

# Ingrid Lion Properties

**PO Box 1350  
Selma, CA 93662  
(559) 393.5553**

Below is a detailed list of required documents to process your application. Each person 18+ residing on the premises needs to fill out a separate application, whether employed or unemployed. Please allow 1-3 business days to process your application.

**Completed application including:**

1. Clear photo of driver's license for *each adult* residing on the premises. Take a photo of your DL with your cell phone and email. Scanned copies will not be accepted.
2. If you are employed:
  - a. Previous year's W2
  - b. Last (2) paycheck stubs
  - c. Make sure the application has employment info (include correct contact name and number).
  - d. If relocating from out of state, please attach a letter of transfer from your employer.
3. If you are self-employed:
  - a. Previous year's form 1040 from tax returns
  - b. 3 months of bank statements

Note: If self-employed, tax forms must show 3.5x the amount of rent in PROFIT after deductions.
4. If you are receiving income from another source such as SSI or Disability:
  - a. Award letter
  - b. 3 months of bank statements.
5. Applicant(s) must sign the release form in order for ILP to inquire about your information.
6. Please fill out the attached fees form for the \$40 application fee.
7. Send completed application and supporting documents to [dgarcia@lionraisins.com](mailto:dgarcia@lionraisins.com)
8. Incomplete applications or applications missing documents **will not be processed**.
9. ***If Approved*** deposits and first month's rent in **cashier's check along with the original signed lease**, need to be sent overnight to Attn: Raul Ponce 9500 S. De Wolf, Selma, CA 93662. You can send deposits via Fed Ex or UPS.

**Applicant Qualifications:**

Applicant's combined monthly household income must be 3.5 x amount of rent. We verify employment, income and rental history. Applicant must have verifiable income AND verifiable employment at current employment NO LESS than 12 months. Credit check and eviction screening are completed, \$40 application fee per adult. Pets OK only Dogs (depending on size, breed and quantity). **\*\*Please make note that these qualifications apply to each applicant contributing to the overall income. These guidelines are non-negotiable\*\***

Please contact Damaris Hogan-Garcia at 559-393-5553, if you have any questions.

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## Pet Policy

Dogs are ok depending on breed, size and quantity. Pre-approval for pets are needed prior to submitting an application. If approved, in lieu of a Pet Deposit, management requires a onetime Pet Inspection after the first 90 days of tenancy. You will also need to include a photo of your pet for our records. If at any time, there is damage to the premises attributable to pets, or evidence of a pet urinating or defecating on the carpets or floors in the premises, or attacks/bites any person, then landlord will require tenant's pets to be permanently removed from the premises.

If your pet is an ESA, you will need to provide a letter from your Doctor stating the need for an ESA and the certificate with your pet's information stating that it is ESA Certified.

ESA animals are still held to the pet policy. Specifically, if at any time, there is damage to the premises attributable to pets, or evidence of a pet urinating or defecating on the carpets or floors in the premises, or attacks/bites any person, then landlord will require tenant's pets to be permanently removed from the premises.

### **Acceptable**

**Max - Two small dogs (up to 20lbs each)**

**OR Max - One medium dog (up to 55lbs)**

### **Not Acceptable**

**More than two small dogs**

**More than One medium dog**

**Large dog breeds**

**Cats**

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## ***RENTAL/CREDIT APPLICATION***

### **PERSONAL INFORMATION**

Name of Applicant \_\_\_\_\_ Telephone \_\_\_\_\_

Date \_\_\_\_\_ Email Address \_\_\_\_\_ Date of Birth \_\_\_\_\_

Social Sec. No. \_\_\_\_\_ Driver's License No. \_\_\_\_\_

Present Street Address \_\_\_\_\_ Do you currently own a home? Yes or No \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name of Landlord \_\_\_\_\_ Telephone \_\_\_\_\_

Prior Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Prior Landlord \_\_\_\_\_ Telephone \_\_\_\_\_

How long have you lived at present address? \_\_\_\_\_ How long did you live at prior address? \_\_\_\_\_

How many will be living in this unit? \_\_\_\_\_ Adults \_\_\_\_\_ Children \_\_\_\_\_

Pets? Qty \_\_\_\_\_ Dog Breed \_\_\_\_\_ Weight/Size \_\_\_\_\_ Indoor / Outdoor \_\_\_\_\_

Employer \_\_\_\_\_ Occupation \_\_\_\_\_ Current Salary \_\_\_\_\_

How long? \_\_\_\_\_ Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_

### **SPOUSE INFORMATION**

Name of Spouse \_\_\_\_\_ Telephone \_\_\_\_\_

Social Sec. No. \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License No. \_\_\_\_\_ Email Address \_\_\_\_\_

Employer \_\_\_\_\_ Occupation \_\_\_\_\_ Current Salary \_\_\_\_\_

How long? \_\_\_\_\_ Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_

### **BANK INFORMATION**

Bank Name \_\_\_\_\_ Branch \_\_\_\_\_ Telephone \_\_\_\_\_

Checking Account No. \_\_\_\_\_ Savings Account No. \_\_\_\_\_

## PERSONAL REFERENCES

Name

Relationship

Telephone


## CREDIT REFERENCES

Credit Grantor

Address

Telephone


## OTHER INFORMATION

Number of vehicles (including company cars)

Make/Model	Year	Color	Plate #.	State
Make/Model	Year	Color	Plate #.	State
Make/Model	Year	Color	Plate #.	State

Have you ever:

Filed for bankruptcy? ☐ No ☐ Yes If YES, when?

Been served an eviction notice or been asked to vacate a property you were renting? ☐ No ☐ Yes

If YES, when? Why?

Willfully or intentionally refused to pay rent when due? ☐ No ☐ Yes

If YES, when? Why?

How were you referred to us?	<input type="checkbox"/> Internet Website (name)	<input type="checkbox"/> Realtor (name)
<input type="checkbox"/> Friend (name)	<input type="checkbox"/> Sign (location)	<input type="checkbox"/> Other

Rental Unit applied for

Desired Commencement

Date:

Term:

Rental Rate:

## AUTHORIZATION TO RELEASE INFORMATION

Applicant hereby authorizes verification of any and all information set forth on this application, including release of information by any bank, savings and loan, employer (present and former), landlord, and/or other lender. All such information hereon, and released as authorized above, will be kept confidential. APPLICANT REPRESENTS THAT THE INFORMATION SET FORTH ON THIS APPLICATION IS TRUE AND COMPLETE. Material misrepresentations on this Application will constitute default under the lease or Rental Agreement between parties.

**APPLICATION FEE** – Applicant has submitted the sum of \$ \_\_\_\_\_ which is a non-refundable payment for a credit check and processing charges, receipt of which is acknowledged by Management. Such sum is not a rental payment or deposit amount. In the event this application is approved or disapproved, this sum will be retained by management to cover the cost of processing application as furnished by applicant. This Application must be signed before it can be processed by Management.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

## FOR OFFICE USE ONLY – DO NOT WRITE BELOW

Application Verification	Person Contacted	Remarks
<input type="checkbox"/> Present Landlord		
<input type="checkbox"/> Previous Landlord		
<input type="checkbox"/> Applicant's Employment		
<input type="checkbox"/> Applicant's Employment		
<input type="checkbox"/> Reference (1)		
<input type="checkbox"/> Reference (2)		
<input type="checkbox"/> Other		
<input type="checkbox"/> Other		
<input type="checkbox"/> Previous Year's W2 <input type="checkbox"/> Last Two Check Stubs <input type="checkbox"/> Driver's License <input type="checkbox"/> Credit Report		

Verification completed by: \_\_\_\_\_

Date: \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

☐ NO Evictions Found

☐ Evictions Found

	Monies Received	
<u>Date</u>	<u>Description</u>	<u>Amount</u>
	Application Fee	
	Security Deposit	
	Cleaning Deposit	

THIS APPLICATION:

☐ Is Approved

☐ Is Not Approved

## APPLICATION FEE

There is a \$40.00 charge associated with processing your application and checking your credit and eviction information. Please provide the information requested and sign below to acknowledge this fee. JL Diversified, LLC sends an **application fee invoice** through PayPal for secure payment.

Applicant Name: \_\_\_\_\_

Applicant Email: \_\_\_\_\_

Co-Applicant Name: \_\_\_\_\_

Co-Applicant Email: \_\_\_\_\_

I acknowledge that JL Diversified, LLC will invoice me through PayPal in the amount of \$40.00 per application, as an application fee. I understand that I will need to pay this fee in order for my application to be processed. I understand this fee will not be refunded in the event that this application is approved or disapproved. Note: If your company uses a 3rd party verification service such as "The Work Number," you will be charged the fee for this service on top of our application fee of \$40. The Work Number is currently charging verifiers \$120 to obtain an income and employment verification report. This fee will be invoiced to you as part of the application fee.

\_\_\_\_\_  
Applicant's Signature Date

\_\_\_\_\_  
Co-Applicant's Signature Date

### FOR OFFICE USE ONLY- BELOW

Date Processed: \_\_\_\_\_

Authorization Number: \_\_\_\_\_

Application Fee: \$\_\_\_\_\_

No. of Applications: \_\_\_\_\_