

SWIFT properties

Residential & Commercial Property Management

Swift Property Management, Inc.

444 E. Cypress Ave. Redding, CA 96002 (530) 241-3500 Fax (530) 241-3700

www.swiftproperties.net

APPLICATION

Individual applications are required from each adult occupant. A \$20.00 application and processing fee is required for each application. Payment must be in cash, cashiers check, check or money order.

Application to rent the property at _____ Desired Move in Date _____

Applicants Name _____ Social Security # _____

Home Phone # _____ Work Phone # _____ Cell# _____

E-mail _____

List all proposed occupants names	Occupation	Over 18 Yes or No	Driver Lic #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Will you have any pets? YES / NO Breed _____ Age _____ Weight _____ Spayed or Neutered _____
 Breed _____ Age _____ Weight _____ Spayed or Neutered _____

Why are you vacating your current residence? _____
 Have you ever been evicted from a residence? _____ Have you ever had an eviction notice served upon you? _____
 Have you ever willfully and intentionally refused to pay rent when due? _____ If yes why? _____
 Have you ever been convicted of a misdemeanor or felony other than a traffic or parking violation? _____

If yes to any of the above, Please Describe including date and county it occurred:

Present Address: _____

Dates there: _____ to _____ Owner/Manager: _____ Phone: _____

Previous Address: _____

Dates there: _____ to _____ Owner/Manager: _____ Phone: _____

Next Previous Address: _____

Dates there: _____ to _____ Owner/Manager: _____ Phone: _____

Applicant Income		Past Employer	
Job Title _____	Employer _____	Job Title _____	Employer _____
Address _____		Address _____	
Telephone _____	Supervisor _____	Telephone _____	Supervisor _____
Time on Job _____	Monthly Income _____	Time on Job _____	Monthly Income _____
Income from other sources: _____	Monthly Amount _____		

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In case of emergency, notify:

1. Name _____ Phone _____ Address _____
2. Name _____ Phone _____ Address _____

Personal References:

1. Name _____ Phone _____ Address _____
2. Name _____ Phone _____ Address _____

Banking Information:

1. Bank _____ City _____ How Long _____ Type of Account _____

Automobile Make: _____ Model: _____ Year: _____ License #: _____

Automobile Make: _____ Model: _____ Year: _____ License #: _____

Applicant's represents that the statements made above are true and correct and hereby authorizes verification of all information including but not limited to contacting the references and obtaining a credit report and agreeing to furnish additional credit references upon request. I agree to pay to Swift properties a non-refundable application fee not to exceed \$30.00. I understand that I am entitled to a copy of any credit report obtained by Swift properties. The undersigned makes application to rent the accommodations as designated above which is for rent at \$ _____ per month and upon approval of this application agrees to sign a rental agreement or lease and to pay all sums due before occupancy. I understand that Swift properties may cancel or terminate any agreement entered into in reliance on any misrepresentation made above.

Date: _____ Applicants Signature: _____

STATEMENT OF RENTAL POLICY

THIS COMPANY WILL NOT DISCRIMINATE AGAINST ANY PERSON BASED ON RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, FAMILIAL STATUS, OR DISABILITY.

OCCUPANCY STANDARD: TWO (2) PERSON MAXIMUM OCCUPANCY PER BEDROOM.

- ✓ **Age Requirement:** Lease holder(s) must be 18 years or older. All occupants 18 years or older will be required to complete an application (even when living with parent or guardian).
- ✓ **Income Requirements:** The gross monthly income of all lease holder(s) will be considered jointly and must equal 3 times the rental amount on the unit (some exceptions will be made on lower priced units). All income must be verifiable.
- ✓ **Employment Verification:** Lease holder(s) must be currently employed, or provide written evidence of regular income.
- ✓ **Self-Employment:** Applicant must provide the previous year's personal income tax return (page 1 only) and the previous two (2) months personal bank statements as evidence of sufficient income. Persons who hold jobs that are commission only, or base salary plus commission, or tips, bonuses will be considered self employed.
- ✓ **Residency:** Up to two (2) years residency history will be reviewed and must exhibit no derogatory references. Any debt owed to a landlord must be paid before rental can be approved.
- ✓ **Credit Requirements:** The credit history will be reviewed. Evictions, unpaid utility bills, and returned checks may be reason for denial.
- ✓ **Application Fee:** A \$20 non-refundable application fee is required per application.
- ✓ **Driver's License:** A copy of your Driver's License or valid state ID is also required to be submitted with this application. If a copy is not available at time of application you may fax to (530) 241-3700.
- ✓ **Time Length:** After your application is turned in with fees, it will take 24-48 hours until the application is approved or denied. Applications will not be processed on weekends or holidays due to verification requirements.
- ✓ **Pets:** All pets are subject to property policy.
- ✓ **Criminal History:** Applicants must exhibit no criminal convictions, violence, gang association, firearms, burglary, prostitution, illegal drugs, theft, vandalism, or any crime involving a minor. This will include person(s) who have received deferred adjudication and/or have not yet satisfied the probationary period of a deferred adjudication for any of the above mentioned offenses.
- ✓ **Non smoking policy-** no smoking of any tobacco product, marijuana, crack cocaine or any other substance inside the house, apartment or rental unit.
- ✓ **Tenant Complaint Procedures** When a complaint against a tenant is registered with the company the staff member receiving the complaint is to telephone the tenant named in the complaint and inform the tenant of the nature of the complaint and issue a verbal warning to cease and desist the wrongful action. The staff member shall enter a note into the tenant's data base confirming the date and time and subject matter of the telephone call. The information shall then be given an agent of the company who will follow up with a written communication to the tenant confirming the telephone conversation and stating what corrective measures must be taken by the tenant. A photo copy of the written communication will be placed in the tenants file. A copy of this policy is included on the rental application so that the tenant will understand fully how complaints are handled.

In most cases, the property owner makes the final decision on your application. Swift Properties gathers the information, verifies it, and then must contact the owner for approval. If you have any further questions after your application is turned in you may contact us at (530) 241-3500.

Swift Properties participates and cooperates with the Redding Crime Free Multi-Housing Program, to keep illegal activities out of rental properties. **We will be conducting a background check that includes a credit report and a criminal report. By signing this form, you hereby give your permission for the criminal report to be conducted.**

I acknowledge that I have read and I have received a copy of this Rental Policy and I agree to its terms and conditions.