:_____

_____

_____ _____ _____

Owner/Landlord Signature Telephone Date

Please return to: CASSIDY & ASSOCIATES REAL ESTATE, INC. Fax: (619)275-2560
4295 GESNER ST., SUITE 3D, SAN DIEGO, CA 92117 Phone: (619)275-2525

Updated: 02/2012

Employment Verification

The purpose of the Employment Verification form is to obtain information regarding the employment history of Applicants for rental housing. The information provided by former or current employers is solely used for the purpose of evaluating the application for rental housing. The Owner/Agent requesting the information must receive authorization from the Applicants before obtaining the information. Authorization is granted if Applicant's signature is provided in **Section B**. The Applicant may be contacted to authenticate this request.

Copies of this form and the Applicant's signature are acceptable.

A. Person requesting the employment reference:

_____
Owner/Agent

_____, Unit # _____ (if applicable)
Address

_____, CA _____ (____) ____-_____ (____) ____-_____
City *Zip* *Phone Number* *Fax Number*

B. Authorization by rental Applicant for the release of information:

I hereby authorize the release of the information requested on this Employment Verification request to the Owner/Agent listed above. I hereby acknowledge that the Owner/Agent can make copies of this executed page in order to obtain the information requested.

_____ _____
Applicant's Name *Phone Number*

_____ _____
Signature *Date*

C. Applicant's employment information:

_____
Employer's Name

_____ _____ _____ _____
Address *City* *State* *Zip*

_____ (____) ____-_____
Supervisor's Name *Phone Number*

____/____/____ ____/____/____ $_____ ☐ Current Employer
Beginning Date *Ending Date* *Gross Income (if applicable)* ☐ Former Employer

D. Applicant's information verified by former or current employer:

Is the information provided above in **Section C** correct? ☐ Current Employer ☐ Former Employer ☐ Yes ☐ No

Employer Name	☐ Yes ☐ No	Beginning Date	☐ Yes ☐ No
Employer Address	☐ Yes ☐ No	Ending Date	☐ Yes ☐ No
Supervisor's name	☐ Yes ☐ No	Gross Income (if applicable)	☐ Yes ☐ No
Supervisor's Phone Number	☐ Yes ☐ No		

If No, with any item, please explain:

_____

_____

Mail or fax this form the person listed in Section A within 48 hours.

Form provided by the San Diego County Apartment Association®
www.sdcaa.com
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