



Acknowledge & Approved Property Management – APPLICATION 2025

PO BOX 11304 SAN BERNARDINO CA 92423 PH 909-268-6888 FAX 909-533-2528

Property Address: _____

Move In Date: _____ Application Fee Collected: Y / N \$____ Holding Deposit Collected: Y / N \$____

Thank you for your interest in our properties we have for rent. We are a Property Management company & we are here to assist you with the process of your application for the property listed above. We are not a rental assistance company. If you have any questions regarding the application, feel free to contact us. A Holding Deposit is strictly to hold the property once your application has been approved. We have the right to review & accept an application that has come before or after you have submitted your application. Your application is considered approved when you have received an Approval Letter with your name & move in breakdown from Acknowledge & Approved Property Management.

To further assist you and to make the application process quickly, we will be requesting the following items in order to process your application:

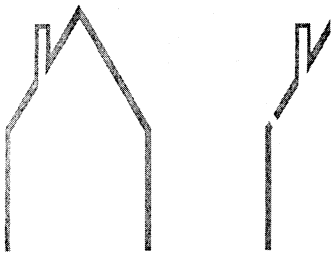
- A copy of your valid Drivers License or State Issued ID card.
- 2 Most Recent Pay Check Stubs & a W2 from your current employment.
- If Self Employed 12 Months Bank Statements or 1 years Tax Return.
- \$40.00 Credit Check Fee Per Person – Payable through Zelle: Phone #: 909-264-6686.
- A Holding Deposit will be required within 48 hours after an Approval Letter has been emailed. The Holding Deposit needs to be Payable to: “Acknowledge & Approved Property Management.” The amount will vary on the price and time frame. We can hold up to 30 days. A HOLDING DEPOSIT WILL NOT BE ACCEPTED DURING THE APPLICATION PROCESS but will be required once you have been approved. We have the right to accept additional applications & can approve anyone at any time. THE HOLDING DEPOSIT DOES GO TOWARDS YOUR MOVE IN AMOUNT.
- Applications may take up to 3 business days to process. If your application has been approved you will only have a **3-day cancelation period** from the date an Approval Letter is emailed. Otherwise, it will be forfeited & your Holding Deposit will be pro-rated based on the number of days after the 3-day cancelation period.
- If you are applying for a property that accepts Section 8, we need your approval notification. We are unable to hold a property for you if your Housing Voucher has not yet been approved.
- **PAYMENT FOR MOVE IN MUST BE IN A CASHIERS CHECK, MONEY ORDER, ZELLE OR CASH. NO personal checks will be allowed for move in funds. Full amount must be received.**
- We will not review any application(s) until all credit check fees and documents have been received.

AUTHORIZATION: By signing below, I, _____ give authorization to “Acknowledge & Approved Property Management” and its associates to receive any information needed to verify past rental, employment, banking, credit, background and any additional verifications that may be needed in order to process my application:

The application MUST BE e-mailed, texted (909-268-6888) or faxed to:
Fax #: 909-533-2528 or Email: Acknowledgeapproved@gmail.com

Applicants' Signature

Date



Acknowledge & Approved

Property Management - APPLICATION

PO BOX 11304 SAN BERNARDINO CA 92423 PH 909-268-6888 FAX 909-533-2528

ALL Occupants 18 years of age or older must fill out an individual application

NAME:(First, Middle, Last)		Driver License Number / State ID#:		Driver License State Issued:	
Social Security #:		Date of Birth: (For purpose of obtaining credit reports. Age discrimination is prohibited by law.)			
Home Phone #:		Cell Phone #:			
Email Address:					
NAMES OF OTHER OCCUPANTS:		Date of Birth:			
////////////////////////////////////					
CURRENT ADDRESS:		CITY		STATE	ZIP CODE
Current Landlord / Managements Name:		Current Landlord / Management Office Contact #:			
Current Monthly Rent Paid: \$		How Long at Current Address:			
////////////////////////////////////					
PREVIOUS ADDRESS (must be filled out):		CITY		STATE	ZIP CODE
Previous Landlord / Managements Name:		Previous Landlord / Management Office Contact #:			
Previously Monthly Rent Paid: \$		How Long at Previous Address:			
////////////////////////////////////					
CURRENT EMPLOYMENT COMPANY NAME:					
ADDRESS		CITY		STATE	ZIP CODE
Work Office Phone #:	Work Fax #:	Current Position:			
Length of Employment at current job:		Current Gross Monthly Income:			
////////////////////////////////////					
PREVIOUS EMPLOYMENT COMPANY NAME: (If at present employer less than 5 year, please complete the following):					
ADDRESS		CITY		STATE	ZIP CODE
Work Office Phone #:	Work Fax #:	Previous Position:			

Length of Previous Employment:	Previous Employment Gross Monthly Income:		
Any Current Additional Other Income (monthly):	Source & Contact # of Paying Other Income:		
1) Have you ever filed for bankruptcy within the last 7 years? Yes / No If YES, explain: _____ 2) Has applicant or any proposed occupant ever been convicted of or pleaded no contest to a felony? Yes / No If YES, explain: _____ 3) Have you ever been evicted or asked to move due to non-payment of rent? Yes / No If YES, explain: _____ 4) Have you ever been convicted for selling, distributing or manufacturing illegal drugs? Yes / No If YES, explain: _____ Do you have any Animal(s)? Yes No If Yes How many? _____ What Breed(s)? _____ Is your Animal an Emotional Support Animal? Yes No If Yes – Please include your doctor’s approval with your application 5) Do you have your own refrigerator? Yes / No			
//////////////////////////////////////			
AUTOMOBILES	Make/Model	Color:	License Plate #
Year:			
Year:	Make/Model:	Color:	License Plate #:
//////////////////////////////////////			
Bank Name:			
Checking/Savings Account #			
//////////////////////////////////////			
Emergency Contact (other than occupant): MUST BE FILLED OUT			
Name:		Phone #:	
Address:		City/State/Zip:	
Relationship:			

Applicant understand & agree that this is an application to rent only. It does not guarantee that applicant will be offered the premises. The Owner / Manager or Agent may receive more than one application for the premises & will select the best qualified applicant for the property.

Applicant represents the above information to be true and complete, and hereby authorize Landlord or Manager or Agent to verify the information provided and to obtain a credit report on applicant.

SCREENING FEE: \$40.00 per applicant: Credit Report issues by CIC & we will provide a copy.

Applicant Signature: _____ Date: _____

Applicant Signature: _____ Date: _____



**ELECTRONIC SIGNATURE VERIFICATION
FOR THIRD PARTIES**
(C.A.R. Form ESV, Revised 12/21)

Property Address _____

To ☐ Escrow, ☐ Lender, ☒ Other A & A.P.M./Acknowledge & Approved Property Management, and whomever else this may concern:

1. Applicants Name: _____

is a party to a Purchase Agreement, OR ☒ Other Lease / M-T-M Agreement ("Agreement")
on property known as _____ dated _____
and the real estate transaction resulting therefrom in which (applicant's name) _____
is referred to as tenant & Acknowledge & Approved Property Management is referred to as landlord.

2. Principal has used electronic signature technology in order to sign and initial documents in the transaction.

3. Principal verifies that those documents containing an electronic signature or initial from Principal were in fact executed by Principal.

Date _____

Signature _____

(Do not sign electronically)

(Print name) _____

E-Mail Address: _____

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ESV REVISED 12/21 (PAGE 1 OF 1)

ELECTRONIC SIGNATURE VERIFICATION FOR THIRD PARTIES (ESV PAGE 1 OF 1)

Wills Estate Broker / A & APM PO Box 11304 San Bernardino, CA 92423
David Wills

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NOTICE REGARDING BACKGROUND INVESTIGATION REPORTS PURSUANT TO CALIFORNIA LAW

(C.A.R. Form BIRN, Revised 6/23)

Acknowledge & Approved Property Management

(the "Housing Provider") intends to obtain information about you from an investigative consumer reporting agency and/or a consumer credit reporting agency for the purpose of letting a dwelling. Thus, you can expect to be the subject of "investigative consumer reports" and "consumer credit reports" obtained for housing purposes. Such reports may include information about your character, general reputation, personal characteristics and mode of living. With respect to any investigative consumer report from an investigative consumer reporting agency ("CRA"), the Housing Provider may investigate the information contained in your rental application and other background information about you, including but not limited to obtaining a criminal record report, eviction report, verifying references, work history, your social security number, and other information about you, and interviewing people who are knowledgeable about you. The results of this report may be used as a factor in making housing decisions. The source of any investigative consumer report (as that term is defined under California law) will be:

CRA: CIC, Address: 3700 Crestwood Pkwy NW, Suite 300 Duluth, GA 30096
Telephone: (800)288-4757 Email: cic@cicreports.com

The Housing Provider agrees to provide you with a copy of an investigative consumer report when required to do so under California law.

Under California Civil Code § 1786.22, you, with proper identification, are entitled to find out from a CRA what is in the CRA's file on you, as follows:

- In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The CRA may not charge you more than the actual copying costs for providing you with a copy of your file.
- A summary of all information contained in the CRA's file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
- By requesting a copy be sent to a specified addressee by certified mail. CRAs complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the CRAs.

"Proper Identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the CRA require additional information concerning your employment and personal or family history in order to verify your identity.

The CRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection.

You may be accompanied by one other person of your choosing, who must furnish reasonable identification. A CRA may require you to furnish a written statement granting permission to the CRA to discuss your file in such person's presence.

The undersigned acknowledges receipt of this Notice Regarding Background Investigation Pursuant to California Law.

Applicant Signature _____

Date _____

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