2655 First St. Suite 180, Simi Valley, CA, 93065
Phone (805) 377-0070
Applications.trpm@gmail.com

TIME REALTY APPLICATION REQUIREMENTS AND INSTRUCTIONS

THE FOLLOWING FOUR ITEMS ARE REQUIRED FOR APPROVAL OF ***ALL*** APPLICATIONS.

If you feel you meet the requirements to submit an application, please submit all the requested paperwork. Once the full application, supporting documents and application fee(s) have been received we will start the application process. The process takes 3-5 business days to fully process.

AN INCOMPLETE APPLICATION WILL NOT BE CONSIDERED.

1 APPLICATIONS:

- An application with all pages must be submitted and signed by each adult that will be on the lease or acting as co-signer. ***Incomplete applications will be held until fully completed and submitted***

2 CREDIT REPORT FEE/PROCESSING FEE:

- Time Realty will obtain a report for each applicant and co-signer. Outside credit Reports supplied by applicant(s) will be considered for pre-screening only but not for final approval.
- If you have a current copy of your credit report, please provide it as part of our pre-screening process. If you do not have a current copy of your credit report, what is your last known credit score? _____
- Application Fee is $40.00 per application payable to ***TIME REALTY*** before we can start the application process
- We accept Venmo to @AllanCMann, Zelle to 805-813-9447, checks or cash
- If you have a Security Freeze or Lock on your Credit, please remove it prior to submitting your application. **There will be an additional $20 assessment fee to rerun your credit if frozen or locked**

3 INCOME VERIFICATION/PROOF OF INCOME:

- Total combined gross income should be 3 times the total monthly rent for W-2 employees, lesser amounts will be considered.
- 3 Current consecutive pay stubs with a year-to-date salary total.
- Self-employed persons are required to provide **latest** filed Income Tax Return including Schedule E or C and any other Schedule, current 1099's **and** 3 most recent Bank Statements. Net income should be at least 3 times the monthly rent.
- Unverifiable income(cash) **will not** be considered.

4 OTHER DOCUMENTATION:

- Copy of Driver's License and Social Security Card for each applicant.

✸Agents must submit a W-9 (from Broker) and LCA (Lease/rental commission agreement) for compensation. Time Realty is the BROKER of record. PLEASE NOTE: Do not deposit Security Deposit into your Broker's Trust Account, have Certified Funds made payable to TIME REALTY. Compensation to be paid after all move in funds have been received, tenant is placed and new tenant accounting is finished

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CONDITIONS OF MOVE IN WHEN APPLICATION IS APPROVED

Lease Signing:

- **Lease document must be signed within 48 business hours of approval. Lease paperwork will be sent via email and DocuSign**. ***Property will remain on the market until all the documents are signed and deposit is received.***
- Security deposit must be paid within 72 hours of lease being sent.
- First month's rent must be paid within 72 hours of lease being signed. You may request to pay first month's rent at the move in date

Certified Funds:

- All **Move in Funds** (First Month Rent and Security Deposit) must be paid in the form of **Cashier's Check, Money Order or Cash (Payable to Time Realty**) before keys and access are provided. **NO EXECPTIONS**
    - If you sign your lease 1 week before your move in you can request to pay via Zelle @ (**805)377-0070**

Proof of Identity:

- Applicant must provide a government issued Photo ID or Driver's license and Social Security Card at the time the lease agreement is signed. A Copy will be made and maintained in our files during your lease term.

Insurance:

- All approved applications **MUST** supply a copy of their renter's insurance policy prior to receiving the keys and possession of the property
    - Minimum $300,000 Liability **UNLESS** you have a pet, the home has a pool or rent is $3,000 or more then Liability must be $500,000.
    - List Time Realty as "Additional insured" on the policy.
    - *Renters insurance must be held during your lease, if the policy is not renewed you will be enrolled into the TRPM forced insurance for $15 a month till proof of insurance is provided.*

Acceptance of Application or Submission of Lease & Signing Instruction is not binding and does not guarantee the applicant(s) right to the property until the lease is signed and Security Deposit received. Additional offers to lease may be accepted or entertained by the owner until the Lease Agreement is executed.

The undersigned has read and understands the Application Instructions/Requirements, Condition of Move-In and Screening Fee Disclosure and acknowledge receipt of a copy. Please sign and submit with your application

Application Signature _____ Date_____

CALIFORNIA ASSOCIATION OF REALTORS®

APPLICATION TO LEASE OR RENT/SCREENING FEE

(C.A.R. Form LRA, Revised 12/24)

I. APPLICATION TO RENT

THIS SECTION TO BE COMPLETED BY APPLICANT. A SEPARATE APPLICATION TO LEASE OR RENT IS REQUIRED FOR EACH OCCUPANT 18 YEARS OF AGE OR OVER, OR AN EMANCIPATED MINOR.

1. Applicant is completing Application to Lease or Rent as a (check one) ☐ **tenant,** ☐ **tenant with co-tenant(s) or** ☐ **guarantor/co-signor.**
Total number of applicants _____

2. PERSONAL INFORMATION

A. FULL NAME OF APPLICANT _____

B. Date of Birth _____ (For purpose of obtaining credit reports. Age discrimination is prohibited by law.)

C. (1) Driver's license No. _____ State _____ Expires _____
(2) See **section II**, **paragraph 2C** for Social Security Number/Tax Identification Numbers. Such number shall be provided upon request from Rental Property Owner, Authorized Broker or Agent, or Property Manager ("Housing Provider").

D. Phone number: Home _____ Work _____ Other _____

E. Email: _____

F. Name(s) of all other proposed occupant(s) _____
_____

G. Pet(s) (Other than service or companion animals) (number and type) _____

H. Auto: Make _____ Model _____ Year _____ License No. _____ State ____ Color _____
Other vehicle(s): _____

I. In case of emergency, person to notify (other than occupants of applicant's household) _____
Relationship _____
Address _____ Phone _____

J. Does applicant or any proposed occupant plan to use liquid-filled furniture?..... ☐ Yes ☐ No
If yes, type _____

K. Has applicant been a party to an unlawful detainer action or filed bankruptcy within the last seven years?..... ☐ Yes ☐ No
If yes, explain _____

L. Has applicant or any proposed occupant ever been asked to move out of a residence?..... ☐ Yes ☐ No
If yes, explain _____

M. Has applicant or any proposed occupant ever been convicted of or pleaded no contest to a felony within the last seven years? ..... ☐ Yes ☐ No
If yes, explain _____

(After completing a credit review, Housing Provider may consider the nature of the felony and the length of time since it occurred so long as the felony is directly related to the applicant's ability to meet its obligations under the lease terms, and any other relevant mitigating information pursuant to 2 CCR §12266.)

3. RESIDENCE HISTORY

Current address _____
City/State/Zip _____
From _____ to _____
Name of Housing Provider _____
Housing Provider's phone _____
Do you own this property? ☐ Yes ☐ No
Reason for leaving current address _____
_____
_____

Previous address _____
City/State/Zip _____
From _____ to _____
Name of Housing Provider _____
Housing Provider's phone _____
Did you own this property? ☐ Yes ☐ No
Reason for leaving this address _____
_____
_____

4. EMPLOYMENT AND INCOME HISTORY

Current employer _____
Current employer address _____
From _____ to _____
Supervisor _____
Supervisor's phone _____
Employment gross income $_____ per _____
Other income info _____

Previous employer _____
Previous employer address _____
From _____ to _____
Supervisor _____
Supervisor's phone _____
Employment gross income $_____ per _____
Other income info _____

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TIME REALTY, 2655 FIRST ST. SUITE 180 SIMI VALLEY CA 93065 Phone: **(805) 579-7348** Fax: **TRPM**
Allan C. Mann
Produced with Lone Wolf Transactions (zipForm Edition) 717 N Harwood St, Suite 2200, Dallas, TX 75201 www.lwolf.com

Property Address: ., , _____ Date: _____

5. CREDIT INFORMATION

A. CREDITORS

Name of Creditor: _____ Account _____
Monthly Payment: $_____ Balance Due: $_____

Name of Creditor: _____ Account _____
Monthly Payment: $_____ Balance Due: $_____

Name of Creditor: _____ Account _____
Monthly Payment: $_____ Balance Due: $_____

Name of Creditor: _____ Account _____
Monthly Payment: $_____ Balance Due: $_____

B. BANKING

Name of Bank/Branch: _____ Account No. _____
Type of Account: _____ Account Balance: $_____

Name of Bank/Branch: _____ Account No. _____
Type of Account: _____ Account Balance: $_____

6. PERSONAL REFERENCES

Name _____ Address _____
Phone _____ Length of acquaintance _____ Occupation _____
Name _____ Address _____
Phone _____ Length of acquaintance _____ Occupation _____

7. NEAREST RELATIVE(S)

Name _____ Address _____
Phone _____ Relationship _____
Name _____ Address _____
Phone _____ Relationship _____

8. Applicant understands and agrees that: **(i)** this is an application to rent only and does not guarantee that applicant will be offered the Premises; **(ii)** Housing Provider may receive more than one application for the Premises and, **(iii)** Applicant will provide a copy of applicant's driver's license or other acceptable identification upon request.

Applicant represents the above information to be true and complete, and hereby authorizes Housing Provider to: **(i)** verify the information provided; **(ii)** obtain a credit report on applicant** and **(iii)** obtain an "Investigative Consumer Report" ("ICR") on and about applicant. An ICR may include, but not be limited to, criminal background checks, reports on unlawful detainers, bad checks, fraud warnings, and employment and tenant history. By signing below, you also acknowledge receipt of the attached NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW (C.A.R. form BIRN).

- If a screening fee is paid, the applicant will be provided a copy of the credit report obtained by Housing Provider within **7 days** of the Housing Provider receiving the report.
- ☐ If a screening fee is not paid, check this box if you would like to receive, at no charge, a copy of an ICR or consumer credit report if one is obtained by the Housing Provider whenever you otherwise have a right to receive such a copy under California law.

- ** If an applicant will be receiving a government rent subsidy to assist in the payment of rent, such as a Section 8 voucher, applicant may choose to provide lawful, verifiable, alternative evidence of reasonable ability to pay rather than have Housing Provider rely on a credit report. The applicant shall be given a reasonable time to provide the alternative documentation.

- ☐ Applicant will be receiving a rent subsidy pursuant to the following government program and elects to provide alternative documentation: _____

9. Applicant further authorizes Housing Provider to disclose information to prior, current, or subsequent owners and/or agents with whom applicant has had, or intends to have, a rental relationship.

If application is not fully completed, or if section II, 2 is applicable and the application is received without the full screening fee: **(i)** the application will not be processed, and **(ii)** the application and any portion of the screening fee paid will be returned.

Applicant Signature _____ Date _____

Return your completed application and any applicable fee not already paid to: _____

Address _____ City _____ State _____ Zip _____

Property Address: ., , _____ Date: _____

II. PROPERTY INFORMATION AND SCREENING FEE

THIS SECTION TO BE COMPLETED BY HOUSING PROVIDER (applicant may fill in the "Premises" in **paragraph 1A** below):

1. PROPERTY INFORMATION

A. Applicant submits this application to lease or rent for the Premises located at ., , _____ _____ ("Premises") or ☐ any prospective locations which may fit Applicant's rental criteria.

B. Rental Amount: $_____ Rent per month.

C. Proposed move-in date: _____.

2. SCREENING FEE: A rental unit is available or will be available within a reasonable period of time.

A. ☐ Applicant will provide screening information and fee directly to Housing Provider's authorized screening service at: _____.

OR B. ☒ Applicant shall pay screening fee of $*40.00* per applicant, directly to Housing Provider, applied as follows: (Civil Code § 1950.6 sets the maximum screening fee that can be charged, as adjusted annually by the Consumer Price Index. As an example, the maximum screening fee in 2024 was $62.02 per applicant, according to the California Apartment Association.)

$ *20.00* for credit reports prepared by *AOA* ;

$ _____ for _____ (other out-of-pocket expenses); and

$ *20.00* for processing.

(1) ☐ Application received with the full screening fee in the amount of $ _____.

(2) If application is received without the full screening fee: **(i)** Housing Provider will notify Applicant, **(ii)** the application will not be processed, and **(iii)** the application and any portion of the screening fee paid will be returned.

(3) If Housing Provider collects the screening fee, Housing Provider shall provide Applicant a receipt for the screening fee, itemizing out of pocket expenses and time spent. By signing below, Applicant agrees the receipt may be provided by personal delivery, mail, or email.

C. (1) Housing Provider shall return the entire screening fee if applicant is not selected for tenancy, regardless of the reason, within seven days of selecting another applicant for tenancy or within 30 days of when the application was submitted, whichever occurs first;

OR (2) If Housing Provider has a written screening criteria, and that criteria is disclosed to the applicant with the application (☐ screening criteria attached) and the first applicant meeting that criteria is approved for the tenancy, then,

(i) Housing Provider shall refund the entire screening fee within 7 days of failing to consider the application if the application is not actually considered;

(ii) As an alternative to **paragraph 2C(2)(i)** Housing Provider may offer to apply the screening fee to another rental unit being offered by the Housing Provider. In such a case, Housing Provider may retain the screening fee if the applicant does not meet the established, disclosed criteria;

(iii) Housing Provider may keep the screening fee if the application is considered and the applicant is not accepted because the applicant does not meet the established, disclosed criteria.

D. ☐ Applicant shall provide Social Security Number/Tax Identification Number to Housing Provider: _____

The undersigned has read the foregoing section regarding the screening fee and acknowledges receipt of a completed copy.

_____ _____

Applicant Signature Date

Housing Provider acknowledges receipt of this entire Application to Lease or Rent/Screening Fee.

By: _____ DRE Lic.# _____ Date _____

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EQUAL HOUSING OPPORTUNITY

NOTICE REGARDING BACKGROUND INVESTIGATION REPORTS PURSUANT TO CALIFORNIA LAW

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

_____ (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: _____, Address: _____

Telephone: _____ Email: _____

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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