

Mangold Property Management
BRE #01226102
575 Calle Principal
Monterey, CA 93940
(Phone) 831-372-1338 (Fax) 831-372-1488
Email: info@mangoldproperties.com



Dear Applicant:

The congressional passage of the Gramm-Leach Bliley Act requires that we notify you of our policies regarding privacy of non-public personal information that we may collect in the process of providing services to you.

As a management company we collect:

- Information provided by you from your application, copies of identification cards, and paycheck or bank account information.
- Information we develop in the process of approving your application.

We are required to keep all information about your application confidential. Therefore, we will not disclose any information about you unless we have your approval or are required to do so by law. This applies even if you are no longer a tenant or never become a tenant.

We are committed to the safekeeping of your confidential information. We maintain physical, electronic and procedural safeguards to protect your information.

We appreciate your confidence in our service and will continue to work hard to maintain that confidence.

Mangold Property Management

Qualifications for Residency

Application To Rent

- All applicants 18 years of age and older, must complete and sign the Application to Rent.
- A fee for application processing, which includes a credit check, is \$35.00 per applicant, payable in either cash or money order.
- All information on the application must be legible, factual and verifiable.
- If any application provides FALSE information, the application will be considered void and the applicants will be denied rental.
- An original, valid Driver's License or Identification Card must accompany each application for the Leasing Office to copy. Applicants may be asked to provide a Social Security card.

Minimum Qualifying Criteria

Income

- Gross household income must be at least 2 ½ times the rent.
- Two recent pay stubs must be submitted with each application. The Leasing office will do verbal and/or written employment verification.
- Other verifiable income (social security, pension, trust fund, etc.) will require supporting documentation.
- Self-employed applicants must provide recent tax returns, a W-2 form or profit/loss statement.

Rental History

- Current landlord contact information must be provided.
- Mortgage payment history is acceptable as rental history.
- Any lawful detainer action (eviction) filed against an applicant will be reason for denial.

Credit History

- Additional security deposit money may be required, based on credit rating and rental history.

General Standards

- Household occupancy guidelines are: 1 bedroom units not to exceed 3 residents; 2 bedroom units not to exceed 5 residents and 3 bedroom units not to exceed 7 residents.
- Pets must have prior written approval with additional deposit required.
- Residents are responsible for payment of all utilities on their lease.
- All move-in fees must be paid by Cashier's Check or Money Orders only.

Approval

- Meeting the minimum qualifying criteria does not necessarily guarantee approval for the property applicant has applied for.

We are an Equal Opportunity Housing Provider and follow all fair housing laws. For more information on fair housing laws contact Department of Fair Employment and Housing (DFEH) at www.dfeh.com.

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Mangold Property Management, Inc. does not discriminate against persons with disabilities in its services and structures. Mangold Property Management, Inc. provides equal opportunity to all persons with disabilities and allows accommodations to meet the needs of persons with disabilities upon request, if the accommodation is both reasonable and financially feasible. If you or a member of your household has a disability and needs a reasonable accommodation in order to have equal use and access to the complex, house or community please submit a request.

All requests for reasonable accommodations should be submitted in writing to Mangold Property Management, Inc. Upon request the applicant/resident may also need to provide a verification form from a third party professional who will verify that the applicant/resident is disabled and needs the accommodations requested because of the disability.

If you are requesting a reasonable accommodation, please complete the following steps:

- 1) Submit a Request for Reasonable Accommodation in writing (it is not required to reveal the specific nature and/or severity of the disability). Send the form to: Mangold Property Management, 575 Calle Principal, Monterey, CA 93940 or Fax to: (831) 372-1488 or E-Mail to: Info@mangoldproperties.com.
- 2) If requested, submit a Verification of Status as a Person with a Disability requiring an accommodation.

Forms are available from Mangold Property Management, Inc. and also available on our website at www.mangoldproperties.com, however are not required to be used.

You will be notified in writing of your Approval or Denial of Request for Reasonable Accommodation with a reasonable time from receipt of all requested documentation.



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Rent: _____

Deposit: _____

Pet Deposit: _____

Move-In Special: _____

Total Move In : _____

Total Amount Paid: _____

of Applicants: _____

Amount Paid: _____

M/O #: _____

Signed: _____

Rental Application

Property Address: _____ Apt# _____

Name of Applicant: _____ D.O.B. (for TRW) _____

Social Security #: _____ Driver's License#: _____

Name of Co-Applicant/Spouse: _____ D.O.B. (for TRW): _____

Social Security #: _____ Driver's License# _____

of Children: _____ Name(s) & Age(s): _____

of Pets/Type/Weight _____

Current Address: _____ City/Zip _____

Move-In Date: _____ Move-Out Date: _____ Rent: _____ Reason for Leaving: _____

Name of Owner/Agent: _____ Telephone #: _____ Verified: _____

Previous Address: _____ City/Zip _____

Move-In Date: _____ Move-Out Date: _____ Rent: _____ Reason for Leaving: _____

Name of Owner/Agent: _____ Telephone #: _____ Verified: _____

Applicant's Employer: _____ Telephone #: _____ How Long: _____ Date of Hire: _____

Address: _____ Supervisor Name: _____ Verified: _____

Employed As: _____ Salary: _____ per: _____

Co-Applicant/Spouse Employer: _____ Telephone #: _____ How Long: _____ Date of Hire: _____

Address: _____ Supervisor Name: _____ Verified: _____

Employed As: _____ Salary: _____ per: _____

Other Income: _____ Source: _____

Bank Account: Checking: \$ _____ Savings: \$ _____

Bank Name: _____ Address: _____

Of Automobiles: _____ License Plate #'s _____ State of Registry: _____

Make(s) & Model(s): _____ Color(s): _____ Years: _____

Name of Nearest Relative: _____ Relationship: _____

Address: _____ City: _____ Telephone: _____

Have you ever filed a petition for Bankruptcy? Yes No If yes, when? _____

Have you ever been evicted from any tenancy or been served an unlawful detainer action? Yes No _____

Have you ever willfully & intentionally refused to pay any rent when due or been asked to move? Yes No _____

Have you ever engaged in or been convicted of illegal drug use or manufacture? Yes No _____

Have you ever been convicted of a felony? Yes No If yes, Convicted _____

Year of conviction: _____; Court _____; Please Explain: _____

I agree that the landlord may terminate any agreement entered into a reliance on any misstatement made above. I agree that you may verify the information contained in this application with any third party and that you may contact credit reporting agencies in regards to my credit. I also acknowledge receiving a detailed receipt of my application fee. I declare the foregoing to be true under penalty of perjury.

Applicant: _____

Date: _____

Anticipated Move-in Date _____

Telephone: _____

email: _____

Applicant: _____

PLEASE RETURN THIS FORM COMPLETED WITH \$35.00 (CASH OR MONEY ORDER PER ADULT) NON-REFUNDABLE APPLICATION FEE.

TENANT APPLICATION FEE RECEIPT

CONSUMER CREDIT REPORT	\$ 21.25
JOB VERIFICATION	\$ 6.00
PREVIOUS RESIDENCE VERIFICATION	\$ 6.00
OFFICE EXPENSE	\$ 1.75
TOTAL PER APPLICANT	\$ 35.00 # OF APPLICANTS: _____

Mangold Property Management, Inc.

Total Amount Paid: \$ _____

Date: _____

By: _____