

# Tenant Application

**Fill out this application completely**, leaving nothing blank. Each Adult must complete **Part 2**, including employment information. If unemployed, indicate that in the "Present Employer" box. In addition, all other occupants must be named in **Part 3**. If a question does not apply to you write "NA" in the corresponding blank. There are additional spaces for Part 2, Part 3, and Part 7 on page 4.

At the time the application is submitted, a **non-refundable processing fee of \$20.00 per adult is required**. Cash, check, money order, or cashier's check are acceptable forms of payment for the processing fee. If writing a check, please make it payable to: Cornerstone Property Management.

Once submitted most applications are processed in as little as 24 hours. Some applications may take longer. If you do not hear from us within 72 hours please contact our office for an update on your application.

Part 1: Rental Property and Move-in Date			
Address of Rental Property			
Preferred Move-in Date	Office Use Only	Number of Proposed Occupants	

Part 2: Applicant Information (All occupants 18 and older)			-Additional spaces on page 4		
Applicant 1	First Name	Middle	Last	Social Security #	
	Birth Date	Age	Relationship to Other Proposed Occupants		
	Driver's License #	State	Expiration Date		
	Email Address		Phone Number		
	Present Employer			Length of Employment	
	Employer Address		City	State	Zip Code
	Job Title		Salary	Per	
	Employer Email Address		Employer Phone Number		
Applicant 2	First Name	Middle	Last	Social Security #	
	Birth Date	Age	Relationship to Other Proposed Occupants		
	Driver's License #	State	Expiration Date		
	Email Address		Phone Number		
	Present Employer			Length of Employment	
	Employer Address		City	State	Zip Code
	Job Title		Salary	Per	
	Employer Email Address		Employer Phone Number		

**Part 3: Dependent/Occupant Information (All occupants under 18)**

-Additional spaces on page 4

	First Name			Middle			Last		
	Birth Date			Age			Relationship to Other Proposed Occupants		
	First Name			Middle			Last		
	Birth Date			Age			Relationship to Other Proposed Occupants		
	First Name			Middle			Last		
	Birth Date			Age			Relationship to Other Proposed Occupants		
	First Name			Middle			Last		
	Birth Date			Age			Relationship to Other Proposed Occupants		

**Part 4: Housing and Rental History**

	Present Address			City			State			Zip Code		
	Rent Amount			Date-In			Date-Out					
	Name of Agent						Agent Phone Number					
	Reason for Moving											
	Previous Address			City			State			Zip Code		
	Rent Amount			Date-In			Date-Out					
	Name of Agent						Agent Phone Number					
	Reason for Moving											

**Part 5: Other Information**

<b>E. Contact</b>	Emergency Contact						Relationship to Applicants					
	Address			City			State			Zip Code		
	Email Address						Phone Number					
<b>Vehicle Info</b>	License Number						State of Registry					
	Make			Model			Year					
	License Number						State of Registry					
	Make			Model			Year					
<b>Pets</b>	Type of Animal											
	Type of Animal											

## Part 6: Credit History and Financial Information

Bank Information	Name of Bank		Account Number		Type of Account	
	Branch Address		City	State	Zip Code	
	Name of Bank		Account Number		Type of Account	
	Branch Address		City	State	Zip Code	
Creditor Information	Creditor			Monthly Payment Amount		
	Creditor Address			City	State	Zip Code
	Creditor			Monthly Payment Amount		
	Creditor Address			City	State	Zip Code
	Creditor			Monthly Payment Amount		
	Creditor Address			City	State	Zip Code
	Creditor			Monthly Payment Amount		
	Creditor Address			City	State	Zip Code
	Creditor			Monthly Payment Amount		
	Creditor Address			City	State	Zip Code
	Have You Ever Been Evicted?		If Yes, When?		County	State
	Please Explain					
	Have You Ever Filed For Bankruptcy?		If Yes, When?		County	State
	Please Explain					

## Part 7: Applicant Signatures (Must be signed by each Adult Applicant from Part 2) -Additional spaces on page 4

<b>APPLICANT AUTHORIZES THE LANDLORD OR HIS AUTHORIZED AGENT TO VERIFY THE INFORMATION PROVIDED ABOVE AS TRUE AND CORRECT, INCLUDING BUT NOT LIMITED TO OBTAINING A CREDIT REPORT. THE APPLICANT ALSO AGREES TO FURNISH ADDITIONAL CREDIT REFERENCES ON REQUEST.</b>					
First Name		Middle	Last		Date
Signature					
First Name		Middle	Last		Date
Signature					

**Return completed application, including payment, to Cornerstone Property Management. 24 hour drop slot available. 1756 Arrow Hwy. La Verne, CA 91750. It will take a minimum of 24 hours to process your application.**

If approved: We will contact you, a rental agreement will be signed, and you will receive keys when the total move in balance is paid.

We do not discriminate based on race, color, creed, age, sex, marital status, income source, national origin or any other form of discrimination prohibited by law.

**Part 2a: Applicant Information (All occupants 18 and older)**

-additional spaces

<b>Applicant 3</b>	First Name	Middle	Last	Social Security #
	Birth Date	Age	Relationship to Other Proposed Occupants	
	Driver's License #	State	Expiration Date	
	Email Address		Phone Number	
	Present Employer			Length of Employment
	Employer Address	City	State	Zip Code
	Job Title	Salary	Per	
	Employer Email Address	Employer Phone Number		

<b>Applicant 4</b>	First Name	Middle	Last	Social Security #
	Birth Date	Age	Relationship to Other Proposed Occupants	
	Driver's License #	State	Expiration Date	
	Email Address		Phone Number	
	Present Employer			Length of Employment
	Employer Address	City	State	Zip Code
	Job Title	Salary	Per	
	Employer Email Address	Employer Phone Number		

**Part 3a: Dependent/Occupant Information (All occupants under 18)**

-additional spaces

	First Name	Middle	Last
	Birth Date	Age	Relationship to Other Proposed Occupants
	First Name	Middle	Last
	Birth Date	Age	Relationship to Other Proposed Occupants

**Part 7a: Applicant Signatures (Must be signed by each Adult Applicant from Part 2)**

-additional spaces

<b>APPLICANT AUTHORIZES THE LANDLORD OR HIS AUTHORIZED AGENT TO VERIFY THE INFORMATION PROVIDED ABOVE AS TRUE AND CORRECT, INCLUDING BUT NOT LIMITED TO OBTAINING A CREDIT REPORT. THE APPLICANT ALSO AGREES TO FURNISH ADDITIONAL CREDIT REFERENCES ON REQUEST.</b>			
First Name	Middle	Last	Date
Signature			
First Name	Middle	Last	Date
Signature			