



1145 East Shaw Avenue  
Fresno, California 93710  
Phone (559) 224-4008 Fax (559) 224-4567  
www.foxpm.net



## RENTAL APPLICATION INFORMATION

Thank you for considering renting a house/condo/apartment from Fox Property Management. We will do everything possible to expedite your request to live in one of our homes, condos, or apartments. Each property has specific requirements for income and a limit on the number of occupants allowed. **Please make sure you're aware of these conditions before you submit your application.** For example most single-family homes and condos require verifiable income of at least 3 times the monthly rent; some apartments require 2½ times. Additionally, there is a limit on the number of people (without any restriction of age) that can live in one of our rental properties. The limit is usually 2 people per bedroom, plus one for the "unit." That means no more than 3 people may occupy a one-bedroom unit; 5, a two-bedroom; 7, a three-bedroom; and 9, a four-bedroom unit. Because of size or configuration of the rental unit these guidelines may be modified as necessary. Fox Property Management reserves the right to adjust them as required. The standard rental period is for a minimum one (1) year.

**Not all rental properties allow pets.** Those that do accept pets also have restrictions on the type, size and number. Please bring your pet information to the attention of our staff early in the application process to avoid any disappointment or misunderstandings. If pets are allowed, there is an additional security deposit required. Companion/Service animals do not require additional deposit; however, you must provide a Doctor's letter or Certification to verify the animals' status.

### **The following information is required to process your application:**

1. **Completed** individual Rental Application **for each occupant** 18 years of age or older. The word "completed" is emphasized (to include a signature) because incomplete applications will not be processed.
2. A copy of a valid, Government issued, photo ID (e.g., driver's license, etc.) for each applicant.
3. A copy of a valid social security card for each adult applicant.
4. **\$35.00 processing fee for each adult applicant.** **MONEY ORDER OR CASHIER'S CHECK ONLY – No Cash or personal checks are accepted for application fees. The application fee is non-refundable.**
5. Copies of recent pay stubs (2-3) and/or a current W-2 and last 2-3 months' bank statements if you are self-employed.
6. A completed Rental Application (and processing fee) is also required for all Co-Signers/Guarantors. There is a separate Information Sheet for Co-Signers/Guarantors.

If you provide a completed application with all required attachments, and your rental references and job verification contacts return our calls and cooperate, we can usually give you an answer of approval/disapproval within 2-3 business days. If you are approved, you would then be required to pay the required security deposit within 24 hours to hold the unit and, generally, start paying rent and take possession of the property within 10 days. **All security deposit money and the 1<sup>st</sup> month's rent (paid in advance) must be in the form of a money order or cashier's check. Personal checks are not accepted for the initial payments.**



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As required by law, you are hereby notified that a positive or negative credit report reflecting information on your credit record may be submitted to a credit reporting agency or to a recognized law enforcement agent if you fail to fulfill the terms of your credit obligations. Providing false or incomplete information may be a basis to deny your application for housing and can void your lease should you be accepted as a resident, resulting in an immediate eviction

Do you have a Section 8 voucher? Yes \_\_\_ No \_\_\_, If yes, number of bedrooms: \_\_\_; maximum dollar amount: \_\_\_\_\_

**Individual application required from each occupant 18 years of age or older.**  Tenant  Guarantor

In order to process your application to live in one of our rental communities or single family homes, you must provide us with all the information requested below. **PLEASE PRINT CLEARLY. All sections must be completed.**

Address of house, condo or apartment applying for: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

**PROPOSED OCCUPANTS:** **Desired move-in date:** \_\_\_\_\_

FIRST NAME \_\_\_\_\_ MIDDLE INITIAL \_\_\_\_\_ LAST NAME \_\_\_\_\_ SUFFIX \_\_\_\_\_  
(e.g., Jr, Sr, II, etc.)

Other Names used in the last 10 years: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Social Security # \_\_\_\_\_

Government Issued Photo ID (# & Type) \_\_\_\_\_ Email address: \_\_\_\_\_

HOME PHONE ( ) \_\_\_\_\_ WORK PHONE ( ) \_\_\_\_\_ CELL PHONE ( ) \_\_\_\_\_

**FULL NAME (OF ALL OTHER PROPOSED OCCUPANTS) and RELATIONSHIP (If under 18, must show date of birth)**

1. \_\_\_\_\_ 4. \_\_\_\_\_

2. \_\_\_\_\_ 5. \_\_\_\_\_

3. \_\_\_\_\_ 6. \_\_\_\_\_

I  am  am not a member of the Armed Forces of the United States (including the National Guard and Reserves)

**RENTAL HISTORY: (A MINIMUM FIVE YEARS HISTORY OF WHERE YOU LIVED IS REQUIRED).**  
***FAMILY MEMBERS CANNOT BE USED FOR RENTAL REFERENCES BUT MUST BE LISTED.***

**CURRENT ADDRESS:** \_\_\_\_\_  
NUMBER STREET APT.# CITY STATE ZIP

FROM \_\_\_ TO \_\_\_ AMT RENT/MORTGAGE PAID? \_\_\_\_\_ REASON FOR LEAVING: \_\_\_\_\_

OWNER/AGENT OR BUILDING NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

**PREVIOUS ADDRESS:** \_\_\_\_\_  
NUMBER STREET APT.# CITY STATE ZIP

FROM \_\_\_ TO \_\_\_ AMT RENT/MORTGAGE PAID? \_\_\_\_\_ REASON FOR LEAVING: \_\_\_\_\_

OWNER/AGENT OR BUILDING NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

**NEXT PREVIOUS ADDRESS:** \_\_\_\_\_  
NUMBER STREET APT.# CITY STATE ZIP

FROM \_\_\_ TO \_\_\_ AMT RENT/MORTGAGE PAID? \_\_\_\_\_ REASON FOR LEAVING: \_\_\_\_\_

OWNER/AGENT OR BUILDING NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

**NEXT PREVIOUS ADDRESS:** \_\_\_\_\_  
NUMBER STREET APT.# CITY STATE ZIP

FROM \_\_\_ TO \_\_\_ AMT RENT/MORTGAGE PAID? \_\_\_\_\_ REASON FOR LEAVING: \_\_\_\_\_

OWNER/AGENT OR BUILDING NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

**EMPLOYMENT/SOURCE OF INCOME:**

**CURRENT EMPLOYER** \_\_\_\_\_ ADDRESS \_\_\_\_\_

GROSS MONTHLY SALARY \$ \_\_\_\_\_ POSITION \_\_\_\_\_ HOW LONG? \_\_\_ YRS \_\_\_ MOS

SUPERVISOR \_\_\_\_\_ BUSINESS PHONE ( ) \_\_\_\_\_

**CURRENT OTHER INCOME (Source)** \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_ FREQUENCY: \_\_\_\_\_

**PREVIOUS EMPLOYER** \_\_\_\_\_ ADDRESS \_\_\_\_\_

GROSS MONTHLY SALARY \$ \_\_\_\_\_ POSITION \_\_\_\_\_ HOW LONG \_\_\_ YRS \_\_\_ MOS

SUPERVISOR \_\_\_\_\_ BUSINESS PHONE ( ) \_\_\_\_\_

**BANKING INFORMATION:**

CHECKING ACCOUNT \_\_\_\_\_  
BANK NAME BRANCH CITY PHONE ACCOUNT NO.

SAVINGS ACCOUNT \_\_\_\_\_  
BANK NAME BRANCH CITY PHONE ACCOUNT NO.

**REFERENCES: Must include full address of reference and relationship:**

NAME	STREET ADDRESS	CITY/STATE/ZIP	PHONE	RELATIONSHIP
NAME	STREET ADDRESS	CITY/STATE/ZIP	PHONE	RELATIONSHIP

EMERGENCY	NAME	STREET ADDRESS	CITY/STATE/ZIP	PHONE	RELATIONSHIP
EMERGENCY	NAME	STREET ADDRESS	CITY/STATE/ZIP	PHONE	RELATIONSHIP

**MISCELLANEOUS INFORMATION:**

**Pets** \_\_\_\_\_ **Water filled furniture (includes aquariums)** \_\_\_\_\_  
Description (**Type & Breed**) (*Requires separate permission*) Description (*Requires separate permission*)  
Companion/service animals must be submitted with a Doctor’s note or proper Certification and listed on application

**AUTOMOBILES/MOTORCYCLES TO BE PARKED ON PREMISES:**

MAKE	MODEL	COLOR	YR	LICENSE #	MAKE	MODEL	COLOR	YR	LICENSE #

Have you ever filed for bankruptcy? \_\_\_\_\_ If yes, when: \_\_\_\_\_  
Have you ever been evicted or asked to move? \_\_\_\_\_ If yes, please explain why and when: \_\_\_\_\_  
Have you ever been convicted of a felony or for selling, distributing or manufacturing illegal drugs?(if yes, please explain) \_\_\_\_\_

**Applicant represents that all the above statements are true and correct and hereby authorizes verification of the above items including, but not limited to, the obtaining of a credit report, unlawful detainer (eviction) reports, bad check searches, social security number verification, fraud warnings, previous tenant history and employment history, and agrees to furnish additional credit references upon request. Applicant consents to allow Fox Property Management or its agent(s) to disclose tenancy information to previous or subsequent owners/managers. Fox Property Management requires a payment of \$35.00\*, which is to be used to screen applicant with respect to credit history and other background information. Upon approval of this application, applicant shall pay required deposit within 24 hours of approval in order to take the property off the market. Upon execution of the Rental Agreement, the applicant shall pay all initial sums due, including first month’s rent and required deposits, in certified funds (e.g., money order or cashiers check), before occupancy.**

\*If your application is not processed, application fees may be refundable; however, unclaimed application fees will be retained by Fox Property Management after 90 days.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_