

BUR-CAL MANAGEMENT
101 S. FIRST STREET #400
BURBANK, CA 91502
(818) 845-7495/ FAX (818) 845-8945

QUALIFYING GUIDELINES FOR RENTAL APPLICATIONS

I. INFORMATION/QUALIFICATIONS

- Applicant(s) must have **GOOD CREDIT** and **NO EVICTIONS**.
- Verifiable employment history.
- Applicant(s) should make three (3) times the monthly rent (Example: if the rent is \$1,000.00 Applicant (s) monthly gross income must be at least \$3,000.00 per month.)
- There is a credit check fee of \$20.00 (CASH ONLY) per adult applicant. This fee is non-refundable.
- After approval a reservation deposit is required to hold the apartment. This will be applied to the Security Deposit at the time of move-in. (NO credit cards accepted.) Payment for Security Deposit must be in the form of cashier's check or money order.) The standard period to hold an apartment until move-in is two (2) weeks. Holding/Security Deposit equals one month rent. If the tenant does not move into the apartment the Security/Holding Deposit will not be refunded.

II. RENTAL APPLICATION

- A fully completed rental application is required for ALL prospective tenants 18 years or older. Be sure to list present landlord's name and phone number. Homeowners please list Mortgage Company and account number.

III. EMPLOYMENT/VERIFIABLE INCOME

- We need the following if employed by a company
 1. Verify driver's license and social security card.
 2. Last three (3) consecutive pay stubs or current year-to-date stub.
- We need the following if self-employed or business owner:
 1. Verify driver's license and social security card.
 2. Current income tax return.
 3. Profit and loss statement from business, if an owner.
 4. Bank statements/checking and savings.
- If you are not employed we will need to see written verification of income which included Government funds, Pensions, Subsidies, Trust Funds or other sources of income.
- Each applicant must appear in person to sign the Lease or Rental Agreement.

IV. Application Process

- Completed applications are processed on a "first-come, first-serve" basis.
- Qualified applicants are approved and offered occupancy on a "first-come, first serve" basis.

ALL APPLICANTS MUST APPLY IN PERSON AND SUBMIT ALL REQUIRED INFORMATION AT THE SAME TIME. IF INFORMATION IS NOT PROVIDED THE APPLICATION WILL NOT BE PROCESSED.

After application is approved you will need to make arrangements with the Resident Manager or the Property Manager to sign the Lease Agreement. THE FIRST MONTH'S RENT MUST BE PAID BY CASHIER'S CHECK OR MONEY ORDER.