



RUSS PROPERTY MANAGEMENT CORP

1025 W. 190<sup>th</sup> St., # 370 Gardena, CA 90248  
Post Office Box 2061, Gardena, CA 90247  
(310) 515-7538 Fax: (310) 347-4101

The following is a list of information and criteria in reference to your application. The sooner you provide this information, the faster we can process your application. Failure to provide information will result in determining your application incomplete. Incorrect or misinformation will disqualify you as a prospective renter. Please note some items may not apply to you and additional information may be requested. We follow all Federal and State Housing Laws and do not discriminate against any person based on race, color, religion, sex, national origin, familial status or handicap.

- A fully completed and signed application must be submitted from all proposed applicants 18 years old or older. ALL LINES MUST BE FILLED IN.
- A \$40.00 screening fee per person in cash, cashier's check or money order for each applicant 18 years old or older
- Photo I.D. for each applicant - Driver's license or State Issued ID card; Passport, any other government issued photo ID.
- Proof Of Income:  
Income must be verifiable income. A copy of the most recent pay stubs covering a 8 week period with YTD Total. Proof of all other income, including self-employment must be verifiable. Should employer require fee for verification, applicant is must pay additional fee.
- Signed and dated verification of employment form. Only complete the name, last 4 of social, dates and complete the authorization section at the bottom of the form, sign and date.
- Signed and dated Rental History Verification Form
- Signed Privacy Statement
- Proof of move in funds; rent and security deposit

You must have no records of eviction. Your credit report must demonstrate a willingness to pay financial obligations in a timely fashion. We require favorable responses from references and previous landlords. Rental History must be verifiable and from unbiased sources. Income must be 2.5 times the monthly rent. You will be denied if you have a conviction for any type crime that would be considered a threat to real property or the ability of other residents or neighbors to peacefully enjoy the premises or Applicant is named in an eviction.

Please note that all our properties are smoke-free. If you rent a house you must smoke outdoors. If you rent a condo or apartment there is no smoking on the property.

If you have any questions regarding this matter please feel free to contact this office at 310-515-7538. Thank you.



APPLICATION TO LEASE OR RENT/SCREENING FEE
(C.A.R. Form LRA, Revised 12/22)

I. APPLICATION TO RENT

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

1. Applicant is completing Application to Lease or Rent as a (check one) [ ] tenant, [ ] tenant with co-tenant(s) or [ ] guarantor/co-signor.

Total number of applicants \_\_\_\_\_

2. PERSONAL INFORMATION

- A. FULL NAME OF APPLICANT
B. Date of Birth
C. (1) Driver's License No. State Expires
(2) See section II, 4 for Social Security Number/Tax Identification Numbers.
D. Phone number: Home Work Other
E. Email:
F. Name(s) of all other proposed occupant(s) and relationship to applicant

- G. Pet(s) (Other than service or companion animals) (number and type)
H. Auto: Make Model Year License No. State Color
I. In case of emergency, person to notify (other than occupants of applicant's household)
J. Does applicant or any proposed occupant plan to use liquid-filled furniture?
K. Has applicant been a party to an unlawful detainer action or filed bankruptcy within the last seven years?
L. Has applicant or any proposed occupant ever been asked to move out of a residence?
M. Has applicant or any proposed occupant ever been convicted of or pleaded no contest to a felony within the last seven years?

(After completing a credit review, Housing Provider may consider the nature of the felony and the length of time since it occurred so long as the felony is directly related to the applicant's ability to meet its obligations under the lease terms, and any other relevant mitigating information pursuant to 2 CCR §12266.)

3. RESIDENCE HISTORY

Current address Previous address
City/State/Zip City/State/Zip
From to From to
Name of Housing Provider Name of Housing Provider
Housing Provider's phone Housing Provider's phone
Do you own this property? [ ] Yes [ ] No Did you own this property? [ ] Yes [ ] No
Reason for leaving current address Reason for leaving this address

4. EMPLOYMENT AND INCOME HISTORY

Current employer Previous employer
Current employer address Previous employer address
From to From to
Supervisor Supervisor
Supervisor's phone Supervisor's phone
Employment gross income \$ per Employment gross income \$ per
Other income info Other income info



Property Address: \_\_\_\_\_ Date: \_\_\_\_\_

**5. CREDIT INFORMATION**

**A. CREDITORS**

Name of Creditor: \_\_\_\_\_ Account \_\_\_\_\_  
Monthly Payment: \$ \_\_\_\_\_ Balance Due: \$ \_\_\_\_\_

Name of Creditor: \_\_\_\_\_ Account \_\_\_\_\_  
Monthly Payment: \$ \_\_\_\_\_ Balance Due: \$ \_\_\_\_\_

Name of Creditor: \_\_\_\_\_ Account \_\_\_\_\_  
Monthly Payment: \$ \_\_\_\_\_ Balance Due: \$ \_\_\_\_\_

Name of Creditor: \_\_\_\_\_ Account \_\_\_\_\_  
Monthly Payment: \$ \_\_\_\_\_ Balance Due: \$ \_\_\_\_\_

**B. BANKING**

Name of Bank/Branch: \_\_\_\_\_ Account No. \_\_\_\_\_  
Type of Account: \_\_\_\_\_ Account Balance: \$ \_\_\_\_\_

Name of Bank/Branch: \_\_\_\_\_ Account No. \_\_\_\_\_  
Type of Account: \_\_\_\_\_ Account Balance: \$ \_\_\_\_\_

**6. PERSONAL REFERENCES**

Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_ Length of acquaintance \_\_\_\_\_ Occupation \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_ Length of acquaintance \_\_\_\_\_ Occupation \_\_\_\_\_

**7. NEAREST RELATIVE(S)**

Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_ Relationship \_\_\_\_\_

8. Applicant understands and agrees that: (i) this is an application to rent only and does not guarantee that applicant will be offered the Premises; (ii) Housing Provider may receive more than one application for the Premises and, (iii) Applicant will provide a copy of applicant's driver's license or other acceptable identification upon request.

Applicant represents the above information to be true and complete, and hereby authorizes Housing Provider to: (i) verify the information provided; and (ii) obtain a credit report on applicant and (iii) obtain an "Investigative Consumer Report" ("ICR") on and about applicant. An ICR may include, but not be limited to, criminal background checks, reports on unlawful detainers, bad checks, fraud warnings, and employment and tenant history. By signing below, you also acknowledge receipt of the attached NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW (C.A.R. form BIRN).

Please check this box if you would like to receive, at no charge, a copy of an ICR or consumer credit report if one is obtained by the Housing Provider whenever you have a right to receive such a copy under California law.

9. Applicant further authorizes Housing Provider to disclose information to prior, current, or subsequent owners and/or agents with whom applicant has had, or intends to have, a rental relationship.

If application is not fully completed, or if section II, 2 is applicable and the application is received without the full screening fee: (i) the application will not be processed, and (ii) the application and any portion of the screening fee paid will be returned.

**Applicant Signature** \_\_\_\_\_ Date \_\_\_\_\_

Return your completed application and any applicable fee not already paid to: Russ Property Management Corp.

Address 1025 W. 190th Street #370 City Gardena State CA Zip 90248



Property Address: \_\_\_\_\_ Date: \_\_\_\_\_

## II. PROPERTY INFORMATION AND SCREENING FEE

**THIS SECTION TO BE COMPLETED BY HOUSING PROVIDER** (applicant may fill in the "Premises" in **paragraph 1A** below):

### 1. PROPERTY INFORMATION

- A. Applicant submits this application to lease or rent for the Premises located at \_\_\_\_\_ ("Premises") or  any prospective locations which may fit Applicant's rental criteria.
- B. Rental Amount: \$ \_\_\_\_\_ Rent per month.
- C. Proposed move-in date: \_\_\_\_\_.

### 2. SCREENING FEE

- A.  Applicant will provide screening information and fee directly to Housing Provider's authorized screening service at: \_\_\_\_\_.
- B.  Applicant shall pay a nonrefundable screening fee of \$ 40.00 per applicant, directly to Housing Provider, applied as follows: (Civil Code Section 1950.6 sets the maximum screening fee that can be charged, as adjusted annually by the Consumer Price Index. As an example, the maximum screening fee in 2020 was \$52.46 per applicant, according to the DRE publication titled California Tenants. A CPI inflation calculator is available on the Bureau of Labor Statistics website, www.bls.gov.)  
 \$ \_\_\_\_\_ for credit reports prepared by Apartment Owners Association ;  
 \$ \_\_\_\_\_ for \_\_\_\_\_ (other out-of-pocket expenses); and  
 \$ \_\_\_\_\_ for processing.
- C. If **2B** is selected, and the application is received without the full screening fee: **(i)** Housing Provider will notify Applicant, **(ii)** the application will not be processed, and **(iii)** the application and any portion of the screening fee paid will be returned.
- D.  **Applicant shall provide Social Security Number/Tax Identification Number to Housing Provider.**  
 Applicant Social Security Number/Tax Identification Number: \_\_\_\_\_

The undersigned has read the foregoing section regarding the screening fee and acknowledges receipt of a completed copy.

**Applicant Signature**

**Date**

**Housing Provider acknowledges receipt of this entire Application to Lease or Rent/Screening Fee.**

By: \_\_\_\_\_ DRE Lic.# \_\_\_\_\_ Date \_\_\_\_\_

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**REAL ESTATE BUSINESS SERVICES, LLC**  
*a subsidiary of the CALIFORNIA ASSOCIATION OF REALTORS®*  
 525 South Virgil Avenue, Los Angeles, California 90020





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1025 W. 190<sup>th</sup> St., # 370 Gardena, CA 90248  
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(310) 515-7538 Fax: (310) 347-4101

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

To: \_\_\_\_\_

Sent via Facsimile or email to: \_\_\_\_\_

From: Russ Property Management

Re: Verification of Employment

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To Whom It May Concern:

Please verify the following employee information:

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

SS#: XXX-XX- \_\_\_\_\_

Employment Dates: \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ Yes \_\_\_\_\_ No

Applicant stated wage rate as:

\_\_\_\_\_

\_\_\_\_\_ Yes \_\_\_\_\_ No

Applicant stated position as:

\_\_\_\_\_

\_\_\_\_\_ Yes \_\_\_\_\_ No

Completed by:

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

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Telephone #: \_\_\_\_\_

Facsimile#: \_\_\_\_\_

Authorization:

**I, \_\_\_\_\_, hereby authorize the release of any employment information available regarding my job performance and character.**

**Applicant's Signature:** \_\_\_\_\_

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

# RENTAL HISTORY VERIFICATION

## TO BE FILLED OUT BY APPLICANT

I (We), \_\_\_\_\_, hereby grant you permission to disclose my rental history to \_\_\_\_\_ in order that they may determine my eligibility for rental of a home.

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

Date \_\_\_\_\_

Name of Residential Community: (Community You Are Contacting) \_\_\_\_\_

Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## TO BE FILLED OUT BY PREVIOUS LANDLORD

Length of Residency? \_\_\_\_\_ Move-in: \_\_\_\_\_ Move-out: \_\_\_\_\_

Monthly Rental Amount: \_\_\_\_\_ # of Late Payments: \_\_\_\_\_

# of Returned Checks/NSF Checks: \_\_\_\_\_ # of 3 Day Notices to Pay Rent: \_\_\_\_\_

Any Other Notices or Violation Letters? \_\_\_\_\_

Any Documented Complaints? \_\_\_\_\_

Tenant Gave Proper 30-Day Notice to Vacate: please circle one  YES or  NO

Would You Rent to This/These Tenant(s) Again? please circle one  YES or  NO

Name of Agent Doing Verification: \_\_\_\_\_

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

**If you have any questions, please feel free to contact me at:** \_\_\_\_\_

Property Manager's Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please return this form to:** (Prospective Landlord ) \_\_\_\_\_

Via mail: \_\_\_\_\_

Or email: \_\_\_\_\_

*Thank you for your time and your prompt response.*





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**PRIVACY STATEMENT FORM**

At Russ Property Management Corp., we are committed to safeguarding all nonpublic personal information that we may collect during the application process or at any time during your tenancy. We use this information initially for the sole purpose of evaluating your application for residency. Occasionally we use nonpublic personal information in order to collect a debt, for example, when a resident fails to pay the rent.

We collect nonpublic personal information about you from the following sources:

Information we receive directly from you, on forms, and in other communications to or with us, whether in writing, in person, by telephone or any other means.

Information we receive from other sources such as current and former landlords, current employers credit reporting agencies and resident screening services.

Russ Property Management Corp., values your privacy and does not disclose nonpublic personal information to anyone, except as permitted or required by law, or as reasonably necessary in order to establish your identity when communicating with others as discussed above. We restrict access to nonpublic personal information about you to only those persons who need to know that information in order to perform their job duties. Further, we maintain physical, electronic and procedural safeguards that comply with federal standards to guard your nonpublic personal information.

The undersigned Resident, or prospective Resident, hereby acknowledges receipt of a copy of this notice.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

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For Office Use Only:

File Name: \_\_\_\_\_



# NOTICE REGARDING BACKGROUND INVESTIGATION REPORTS PURSUANT TO CALIFORNIA LAW

(C.A.R. Form BIRN, 12/19)

Russ Property Management Corp, Agent for Owner (the "Landlord") intends to obtain information about you from an investigative consumer reporting agency and/or a consumer credit reporting agency for the purpose letting a dwelling. Thus, you can expect to be the subject of "investigative consumer reports" and "consumer credit reports" obtained for housing purposes. Such reports may include information about your character, general reputation, personal characteristics and mode of living. With respect to any investigative consumer report from an investigative consumer reporting agency ("CRA"), the Landlord may investigate the information contained in your rental application and other background information about you, including but not limited to obtaining a criminal report, eviction report, verifying references, work history, your social security number, and other information about you, and interviewing people who are knowledgeable about you. The results of this report may be used as a factor in making housing decisions. The source of any investigative consumer report (as that term is defined under California law) will be:

CRA: Trans Union, Address: 2 Baldwin Pl, PO Box 1000, Chester, PA 19022  
Telephone: (800) 888-4213 Email: \_\_\_\_\_

The Landlord agrees to provide you with a copy of an investigative consumer report when required to do so under California law.

Under California Code Civil Code section 1786.22, you are entitled to find out from a CRA what is in the ICRA's file on you with proper identification, as follows:

- In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The CRA may not charge you more than the actual copying costs for providing you with a copy of your file.
- A summary of all information contained in the CRA's file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
- By requesting a copy be sent to a specified addressee by certified mail. CRAs complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the CRAs.

"Proper Identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the CRA require additional information concerning your employment and personal or family history in order to verify your identity.

The CRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection.

You may be accompanied by one other person of your choosing, who must furnish reasonable identification. A CRA may require you to furnish a written statement granting permission to the CRA to discuss your file in such person's presence.

The undersigned acknowledges receipt of this Notice Regarding Background Investigation Reports Pursuant to California Law.

Applicant Signature

Date

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## NOTICE REGARDING BACKGROUND INVESTIGATION REPORTS PURSUANT TO CALIFORNIA LAW (BIRN PAGE 1 OF 1)