



8362 ½ West Third Street  
Los Angeles, CA 90048  
PHONE (323) 658-9494

## APPLICATION INSTRUCTIONS

Thank you for your interest in an A.J. Morgan & Company (AJM) property. Below, you will find the instructions required for applying for a property managed by AJM. It is important that you read the information below prior to submitting an application to understand what is required for renting the property. If you have further questions, please contact us.

### **Application: Please submit a signed application, proof of income, and ID.**

- It is a requirement that each applicant 18 years of age or older fill out a separate application.
- It is required the entire application is completed on both sides. Failure to supply information can result in denial of the application.
- AJM accepts only signed and completed applications.
- If a cosigner is required, the person applying as a co-signor must complete a cosigner application. Please ask an AJM representative for this form if needed. It is not company policy to accept a cosigner unless there are extraordinary circumstances and AJM obtains approval from the owner.
- AJM processes applications after receipt. Selection is not a first-come, first-served basis.
- When submitting an application, applicants must furnish current verifiable photo identification such as drivers' license, military ID, state ID, or passport.
- All applicants are required to supply reasonable, reliable, and legal documentation on all income in a timely manner.
- Applicant is required to notify all agencies, in writing if necessary, (i.e. landlord, employer, bank, etc.) who may be contacted and requested to supply information in order to process this application.

### **Proof on Income**

- Examples of proof of income are the following: employee records, income tax records, social security documentation, monthly stipends, and trust funds.
- AJM must be able to verify all income sources, and reserves the right to disqualify applicants for failure to prove income, supply adequate documentation, or prove the ability to support rental payments.
- AJM obtains a credit report for all applicants, and does not accept copies of credit reports from applicants, no exceptions.
- Negative credit reports can be grounds for denial of an application.
- AJM requires a minimum of two (2) years of rental history, and/or homeownership, unless a co-signor is accepted or mitigating circumstances are proven.
- All references must be verifiable and family references are not accepted.
- All applicants applying together must qualify; denial of one applicant results in the denial of all applicants.
- If more documentation is required, AJM will notify the applicant.
- Giving false information is automatic grounds for denial.
- Submit applications to: A.J. Morgan & Company 8362 ½ West Third St. Los Angeles CA 90048.

### **Credit Check Processing Fee**

- A \$30.00 application fee is required in the form of cashier's check or money order per individual 18 years of age or older (or \$50.00 per married couple) without exception and is non-refundable. (Fee based on requirements of company to check credit history.)
- A \$30.00 application fee for cosigners is required as well and is non-refundable

### **If AJM approves an applicant:**

- If approved, to hold a property and refuse other applicants, AJM requires the first month's rent and security deposit paid in certified funds and the rental agreement signed.
- All persons 18 and over must sign the rental agreement, and supply a current ID at time of signature. A signature is required of any approved cosigner as well.
- If AJM approves the applicant and the applicant defaults on the requirements of renting a property, AJM reserves the right to deny this application.
- If approved, the applicant must complete a walk through inspection prior to occupancy.

### **If AJM denies the applicant:**

- AJM will notify applicants of denial as soon as practical.

**Pet Policy depends on each the building and owner.**

- AJM requires listing of all animals/pets of any size, kind, or type. If you have an animal/pet, contact AJM to find out if this property can have animals/pets.
- If the owner and AJM allows animals/pets in the property, there is an increase in the security deposit of \$500 per pet/animal. An increase in deposit, determined by the owner of the property, is required for animals, whether they are considered an “inside or outside” animal by the applicant.
- Disclose vehicles of any size, kind, or type. Each property has vehicle limitations; inquire at AJM.
- AJM and/or the owner must approve all pets, and if the owner allows a pet.
- Disclose all water-filled furniture. Applicant must obtain an insurance policy for water-filled furniture, within ten (10) business days.

**List names (first and last) and ages of all prospective tenants, INCLUDING YOU.**

Name	Age	Name	Age	Name	Age

<i>THE FOLLOWING INFORMATION ON THIS PAGE IS REQUIRED IN ORDER TO PROCESS THE APPLICATION</i>							
Full name			Other last names				
Home phone			Nicknames				
Work phone		Cell phone		Social Sec. #			
Birth date			Driver's license #				
<b>Please answer all of the following questions</b>							
List all pets and types of pets:				Do the pets have current vaccinations? (yes) (no)			
List type and breed for all pets:							
Will you have water-filled furniture?		(yes)(no)		If so, specify			
Do you have renter's insurance?		(yes)(no)		Please specify			
Have you ever declared bankruptcy?				If so, when, why			
Do you have a previous eviction?				If so, when, why			
Have you ever refused to pay rent?				If so, when, why			
<b>Ownership or Landlord History</b>							
Current address			Previous address				
Current city			Previous city				
Current state			Previous state				
Current zip			Previous zip				
Rent or own?		<i>How long?</i>		Rent or own?		# Years	
Landlord name			Landlord name				
Landlord telephone #			Landlord telephone #				
Reason for leaving			Reason for leaving				

<b>Income: (supply documentation for all income)</b>			
<b>Current employer</b>		(if a new employer, submit a letter of employment from the company with details)	
Employer name		Supervisor name	
Employer work #		# of years employed	
Human resources #		Position	F/T or P/T
Work address		Salary per month	\$
Other Income		Amount	\$
Other Income		Amount	\$
<b>Previous Employer</b>		(Employers older than five years do not need to be supplied)	
Previous employer		Supervisor name	
Employer Wk. Ph		# of years employed	
Human resources #		Position	F/T or P/T
Work address		Salary per month	\$
<b>Other income</b>			
Income source		Total monthly income	\$
Income source		Total monthly income	\$
Income source		Total monthly income	\$
<b>Personal References</b>			
Name		Phone	
Address		City, State & Zip	
Name		Phone	
Address		City, State & Zip	
Emergency Contact		Phone	
Relationship		City, State & Zip	
<b>Vehicle information</b> (list ownership of cars, trucks, vans, trailers, boats, RV's, motorcycles, motor bikes, etc.)			
# of Vehicles			
Make and license #		Make and license #	
Make and license #		Make and license #	

I, the UNDERSIGNED APPLICANT, affirm that the information contained in this two-page application is true and correct, and I authorize A.J. Morgan & Company, to verify all information contained in this application. Misstatements, either false or incorrect are reason for denial of occupancy. I also understand that if I rent from A.J. Morgan & Company, and I fail to fulfill my obligations, AJM can submit a negative credit report reflecting my rental history to a credit-reporting agency. I understand this application is the property of A.J. Morgan & Company

<i>APPLICANT SIGNATURE</i>	<b>DATE:</b>
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**Submit application and supporting documents to:  
A.J. Morgan & Company 8362 ½ West Third Street Los Angeles, CA 90048**