

## 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.



320 N 10<sup>th</sup> Street STE. 100  
Sacramento, CA 95819  
Phone: 916.446.2298  
Fax: 916.448.1877  
hpmapartments@gmail.com

**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



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## Rental Application

**Directions:** Please fill out completely and return this form with a **\$25.00 application fee** to 320 N 10<sup>th</sup> Street.  
 If you need help or have questions about this form please call our office at (916) 446-2298.

Address of Apartment Applying For:		Move-in date desired:
Name:      (First)                      (Middle)                      (Last)		Any credit under other names?
Date of Birth:	D.L.#/State/Expiration:	Soc. Sec. #:
Home Phone:	Mobile Phone:	Email:
Proposed Occupants: List all in addition to yourself		
Name: (First)                      (Middle)                      (Last)		Age:
Name: (First)                      (Middle)                      (Last)		Age:

### PART I - RESIDENCE HISTORY (CURRENT & PREVIOUS 5 YEAR PERIOD)

Current Address:		Apt. #	Rent: \$
(City)                      (State)                      (Zip)		Move in Date:	Move out Date:
Property Owner/Manager Name:		Manager's Phone:	
Manager's Email:		Manager's Fax:	
Reason for Moving:			
Previous Address:		Apt. #:	Rent \$:
(City)                      (State)                      (Zip)		Move in Date:	Move out Date:
Property Owner/Manager Name:		Manager's Phone:	
Manager's Email:		Manager's Fax:	
Reason for Moving:			
If you have lived at additional residences within the past 5 years, please attach additional sheet(s) with contact information for the owner or managers of your previous residence(s).			
Have you ever been or are you now being evicted from a residence?		YES	NO
If yes, please explain:			
Pets?	Type?	How many?	Do you own a waterbed?



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Vehicle Info:			
(Make)	(Model)	(Year)	(Plate #)

**PART II - EMPLOYMENT HISTORY (LAST TWO YEARS) & INCOME INFORMATION**

Current Employer:	Title:	How long?	Mo. Income \$
Address:	Supervisor:	Phone:	
Other sources of income need not be disclosed unless such additional income is to be included to qualify for the rental. Specify here if necessary:			

**PART III - CREDIT AND PERSONAL REFERENCES**

Have you ever filed bankruptcy?	Defaulted on a rental agreement?	Judgments/Collections Against You?
Filed suit against a landlord?	If yes, please explain.	
Bank:	Branch Address:	Type of Accounts Held?
In case of Emergency, Notify:		Relationship:
Address:		Phone:
(Street)	(City)	(State) (Zip)
Character References:		
1. _____ Relationship _____ Phone (____) _____		
2. _____ Relationship _____ Phone (____) _____		

**PART IV - AUTHORIZATION**

The undersigned declares that the information on this Rental Application is true and correct, and understands that false statements may result in rejection of this and any future applications for housing which HPM manages. The undersigned does further understand that all persons of firms named may freely give any requested information concerning the undersigned and hereby waives all right to action for any consequences resulting from such information. My signature below authorizes investigation of all statements contained herein by the management company, including but not limited to a credit check. I further understand and agree that HPM will rely upon this Rental Application as an inducement for entering into a rental agreement or lease and I warrant that the facts contained in this Application are true. If any facts are proven to be untrue, HPM may terminate my tenancy immediately and collect any damages incurred, including reasonable attorney's fees resulting therefrom. All or part of the above information may be made available to other screening and collection services. Pursuant to California Law, you are also herein notified that a negative credit report reflecting on your credit record may be submitted in the future to a credit reporting agency if you fail to fulfill the terms of your rental obligations or if you default in those obligations in any way. HPM welcomes all applicants. It is illegal and against our policy to discriminate against any person because of race, color, religion, sex, sexual orientation, national origin, mental or physical disability, or familial status.

\_\_\_\_\_  
 (Applicant's Signature) (Date)