



337 EL DORADO ST. STE. 3-B
MONTEREY, CA. 93940
(831) 372-8092 FAX (831) 649-4282

RENTAL PROPERTY APPLICATION GUIDELINES

Applying for a rental can be a stressful process. We hope to eliminate some of the stress by providing easy to understand guidelines on how we make our decisions. No situation will guarantee an applicant a property. Our job is to select the **most qualified** applicant for the property and we *do not* consider applicants on a first come first served basis. The following pieces of information will be used to make our final decision. They are not in order of importance and are for representation purposes only.

- **Landlord references (existing and previous)**
- **Income (amount, verifiability, reserves)**
- **Credit History**
- **Job stability (time on the job)**
- **Pets**
- **Desired length of occupancy (typically a year lease)**
- **Personal/employment references**

To be considered as a potential tenant the following items must be submitted at the same time to ensure timely processing.

- 1) Complete an application for each person that will be living in the unit that is 18 yrs and older. If you will have a co-signor they must also complete an application in its entirety.
- 2) A \$25.00 non-refundable fee will be collected at the time you submit your applications.
- 3) If you decide to withdraw your application from consideration the application fees will not be reimbursed.
- 4) When applying you are doing so without promise or guarantee that you will be approved.
- 5) If you are not selected as the tenant we will not discuss the "whys or ifs". This policy is to protect the privacy of all that apply and the comparison nature of applications is such that we do not divulge information about another's suitability as a potential tenant.

Phillips Real Estate will assist all applicants without regard to race, creed, sex, religion, national origin, familial status, handicap, ancestry, physical or mental disability, medical condition, marital status, citizenship status, military service status, sexual orientation, source of income, or age.

Acknowledged and accepted

Signature

Date

Signature

Date