



**ENVOY PROPERTIES, INC.**  
 9929 VENICE BLVD.  
 LOS ANGELES, CA 90034  
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 www.envoyproperties.com

FOR OFFICE USE (DATE RECEIVED)

**RENTAL APPLICATION**

**THANK YOU FOR APPLYING TO RENT WITH US. PLEASE PROVIDE US WITH ALL THE INFORMATION REQUESTED ON THIS APPLICATION. INCOMPLETE INFORMATION WILL ONLY DELAY THE PROCESSING OF YOUR RENTAL APPLICATION.**

**COST: \$20.00 NON-REFUNDABLE CREDIT CHECK FEE / APPLICATION FEE. CREDIT CHECK REQUIRED FOR EACH PERSON OVER 18 YEARS OF AGE. CREDIT CHECK FEE / APPLICATION FEE MUST BE IN THE FORM OF CASH OR MONEY ORDER, AND MUST BE SUBMITTED WITH COMPLETED APPLICATION.**

- IMPORTANT:**
- CO-TENANTS MUST COMPLETE A SEPARATE APPLICATION.
  - PLEASE INCLUDE VERIFICATION OF INCOME SUCH AS PAYSTUBS OR COPY OF CALIFORNIA STATE TAX RETURN
  - PLEASE PROVIDE A COPY OF DRIVER'S LICENSE OR STATE I.D.

**ADDRESS OF PROPERTY (APT #, HOUSE, ETC.) YOU ARE APPLYING FOR (PLEASE PRINT CLEARLY):**

**OCCUPANTS (PLEASE PRINT CLEARLY)**

NAME \_\_\_\_\_ S.S. # \_\_\_\_\_ DATE OF BIRTH \_\_\_\_/\_\_\_\_/\_\_\_\_  
FIRST/MIDDLE/LAST MO/DD/YR

OTHER NAMES YOU'VE USED \_\_\_\_\_  
FIRST/MIDDLE/LAST E-MAIL ADDRESS

(\_\_\_\_\_) (\_\_\_\_\_) (\_\_\_\_\_) \_\_\_\_\_  
HOME PHONE CELL PHONE WORK PHONE

SPOUSE \_\_\_\_\_ S.S. # \_\_\_\_\_ DATE OF BIRTH \_\_\_\_/\_\_\_\_/\_\_\_\_  
FIRST/MIDDLE/LAST MO/DD/YR

OTHER NAMES YOU'VE USED \_\_\_\_\_  
FIRST/MIDDLE/LAST E-MAIL ADDRESS

(\_\_\_\_\_) (\_\_\_\_\_) (\_\_\_\_\_) \_\_\_\_\_  
HOME PHONE CELL PHONE WORK PHONE

FULL NAMES OF ALL OTHER OCCUPANTS (PLEASE PRINT CLEARLY)	AGE	RELATIONSHIP	TOTAL NUMBER OF OCCUPANTS
(LIST NAMES AT LEFT)			

**RENTAL HISTORY (PLEASE LIST YOUR RENTAL HISTORY FOR NO LESS THAN TWO YEARS) (PLEASE PRINT CLEARLY)**

1) **CURRENT ADDRESS** \_\_\_\_\_  
NUMBER, STREET, APT, CITY, STATE, ZIP CODE

FROM \_\_\_\_\_ TO \_\_\_\_\_ AMOUNT RENT PAID \$ \_\_\_\_\_ APT COMPLEX NAME \_\_\_\_\_  
MO/YR MO/YR

OWNER/MANAGER \_\_\_\_\_ ADDRESS \_\_\_\_\_

MORTGAGE CO. (IF OWNED) \_\_\_\_\_  
NAME ADDRESS LOAN NO.

OWNER/MANAGER OR MORTGAGE CO. PHONE # \_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_

2) **PREVIOUS ADDRESS** \_\_\_\_\_  
NUMBER, STREET, APT, CITY, STATE, ZIP CODE

FROM \_\_\_\_\_ TO \_\_\_\_\_ AMOUNT RENT PAID \$ \_\_\_\_\_ APT COMPLEX NAME \_\_\_\_\_  
MO/YR MO/YR

OWNER/MANAGER \_\_\_\_\_ ADDRESS \_\_\_\_\_

MORTGAGE CO. (IF OWNED) \_\_\_\_\_  
NAME ADDRESS LOAN NO.

3) PRIOR ADDRESS

NUMBER, STREET, APT, CITY, STATE, ZIP CODE

FROM MO/YR TO MO/YR AMOUNT RENT PAID \$ APT COMPLEX NAME

OWNER/MANAGER ADDRESS

MORTGAGE CO. (IF OWNED) NAME ADDRESS LOAN NO.

OWNER/MANAGER OR MORTGAGE CO. PHONE # REASON FOR LEAVING

EMPLOYMENT INFORMATION (PLEASE PRINT CLEARLY)

CURRENT EMPLOYER NAME OF COMPANY ADDRESS NUMBER, STREET, CITY, STATE, ZIP CODE

GROSS MONTHLY SALARY \$ POSITION/MILITARY GRADE HOW LONG YRS/ MOS

SUPERVISOR FULL NAME POSITION BUSINESS PHONE (AREA CODE)

SPOUSE'S EMPLOYER NAME OF COMPANY ADDRESS NUMBER, STREET, CITY, STATE, ZIP CODE

GROSS MONTHLY SALARY \$ POSITION/MILITARY GRADE HOW LONG YRS/ MOS

SUPERVISOR FULL NAME POSITION BUSINESS PHONE (AREA CODE)

BANKING INFORMATION (PLEASE PRINT CLEARLY) (IF NONE, WRITE NONE)

CHECKING ACCOUNT BANK NAME BRANCH CITY PHONE NO.

SAVINGS ACCOUNT BANK NAME BRANCH CITY PHONE NO.

REFERENCES (LIST PERSON NOT LIVING WITH YOU) (PLEASE PRINT CLEARLY) (IF NONE, WRITE NONE)

FULL NAME NAME RELATIONSHIP PHONE NUMBER

ADDRESS NUMBER, STREET, APT, CITY, STATE, ZIP CODE

EMERGENCY CONTACT (LIST PERSON NOT LIVING WITH YOU - NOT INDICATED ABOVE) (PLEASE PRINT CLEARLY)

FULL NAME NAME RELATIONSHIP PHONE NUMBER

ADDRESS NUMBER, STREET, APT, CITY, STATE, ZIP CODE

MISCELLANEOUS INFORMATION (PLEASE PRINT CLEARLY) (ANSWER NO OR YES)

TYPE OF PET	BREED	WEIGHT	AGE	QUANTITY

DO YOU HAVE WATER FILLED FURNITURE? IF YES, PLEASE DESCRIBE. (ANSWER NO OR YES)

DESCRIPTION

AUTOMOBILE/MOTORCYCLE/BOATS TO BE PARKED ON PREMISES: (ANSWER NO OR YES)

MAKE MODEL YEAR LICENSE NUMBER

MAKE MODEL YEAR LICENSE NUMBER

- HAVE YOU EVER BEEN DELIQUENT IN PAYMENT OF YOUR RENT OR ANY OTHER FINANCIAL OBLIGATION? IF YES, PLEASE EXPLAIN. (ANSWER NO OR YES)

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- HAVE YOU EVER BEEN A DEFENDANT IN AN UNLAWFUL DETAINER (EVICTION), OR LAWSUIT, OR DEFAULTED (FAILED TO PERFORM) ANY OBLIGATION OF A RENTAL AGREEMENT OR LEASE? IF YES, PLEASE EXPLAIN. (ANSWER NO OR YES)

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**PLEASE READ BEFORE SIGNING APPLICATION**

IT IS MUTUALLY UNDERSTOOD THAT APPLICANT(S) SHALL HAVE NO RIGHT TO OCCUPY THE ABOVE DESCRIBED PREMISES UNTIL THE APPLICATION HAS BEEN APPROVED, RENTAL AGREEMENT HAS BEEN SIGNED, AND MOVE-IN MONIES ARE IN THE OFFICE.

IF APPLICANT IS ACCEPTED, **A DEPOSIT IS MUST BE PAID WITHIN TWENTY-FOUR (24) HOURS AFTER YOUR APPLICATION IS APPROVED**, AND THE AMOUNT OF THE DEPOSIT WILL BE APPLIED TO THE TOTAL MOVE-IN COSTS. THE BALANCE OF MOVE-IN COSTS MUST BE PAID BEFORE OR WHEN THE LEASE IS SIGNED OR YOUR DEPOSIT WILL BE FORFEITED TO LANDLORD AS LIQUIDATED DAMAGES. DEPOSIT SHALL BE RETURNED TO APPLICANT ONLY UPON REJECTION BY OFFICE.

IF YOU WITHDRAW YOUR APPLICATION AFTER APPROVAL AND A DEPOSIT HAS BEEN MADE, A FEE OF THE DAILY RENTAL VALUE OF THE APARTMENT FOR WHICH YOU HAVE APPLIED, FOR THE PERIOD FROM THE DATE OF YOUR DEPOSIT TO THE DATE OF YOUR WITHDRAWAL, WILL BE DEDUCTED FROM YOUR DEPOSIT. AN ADDITIONAL \$250 PROCESSING FEE TO ENVOY PROPERTIES MANAGEMENT WILL BE DUE.

**ALL MOVE-IN MONIES (WHICH CONSISTS OF THE FIRST MONTH'S RENT, SECURITY DEPOSIT, PET DEPOSIT AND BEEPER DEPOSIT, IF APPLICABLE) MUST BE PAID IN THE FORM OF MONEY ORDER OR CASHIER'S CHECK. PERSONAL CHECKS ARE NOT ACCEPTED FOR MOVE-IN DEPOSITS.**

**APPLICANT(S) MUST SIGN AND DATE APPLICATION**

I/WE [APPLICANT(S)] ARE APPLYING TO RENT HOUSING ACCOMMODATIONS AT ENVOY PROPERTIES. I/WE HAVE READ THE ABOVE AND REPRESENT THAT THE STATEMENTS MADE ON THIS APPLICATION ARE TRUE AND CORRECT. I/WE HEREBY AUTHORIZE VERIFICATION OF REFERENCES. I/WE WILL AUTHORIZE EMPLOYERS, BANKS, AND LANDLORDS TO RELEASE ALL RELEVANT INFORMATION TO ENVOY PROPERTIES.

SIGNATURE \_\_\_\_\_ PRINT NAME \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ PRINT NAME \_\_\_\_\_ DATE \_\_\_\_\_

**NOTARIZED SIGNATURE REQUIRED (ONLY IF APPLICATION IS NOT PRESENTED AND SIGNED IN PERSON)**

- IF APPLICATION IS NOT PRESENTED IN PERSON, SIGNATURE(S) OF APPLICANT(S) MUST BE NOTARIZED ON THE APPLICATION, OR ON A SIGNED NOTARY PUBLIC FORM SUBMITTED WITH APPLICATION.
- PLACE NOTARY PUBLIC STAMP AND NOTARY PUBLIC SIGNATURE BELOW, OR ATTACH A SIGNED NOTARY PUBLIC FORM TO APPLICATION. PLEASE CALL ENVOY PROPERTIES FOR ADDITIONAL INSTRUCTIONS IF NECESSARY.