

Application Requirements

Please review and sign the following application requirements:

Each completed application consists of:

1. Application forms – Must be completely filled-out and signed on pages 2 and 4.
 2. A \$25.00 application fee per applicant – May be paid by check, cashier's check, money order, or cash.
 3. Legal and verifiable proof of income – Acceptable forms of documentation are two (2) recent paystubs, W2's, or a job offer letter.
- Incomplete applications will not be processed.
 - All persons 18 years and older are required to fill out separate applications.
 - The \$25.00 application fee covers the costs of obtaining information via consumer credit reporting service, as well as the reasonable value of time spent by HPM agents to obtain, verify, and process information in the application. According to California Law, application fees shall not be greater than the actual costs of gathering information and shall not exceed a maximum charge of \$49.00 per applicant.

Application Verification Process:

- HPM will verify each applicant's credit standing and (5) five year rental history through (1) one or more credit reporting agencies and/or former landlords. Please include all former addresses and manager/owner contact information.
- The legal and verifiable total household income must be equal to (3) three times the monthly rental rate of the unit applied for.
- Co-signers will not be accepted. Applicants must qualify for rental on their own.

Applications will be denied for any of the following reasons:

- Unpaid application fee(s).
- Incomplete or unsigned rental application.
- False or unverifiable employment or income information.
- Failure to meet household income requirement of (3) three times the rental rate.
- Unfavorable credit report(s): Reports containing unpaid collection accounts, delinquent accounts, open bankruptcies, and/or total overall rating of less than 90% favorable are considered by HPM to be unfavorable.
- Unfavorable rental references.
- Prior evictions.
- Expressing hostility, abusive behavior and/or abusive language toward HPM agents or staff during application processing.
- Applicants without credit history, rental history, and income documentation will be denied.



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Other Information:

- Application fee is credited to tenant's account upon signing a rental agreement.
- Occupancy standards: limited to (2) two persons per bedroom plus (1) one.
- Up to two cats are permitted with an additional \$200.00 security deposit per cat. Dogs are prohibited at all HPM properties except for 4500 Del Rio Road.

I have read the foregoing and understand the terms of the application process.

Applicant Signature

Date