

Application Checklist

Any person(s) over the age of 18 years is required to complete an application.

Any person(s) over the age of 18 years that does not hold an Active DOD ID is required to undergo a Federal Background Check to live on Federal Property.

Application fee of \$12.73 (verified funds only: Cashier's Check or Money Order) per application.

RETIRED MILITARY CHECKLIST:

- o Complete & signed application. Retiree number must be on application.
- o Income documents such as: 1 - month or 2 pay stubs equivalent income documents, 3 months of complete bank statements (most recent), Retiree Account Statement or Offer Letter.
 - Please reach out if you have any questions on qualified income documents.
- o Application fee of \$12.73 (verified funds only: Cashier's Check or Money Order) per application.
- o In person verification of Retiree Identification & Proof of Retirement(DD214)

SCANNED COPIES OF FEDERAL ID's WILL NOT BE ACCEPTED.

DOD Application Checklist:

- o Complete & signed application. DOD Number must be on application.
- o Income documents such as: Leave and Earnings Statement (LES) or Offer Letter
- o Application fee of \$12.73 (verified funds only: Cashier's Check or Money Order) per application.
- o In person verification of DOD/CAC Card required.

SCANNED COPIES OF FEDERAL ID's WILL NOT BE ACCEPTED.

CIVILIAN Application Checklist:

- o Complete & signed application.
- o Income Documents such as: 1- month or 2 pay stubs equivalent income documents, 3 months of complete bank statements (most recent), or Offer Letter.
 - Please reach out if you have any questions on qualified income documents.
- o Application fee of \$12.73 (verified funds only: Cashier's Check or Money Order) per application.
- o Copy of VALID picture 1D/DL
- o Completed CVC form If non-CA ID/D.
 - If ID/DL says 'Federal Limits Apply' a current Passport or Birth Certificate is required.

Please select one: DoD Retired Military Other

Notice: All adult applicants (18 years or older) must complete a separate application for rental.

Applicant Information

_____	_____	_____		
Last Name	First Name	M. Initial		
_____	_____	_____	_____	
Social Security Number	Driver's License #	DoD #	DoD # Expiration Date	
_____	_____	_____	_____	_____
Birth Date	Cell Phone	Home Phone	Work Phone	Email

How did you hear about us? Please select one option from the dropdown menu.

Current Address

_____	_____	_____	_____
Street Address	City	State	Zip Code
_____	_____	_____	_____
Date In	Date Out	Landlord Name	Landlord Phone
_____	_____		
Monthly Rent	Reason For Leaving		

Previous Address

_____	_____	_____	_____
Street Address	City	State	Zip Code
_____	_____	_____	_____
Date In	Date Out	Landlord Name	Landlord Phone
_____	_____		
Monthly Rent	Reason For Leaving		



Employment & Income Information

1. Occupation	Employer/Company	Supervisor Phone
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Monthly Salary	Start Date	Supervisor Name
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2. Occupation	Employer/Company	Supervisor Phone
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Monthly Salary	Start Date	Supervisor Name
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1. Other Income Description	Monthly Income
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2. Other Income Description	Monthly Income
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Other Occupants

Names	Birth Date	Social Security Numbers	Gender
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Name	Birth Date	Social Security Number	Gender
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Names	Birth Date	Social Security Numbers	Gender
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Name	Birth Date	Social Security Number	Gender
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Names	Birth Date	Social Security Numbers	Gender
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Name	Birth Date	Social Security Number	Gender
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Pets

Pets? * [Maximum of two pets]. There is a \$250 pet deposit per pet.

Yes No If yes, please fill out the pet information fields below.

Pet Name	Breed Type/Description	Pet Name	Breed Type/Description
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*The following dog breeds are restricted: Pit Bull, American Bull Terrier, Chow, American or English Staffordshire Terrier, Rottweiler, Doberman Pinscher, Wolf-Hybrid. Any dog with a mix of these breeds or determined by a Veterinarian Treatment Facility of having distinguishing traits of these breeds in its makeup, is included in these breeds. Prohibition also extends to other dogs that demonstrate a propensity for dominant or aggressive behavior.

Vehicle Information

1. Make and Model	Year	License No. and State	Color
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2. Make and Model	Year	License No. and State	Color
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Other Vehicles

Emergency Contact

Name	Address	Phone	Relationship
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Background Information

Have You Ever [Check all that apply]

Filed for bankruptcy? Been evicted from tenancy? Willfully or intentionally refused to pay rent when due?

Been convicted of a crime? If yes, when? _____

Other Information

By when do you need a home? How many bedrooms are you interested in? Are you interested in a duplex or single family home?

Are you a smoker? Do you have water beds? Do you require any special accommodations?

Yes No Yes No Yes No

If yes, please provide management with additional information regarding your special housing needs.



Consumer Report Waiver

I authorize Michaels Management Services (“us” or “we”) through Leasing Desk Screening to verify the information above and to obtain a rental report that may include credit reports, investigative consumer reports, unlawful detainer (eviction) reports, bad check searches, criminal background searches, social security number verification, fraud warnings, previous tenant history, and employment history. I authorize Michaels Management Services and its agents to request and disclose information to previous or subsequent (actual and prospective) landlords and property management companies. I agree to provide additional information upon request.

While Michaels Management Services may obtain criminal history checks on potential residents, Michaels Management Services has no duty to do so, and does not warrant or guarantee the personal safety of any resident, occupant, guest or other person in the Community.

I understand that I can request a copy of the rental report by mail or email which will be deemed received upon being sent.

I request a copy of the rental report obtained. It can be sent to me at the following address.

I decline a copy of the rental report obtained.

I certify that I have read and fully understand my rights under the FCRA available at <https://www.on-site.com/renter-relations/>.

Leasing Desk Screening can be contacted by visiting 866.934.1124 by phone, at consumer.relations@leasingdesk.com, or by mail at 2201 Lakeside Boulevard, Richardson, Texas, 75082.

Summary of Rights Under the California Investigative Consumer Reporting Agencies Act | California Civil Code § 1786.22

You have a right under California law to inspect files maintained on you by an investigative consumer reporting agency pursuant to any of the following procedures, during normal business hours and on reasonable notice:

1. You may personally inspect the files if you provide proper identification (e.g., valid driver’s license, social security account number, military identification card, credit cards) and may receive a copy of the file for the actual cost of duplication services provided.
2. You may make a written request, by certified mail and with proper identification, as described above, for copies to be sent to a specified addressee.
3. You may make a written request, with proper identification as described above, for telephone disclosure of a summary of information contained in your files, if any toll charge is prepaid by or charged directly to you.

If you are unable to provide “proper identification” through the types of cards or numbers listed above, the agency may require additional information concerning your employment and personal or family history in order to verify your identity.

The agency must provide trained personnel to explain to you any information that the agency is required to furnish to you from your file. The agency also must provide you with a written explanation of any coded information contained in your files at the time your file is provided to you for inspection. You are permitted by law to be accompanied by one other person of your choosing when inspecting your files. That person must furnish reasonable identification. The agency may require you to provide the agency with a written statement granting permission to the agency to discuss your file in such person’s presence. The agency also is not required by law to make available to you the sources of information in your files, although such information would be obtainable through discovery procedures in any court action brought under the Investigative Consumer Reporting Agencies Act.



Application Verification and Submission

By submitting this application, the applicant warrants that all of the information contained in this application is true and correct to the best of applicant's knowledge. Applicant understands and agrees that if it is later discovered that applicant falsified any information in this application, it could result in termination of the applicant's tenancy. **I understand that a \$35.00 non-refundable fee to process the application will be required prior to processing for each applicant in the household 18 and over. This application is valid for 90 days. If this application is denied for any reason, the holding fee will be refunded to the applicant. If the application is approved, the applicant will have 72 hours from the date of notification to cancel and receive a refund. Cancellations that occur after 72 hours of notification will result in a forfeiture of the holding fee.**

Applicant Signature

Date

Please email your completed application and supporting documents to parksatmontereybay@tmo.com.

FOR OFFICE USE ONLY

Date of Application Received

Date of POM7 Decision Approval

Date of Credit Decision Approval

Unit Type Requested

Monthly Rent

Holding Fee Amount

RS Initials





DISCLOSURE AND AUTHORIZATION

[IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION]

DISCLOSURE REGARDING BACKGROUND INVESTIGATIONS

In addition to the background checks performed by The Parks at Monterey Bay, applicants for housing which require access to a military base will be required to undergo background checks for Military Base access which are conducted by the security service at the military base. This security background check is used to determine if the military will grant base access to the individual, and is conducted by military security. The Company does not conduct this investigation, is not a participant in this investigation and is not provided with information obtained during this investigation. The Company will only be notified if military base access will be provided or not. Although the Company may extend an offer for housing prior to this investigation, all offers for housing at a military base are contingent upon a successful result of this investigation. If the military security service notifies the Company due to the results of the military investigation being unfavorable, base access for an individual will NOT be granted and your tenancy with The Parks at Monterey Bay will be terminated.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of this DISCLOSURE REGARDING BACKGROUND INVESTIGATION and certify that I have read and understand this document.

Signature: _____ Print Name: _____

Signature: _____ Print Name: _____

Signature: _____ Print Name: _____

Signature: _____ Print Name: _____

Date: _____