



## Royal Oaks Apartments

42780 Washington St. #33 ~ Bermuda Dunes, CA 92203  
(760) 345-7677 ~ FAX (760) 772-4937

### Meeting the Qualifications

1. **We are an equal opportunity housing provider. We do not discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin. We fully comply with the Federal Fair Housing Act and all state and local fair housing laws. HAVING A BANKRUPTCY, SHORT SALE OR FORECLOSURE WILL NOT NECESSARILY DISQUALIFY YOU FROM BEING ABLE TO RENT A UNIT.**
2. **Occupancy guidelines.** In determining these restrictions, we adhere to all applicable fair housing laws. We allow 2 persons per bedroom plus one per unit. For example, a two-bedroom rental unit could house five (5) people. These restrictions are enforced to prevent overcrowding and undue stress on plumbing and other building systems.
3. **Application process.** All persons 18 years or older that will be residing in the unit must submit an application. The application fee is nonrefundable and is charged as follows: \$30 for each person. The application fee must be a Cashier's Check or Money Order. All sections of the application must be completed to prevent delays in processing your application. Please allow 3 to 5 business days to process the application.

#### **The Following items must be submitted with your application or it will not be processed:**

- a. Payment: \$30.00 per person. **PAYABLE TO ROYAL OAKS APARTMENTS**
  - b. Proof of Income:
    - i. **If you work for a company**
      1. 2 Months Pay Stubs
      2. 2 Months Bank Statements – ALL PAGES
    - ii. **If you are self-employed**
      1. The first 2 pages of your last 2 year's tax returns
      2. Copies of the last three months bank statements (all pages).
    - iii. **Additional Income or situations**
      1. Proof of SSI / Disability – Award letter and / or proof of electronic deposit
      2. Proof of Child Support – Monthly DCSS current statement of payment
      3. Proof of Pension or Retirement income.
      4. Proof of Rental income (copies of rental agreements & proof of rental income deposit).
      5. Proof of Section 8 Housing Assistance / Veteran's Voucher
  - c. Copy of your Valid Driver's License issued by a state or outlying possession of the United States.
4. **Employment Verification:** Some companies utilize a third-party company to handle their employment verifications. These third-party companies charge a fee to anyone seeking an employment verification. If your employer utilizes one of these companies; you will be responsible to reimburse Royal Oaks Apartments the fee charged.
  5. **Qualifying to rent.**
    - a. Your "gross" income must be greater than 3 times the monthly rent.
    - b. Credit Reports with evictions **will not** be considered if the 'judgement' has not been paid or satisfied.
    - c. Bankruptcy filed more than 24 months prior will not have an effect on approval. If bankruptcy is filed within the past 24 months; your approval will be based on how long it was that you filed.
    - d. If you have ever been convicted of a felony, we may reject your application. If you have ever been convicted of a misdemeanor involving dishonesty or violence within the past 5 years, we may reject your application.
    - e. Three (3) years of good residential rental history.

**\*\*ONCE APPLICATION HAS BEEN "PRE-APPROVED" IT IS SENT TO THE OWNER FOR FINAL APPROVAL\*\***

6. **Security Deposit.**
  - a. The minimum-Security Deposit required will be \$499.00.
  - b. The maximum-Security Deposit required may be equal to two month's rent.

7. **Animals: Royal Oaks does not allow animals at this time.**

**\*\*\*\*PLEASE INQUIRE REGARDING SERVICE/COMPANION ANIMALS\*\*\*\***

8. **Holding Deposit:** Within 72 hours of Application approval, a deposit of \$499.00 is due. This will hold the unit for up to two (2) weeks, with a signed Lease Deposit Agreement. Only payments in the form of a Money Order or Cashier's Check will be accepted up to, and including, your move-in day. **IF FOR ANY REASON YOU CHANGE YOUR MIND, THIS HOLDING DEPOSIT IS NON-REFUNDABLE.**

**\*\*ALL QUALIFYING AND ACCEPTANCE POLICIES ARE SUBJECT TO CHANGE ANY TIME WITHOUT NOTICE\*\***



Dear Applicant(s):

You have applied to rent a residential property that is managed by Dieterle Property Management. Dieterle Property Management will process your application and provide it to the property owner for a decision. The processing of your application requires Dieterle Property Management to obtain and review certain information about you including a credit report. Dieterle Property Management has received a non-refundable application screening fee of \$30.00 per person.

**PRIVACY NOTICE**

Dieterle Property Management does not disclose and does not intend to disclose non-public personal information to nonaffiliated third parties, except as permitted by law. Dieterle Property Management collects and utilizes your non-public information for reviewing your rental application. We collect information about you from the following sources:

- Information on your rental application and other information that you provide us during the course of our relationship.
- Information obtained from consumer reporting agencies.

Dieterle Property Management restricts access to your non-public personal information to the following parties:

- Property Owners and their agents
- Consumer reporting agencies
- Dieterle Property Management employees when needed to carry out the services for which they were engaged
- To third parties as necessary to complete the review and processing of your rental application or as required by law.

Dieterle Property Management maintains safeguards to protect the privacy of your non-public personal information. By signing this document, you are authorizing Dieterle Property Management to obtain your credit report and to check other references and information as is necessary to process your rental application. **You are also acknowledging that once the services are performed, the fees you pay will not be refunded to you, even if your application is later declined or canceled by you.**

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**RESIDENTIAL TENANT APPLICATION**

**Applicant Information:**

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Date of Birth: (mm/dd/yyyy) \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Driver's License No.: \_\_\_\_\_ State Issued: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Vehicle Information:**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ License Plate: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ License Plate: \_\_\_\_\_

**Address Information:**

Current Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Do you:  Own  Rent Amount: \$ \_\_\_\_\_ For How long?  0 – 6 mos.  1 – 2 yrs.  3 – 5 yrs.  More than 5 yrs.

Landlord Name: \_\_\_\_\_ Landlord Phone: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Previous Address:** \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Do you:  Own  Rent Amount: \$ \_\_\_\_\_ For How long?  0 – 6 mos.  1 – 2 yrs.  3 – 5 yrs.  More than 5 yrs.

Landlord Name: \_\_\_\_\_ Landlord Phone: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**TELL US WHO WILL BE LIVING IN THE UNIT AND THEIR RELATIONSHIP TO YOU:**

**Unit Occupancy and Relationship**

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone # \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone #: \_\_\_\_\_

3. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone #: \_\_\_\_\_

4. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone #: \_\_\_\_\_



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### Employment Information:

Name of Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Position: \_\_\_\_\_ Length of Employment: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Gross Income: \_\_\_\_\_  Hourly  Weekly  Monthly  Yearly

Name of Previous Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Position: \_\_\_\_\_ Length of Employment: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Gross Income: \_\_\_\_\_  Hourly  Weekly  Monthly  Yearly

### Credit References:

Name and Address of Institution: \_\_\_\_\_

Account Number: \_\_\_\_\_ Balance: \_\_\_\_\_ Type of Account:  Checking  Savings  Line of Credit

Name and Address of Institution: \_\_\_\_\_

Account Number: \_\_\_\_\_ Balance: \_\_\_\_\_ Type of Account:  Checking  Savings  Line of Credit

Name and Address of Institution: \_\_\_\_\_

Account Number: \_\_\_\_\_ Balance: \_\_\_\_\_ Type of Account:  Checking  Savings  Line of Credit

Name and Address of Institution: \_\_\_\_\_

Account Number: \_\_\_\_\_ Balance: \_\_\_\_\_ Type of Account:  Checking  Savings  Line of Credit

### Other Income (Must provide verifiable proof):

Source: \_\_\_\_\_ Monthly Income From Source: \_\_\_\_\_

Source: \_\_\_\_\_ Monthly Income From Source: \_\_\_\_\_



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### TELL US ABOUT YOURSELF:

Have you ever been convicted of a crime, placed on probation/parole, have any outstanding arrest or bench warrants or currently involved in any criminal activity?  Yes  No If Yes please explain: \_\_\_\_\_

Do you Smoke?  Yes  No Have you ever filed for bankruptcy?  Yes  No If Yes how long ago: \_\_\_\_\_

Have you ever been evicted or asked to move?  Yes  No If Yes please explain: \_\_\_\_\_

Do you have any pets?  Yes  No What type of pet? \_\_\_\_\_

### Emergency Information:

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Relationship: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Relationship: \_\_\_\_\_

### AUTHORIZATION TO VERIFY INFORMATION

**Applicant represents that all information and statements contained in this application are true and correct and hereby authorizes the verification of the above items including but not limited to, the obtaining of a credit & criminal background report and agrees to furnish additional credit references upon request.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\*MAKE CASHIERS CHECK OR MONEY ORDER PAYABLE TO ROYAL OAKS APARTMENTS\*\*\***

**\*\*One application per person. All adults residing in the property must complete an application\*\***

### FOR OFFICE USE ONLY:

Date Application Received: \_\_\_\_\_ Date Credit Ran: \_\_\_\_\_ FICO Score: \_\_\_\_\_

Application Fee Received: \_\_\_\_\_  Approved  Denied Reason: \_\_\_\_\_