



Unity Management

Residential Property Management

270 East Douglas Avenue
El Cajon, CA 92020
Office: (619) 738-4511
UnityManagement@Outlook.com

Thank you for choosing Unity Management

The following information is required to process your rental application.

1. **Rental Application** – Completely and accurately fill out the attached application
(*One application per person 18 years of age and older*)
2. **Application Processing Fee of \$60** (*Cash Only*) per application
3. Clearly legible copy of applicant's current **Driver's License or State ID**.
4. Clearly legible copy of applicant's **Social Security Card**
5. Clearly legible copies of applicant's **last two Pay Stubs or Other Proof of Income**.

Self-Employed individuals **MUST INCLUDE** the following:

- ☐ Last three (3) Business Bank Statements
- ☐ Last three (3) Personal Bank Statements
- ☐ Latest Tax Return
- ☐ Profit & Loss Statement AKA Income Statement

Please bring the above items with you when previewing the property or call 619-738-4511 to schedule an appointment at the office

NOTE: Application(s) missing the required documentation or information will be delayed.

Thank you.

Unity Management
270 East Douglas Avenue
El Cajon, CA 92020

Serving San Diego

APPLICATION TO RENT/SCREENING FEE

I. APPLICATION TO RENT

THIS SECTION TO BE COMPLETED BY APPLICANT. A SEPARATE APPLICATION TO RENT IS REQUIRED FOR EACH OCCUPANT 18 YEARS OF AGE OR OVER, OR AN EMANCIPATED MINOR.

Applicant is completing Application as a (check one) ☐ tenant, ☐ tenant with co-tenant(s)

Total number of applicants _____.

PREMISES INFORMATION

Application to rent property at _____ ("Premises")
Rent: \$ _____ per _____ Proposed move-in date _____

PERSONAL INFORMATION

FULL NAME OF APPLICANT _____

Social security No. _____ Driver's license No. _____ State _____ Expires _____

Phone number: Home _____ Work _____ Other _____

Email _____

Name(s) of all other proposed occupant(s) and relationship to applicant _____

Pet(s) or service animals (number and type) _____

Auto: Make _____ Model _____ Year _____ License No. _____ State _____ Color _____

Other vehicle(s): _____

In case of emergency, person to notify _____ Relationship _____

Address _____ Phone _____

Does applicant or any proposed occupant plan to use liquid-filled furniture? ☐ No ☐ Yes Type _____

Has applicant been a party to an unlawful detainer action or filed bankruptcy within the last seven years? ☐ No ☐ Yes

If yes, explain _____

Has applicant or any proposed occupant ever been convicted of or pleaded no contest to a felony? ☐ No ☐ Yes

If yes, explain _____

Has applicant or any proposed occupant ever been asked to move out of a residence? ☐ No ☐ Yes

If yes, explain _____

RESIDENCE HISTORY

Current address _____ Previous address _____

City/State/Zip _____ City/State/Zip _____

From _____ to _____ From _____ to _____

Name of Landlord/Manager _____ Name of Landlord/Manager _____

Landlord/Manager's phone _____ Landlord/Manager's phone _____

Do you own this property? ☐ No ☐ Yes Did you own this property? ☐ No ☐ Yes

Reason for leaving current address _____ Reason for leaving this address _____

EMPLOYMENT AND INCOME HISTORY

Current employer _____ Supervisor _____ From _____ To _____

Employer's address _____ Supervisor's phone _____

Position or title _____ Phone number to verify employment _____

Employment gross income \$ _____ per _____ Other \$ _____ per _____ Source _____

Previous employer _____ Supervisor _____ From _____ To _____

Employer's address _____ Supervisor's phone _____

Position or title _____ Employment gross income \$ _____ per _____

Applicant's Initials _____

Reviewed by _____ Date _____



Property Address: _____ Date: _____

CREDIT INFORMATION

Name of creditor	Account number	Monthly payment	Balance due

Name of bank/branch	Account number	Type of account	Account balance

PERSONAL REFERENCES

Name _____	Address _____		
Phone _____	Length of acquaintance _____	Occupation _____	
Name _____	Address _____		
Phone _____	Length of acquaintance _____	Occupation _____	

NEAREST RELATIVE(S)

Name _____	Address _____		
Phone _____	Relationship _____		
Name _____	Address _____		
Phone _____	Relationship _____		

Applicant understands and agrees: (i) this is an application to rent only and does not guarantee that applicant will be offered the Premises; and (ii) Landlord or Manager or Agent may accept more than one application for the Premises and, using their sole discretion, will select the best qualified applicant.

Applicant represents the above information to be true and complete, and hereby authorizes Landlord or Manager or Agent to: (i) verify the information provided; and (ii) obtain credit report on applicant.

If application is not fully completed, or received without the screening fee: (i) the application will not be processed, and (ii) the application and any screening fee will be returned.

Signature _____ Date _____

II SCREENING FEE

THIS SECTION TO BE COMPLETED BY LANDLORD, MANAGER OR AGENT.

Applicant has paid a **nonrefundable** screening fee of \$ _____, applied as follows: A CPI inflation calculator is available on the Bureau of Labor Statistics website, www.bls.gov. The California Department of Consumer Affairs calculates the applicable screening fee amount to be \$62.02 as of 2023.

\$ 30.39 for credit reports prepared by Unity Management.

\$ 9.61 for other out-of-pocket expenses and

\$ 20.00 for processing.

The undersigned has read the foregoing and acknowledges receipt of a copy.

Applicant Signature _____ Date _____

The undersigned has received the screening fee indicated above.

Landlord or Manager or Agent Signature _____ Date _____

Reviewed by _____ Date _____





VERIFICATION OF TENANCY

Tenant Name: _____

Tenant **Current Address** of Residence: _____ Landlord number: (_____) _____

Tenant **Previous Address** of Residence: _____ Landlord number: (_____) _____

X _____

Applicant Signature

I hereby authorize Unity Management to process my rental application(s) and verify the following information.

***** THIS AREA TO BE COMPLETED BY LANDLORD *****

Move-In Date: ____/____/____

Move-Out Date: ____/____/____

Monthly Rental Amount: \$ _____

Number of delinquencies during residency? _____ **Number of NSF fees charged?** _____

Did tenant give 30-day notice? _____ **Would you rent to tenant(s) again if qualified?** _____

Reason for vacating? _____

Has tenant received any complaints/violations? _____

If yes, explain _____

Name: _____

Number: _____

Title/Position: _____

Thank you for your prompt attention in completing and emailing this request

back.

Unity Management



VERIFICATION OF EMPLOYMENT

DATE: _____

PHONE # (____) _____

EMPLOYEE NAME:

EMPLOYEE/APPLICANT SIGNATURE _____ DATE: _____

***** THIS AREA TO BE COMPLETED BY LANDLORD *****

Dear Sir/Madam:

The above referenced individual(s) submitted an application for rent with us. He/she indicated employment at the following company located at:

Street Address	City	State	Zip
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Your cooperation answering the following questions is appreciated

1. Start Date: _____ End Date: _____

2. Current Position: _____

3. Annual Salary/ Hourly Wage: _____

4. Is He/She on probation: _____

5. Direct Supervisors name: _____

Additional Comments

Thank you for your prompt attention in completing and emailing this request back.

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The undersigned has read the foregoing and acknowledges receipt of a copy.

Applicant Signature

Date

The undersigned has received the screening fee indicated above.

Landlord or Manager or Agent Signature

Date

Reviewed by _____ Date _____

