



PROPERTY MANAGEMENT

701 W. Olive Ave

Merced, CA 95348

(209)383-6277

(209)383-5880 Fax

[www.gonellarentals.com](http://www.gonellarentals.com)

### **Steps to ensure a quick application process**

Please make sure to complete the following steps before you turn in your application:

- ❖ Make sure your application is completely filled out with your social security number, contact number, previous addresses with landlord contact number, etc. Also please make sure to sign the back of page 1 and 2 where marked. Please list the property which you are applying for on the back of page 1.
- ❖ Please also note on your application if you currently have a pet or will want a pet in the future (pets are not allowed at some properties)
- ❖ Every person whom is 18 or over and will be living at the property needs to fill out their own application (even if they do not have income)
- ❖ We will need your two most recent pay check stubs & please bring in any other proof of income you may have (SSI, Housing, EBT, Unemployment, Financial Aid statements, Check stubs showing Cal Support or Alimony)
- ❖ The application fee is \$15.00 per application this will need to be paid by money order or cashiers check (personal check or cash **will not** be accepted)
- ❖ Most applications will be processed within 24 to 48 hours (depending on your rental references) and we will call you with the results

**Applications will not be accepted until all of the above requirements are met**

If you have any questions feel free to contact us at (209)383-6277.

Thank you,

Gonella Realty Property Management

# APPLICATION TO RENT

Tenant  
 Guarantor

(All sections must be completed) **Individual applications required from each occupant 18 years of age or older.**

Last Name		First Name		Middle Name		Social Security Number or ITIN	
Other names used in the last 10 years			Work phone number ( )		Home phone number ( )		
Date of birth		E-mail address			Mobile/Cell phone number ( )		
Photo ID/Type	Number		Issuing government		Exp. date	Other ID	
1. Present address	City			State		Zip	
Date in	Date out	Owner/Agent Name			Owner/Agent Phone number		
Reason for moving					Current rent \$ /Month		
2. Previous address	City			State		Zip	
Date in	Date out	Owner/Agent Name			Owner/Agent Phone number		
Reason for moving							
3. Next previous address	City			State		Zip	
Date in	Date out	Owner/Agent Name			Owner/Agent Phone number		
Reason for moving							
Proposed Occupants: List all in addition to yourself	Name			Name			
	Name			Name			
	Name			Name			
Will you have pets?	Describe			Will you have a waterbed?	Describe		
How did you hear about this rental?							
A. Present occupation or source of income	Employer name						
Dates of employment		Supervisor's phone number ( )		Employer address			
Name of your supervisor				City, State, Zip			
B. Prior occupation	Employer name						
Dates of employment		Supervisor's phone number ( )		Employer address			
Name of your supervisor				City, State, Zip			
Current gross income	Per	Check one <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year			Please list ALL of your financial obligations below.		
Name of your bank	Branch or address			Account Number			



Name of Creditor	Address	Phone Number	Monthly Pymt. Amt.
		( )	
		( )	
		( )	
		( )	
		( )	
		( )	

In case of emergency, notify:	Address: Street, City, State, Zip	Relationship	Phone
1.			
2.			

Personal References:	Address: Street, City, State, Zip	Length of Acquaintance	Occupation	Phone
1.				
2.				

Automobile: Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ License #: \_\_\_\_\_

Automobile: Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ License #: \_\_\_\_\_

Other motor vehicles: \_\_\_\_\_

Have you ever filed for bankruptcy? \_\_\_\_\_ Have you ever been evicted or asked to move? \_\_\_\_\_

Have you ever been convicted of selling, distributing or manufacturing illegal drugs? \_\_\_\_\_

**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 and agrees to furnish additional credit references upon request. Applicant consents to allow Owner/ Agent to disclose tenancy information to previous or subsequent Owners/Agents.**

Owner/Agent will require a payment of \$ \_\_\_\_\_, which is to be used to screen Applicant with respect to credit history and other background information.

The amount charged is itemized as follows:

1. Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports \$ \_\_\_\_\_
2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) \$ \_\_\_\_\_
3. Total fee charged \$ \_\_\_\_\_

The undersigned is applying to rent the premises designated as:

Apt. No. \_\_\_\_\_ Located at \_\_\_\_\_

The rent for which is \$ \_\_\_\_\_ per \_\_\_\_\_. Upon approval of this application, and execution of a rental/lease agreement, the applicant shall pay all sums due, including required security deposit of \$ \_\_\_\_\_, before occupancy.

\_\_\_\_\_ Date

\_\_\_\_\_ Applicant (signature required)

**CALIFORNIA APARTMENT ASSOCIATION CODE FOR EQUAL HOUSING OPPORTUNITY**

The California Apartment Association supports the spirit and intent of all local, state and federal fair housing laws for all residents without regard to color, race, religion, sex, marital status, mental or physical disability, age, familial status, sexual orientation, or national origin.

The California Apartment Association reaffirms its belief that equal opportunity can best be accomplished through effective leadership, education, and the mutual cooperation of owners, managers, and the public.

Therefore, as members of the California Apartment Association, we agree to abide by the following provisions of this Code for Equal Housing Opportunity:

- We agree that in the rental, lease, sale, purchase, or exchange of real property, owners and their employees have the responsibility to offer housing accommodations to all persons on an equal basis.
- We agree to set and implement fair and reasonable rental housing rules and guidelines and will provide equal and consistent services throughout our residents' tenancy.
- We agree that we have no right or responsibility to volunteer information regarding the racial, creed, or ethnic composition of any neighborhood, and we do not engage in any behavior or action that would result in "steering."
- We agree not to print, display, or circulate any statement or advertisement that indicates any preference, limitations, or discrimination in the rental or sale of housing.



Unauthorized Reproduction  
 of Blank Forms is Illegal.



# Gonella Realty Property Management

## Rental Guidelines

### **\*Rental History**

**Acceptable-** Residency verified for last 24 months. No “non-compliance” legal notices received during last 24 months of residency. Unfulfilled rental agreement is acceptable if full restitution is made. Maximum of 2 late payments of NSF checks during last 36 months of residency.

**Marginal-** Residency not verifiable for last 24 months but verified for at least 12 months. Maximum of 2 late payments or NSF checks in last 24 months. Maximum of 1 “non-compliance” legal notice received during the last 24 months of residency.

**High Risk-** Residency not verifiable for at least 12 months. Maximum of 2 “non-compliance” legal notices received during the last 24 months of residency.

### **\*Income**

**Acceptable-** Combined household monthly income of THREE TIMES the monthly rental payment. Verifiable employment or other verifiable income sources. (Sec A and B below.) Current employment verified for 6 months.

**Marginal-** Combined monthly household income of less than THREE TIMES the monthly rental payment. (See following A and B) Combined monthly income cannot be less than two times the monthly rental payment. Current employment is less than 6 months.

**High Risk-** If combined monthly income is less than two times the monthly rental payment. No verifiable employment and/or other verifiable income will result in denial of application. (See following A and B)

### **\*Credit History**

**Acceptable-** Credit history over the last 36 months reflects zero past due or in collection. With a verified social security number and legal U.S. government photo ID. Required at least one line of credit verified for the last 6 months in good standing.

**Marginal-** Credit history over last 36 months reflects a maximum of no more than \$800.00\*\* past due or in collection. Applicant(s) have no verifiable credit.

**High Risk-** Credit history over the last 36 months reflects past due balances that exceeds \$800.00\*\* with the majority of trade lines being paid as agreed.

***\*\*Medical Bills, Student Loans and 1 house foreclosure will not be counted in the past due amount.***

**One or Two Marginal Factors** - Additional deposit equal to 1½ times the rent amount. Denied if applicant cannot comply.

**Three Marginal or Two Acceptable + One High Risk Factor**-Three marginal factors or one high risk factor requires an additional deposit equal to two times the rent amount. Denied if applicant cannot comply.

**One High Risk + 1 Marginal Factor or Two or More High Risk Factors** - Will result in denial of application.

**Application is denied if any of the following apply:**

- (1) Applicant has been legally evicted, or has any unlawful detainer action and/or evictions;
- (2).Applicant owes money or has outstanding balances due at any property managed by Gonella Realty Property Management or any other management company;
- (3).Applicant has a conviction for drug sale or manufacture;
- (4).Information on the application is falsified;
- (5).Application is not completed;
- (6).Application is not signed by all applicants;
- (7).More than 2 legal notices received during the last 24 months of residency;
- (8).Applicant has outstanding balance due with utility company (PG&E, MID, City of Merced, etc.);
- (9).No verifiable income.
- (10). When credit is ran the majority of trade lines/accounts have past due balances or are in collection.

**Maximum Occupancy**

Studio/Jr. One Bedroom.....	1
One Bedroom.....	2
Two Bedroom.....	4
Three Bedroom.....	6
Four Bedroom.....	8

(Maximum occupancy subject to change at individual properties.)

**Definitions:**

**\*Legal notice- Any notice delivered to applicant pursuant to state or federal law, which notifies applicant of noncompliance with a rental agreement or noncompliance with laws.**

**\*\*Past due credit account- Any account reported to a credit reporting agency, which indicates a balance has been due for 60 days or more, and which is currently unpaid.**

**ALL APPLICATIONS ARE REVIEWED IN COMPLIANCE WITH FAIR HOUSING LAWS.**

A. Verifiable income sources: Pay stubs covering the last 2 pay periods, court ordered spousal or child support (must show proof that payments are being made to count as income), prior year's W-2, Social Security, GI benefits, pensions, disability income, trust income, dividend income, or other sources of regular income. Income received annually will be averaged over 12 months. Cash payments to applicant(s) are NOT verifiable.

B. Roommates/ Spouses- Use combined household monthly income of roommates and/or spouses, if applicable. Income received annually will be averaged over 12 months. Use verifiable employment or other verifiable income sources (See A above). Roommates and/or spouses are jointly and severally liable for all obligations under the lease.

C. Applicants must have a valid legal picture ID. For example, CA or other state drivers license, CA ID, Military ID, Passport, or Legal Alien ID card.

D. Once your application is approved you have 48 hours to view the property and place a holding deposit if you fail to do so the property will be offered to the next approved applicant on the list.

**ALL MOVE IN MONIES, AS WELL AS APPLICATION FEES, MUST BE PAID IN THE FORM OF A CASHIERS CHECK OR MONEY ORDER - NO EXCEPTIONS!!!**

I have read and understand the above guidelines.

Signature X\_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

For Office Use Only: ID verified initial: \_\_\_\_\_