



## RENTAL GUIDELINES

Property Address: \_\_\_\_\_ Desired Move-In Date: \_\_\_\_\_

### GENERAL QUALIFICATIONS:

1. Qualifying is based on employment, income, credit and rental history and / or home ownership.
2. Applicant current legal and verifiable monthly gross income shall be at least an amount of three (3) times the monthly rent.
3. A cosigner will only be allowed on certain properties (please ask) in lieu of lack of credit or rental references.
4. Negative references may prevent an applicant from being accepted.
5. Misstatements, either false or incorrect, shall be deemed reason for denial of occupancy.

### ALL ADULT (EVERYONE 18 YEARS AND OLDER) APPLICANTS MUST EACH SUBMIT THE FOLLOWING IN ORDER TO PROCESS THE APPLICATIONS:

1. Applicant must submit a fully complete application. If the application is not fully complete and / or all of the required documentation is not submitted, it may be returned or delayed for the missing information.
2. Signed Kikumoto Real Estate Rental Guidelines.
3. The processing fee is \$30.00 for each applicant. The cost of processing an application is itemized as follows: obtaining credit report (\$10.00) and screening, reviewing, verifying and obtaining information (\$20.00). The processing fee is nonrefundable if the application is processed. The processing fee must be paid in the form of cash (exact change only), cashier's check or money order.
4. Photo copy of applicant's valid picture identification (driver's license, military I.D. or state I.D.).
5. Reliable documentation & telephone numbers for all income must be provided:
  - A. For employed people, last year's W-2's and the two most current pay stubs are required.
  - B. For self-employed people, the last two years of income tax returns and the three most current operations bank statements are required.
  - C. Other income must have reliable documentation.

**PLEASE ALLOW APPROXIMATELY TWO BUSINESS DAYS FOR THE APPLICATION TO BE PROCESSED.**

### IF APPLICANT IS APPROVED:

1. If approved, the first month's rent and security deposit must be paid with a cashier's check prior to renting.
2. If approved, a walk through inspection, rental agreement and addendums must be completed prior to renting.
3. If applicant is moving in during the month (not on the first day), applicant shall pay the first month rent in full and the second month rent will be prorated accordingly.
4. Most agreements begin with a six-month lease.
5. If pets are allowed, an additional deposit will be required for each pet.
6. If applicant has water filled furniture, adequate insurance must be provided prior to renting.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit the Rental Guidelines, Rental Application, processing fee and all of the required documentation to:

Kikumoto Real Estate  
1541 Corporate Way, Suite 210  
Sacramento, CA 95831  
(916) 391-0481



# RENTAL APPLICATION

Address Of Property Applying For: \_\_\_\_\_ Rental Rate: \_\_\_\_\_

Name (Last): \_\_\_\_\_ (First): \_\_\_\_\_ (Middle): \_\_\_\_\_  
Date Of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_ Drivers License #: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Current Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Move In: \_\_\_\_\_ Move Out: \_\_\_\_\_ Reason For Move: \_\_\_\_\_  
Owner / Manager: \_\_\_\_\_ Phone: \_\_\_\_\_ Rental Rate: \_\_\_\_\_

Previous Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Move In: \_\_\_\_\_ Move Out: \_\_\_\_\_ Reason For Move: \_\_\_\_\_  
Owner / Manager: \_\_\_\_\_ Phone: \_\_\_\_\_ Rental Rate: \_\_\_\_\_

Previous Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Move In: \_\_\_\_\_ Move Out: \_\_\_\_\_ Reason For Move: \_\_\_\_\_  
Owner / Manager: \_\_\_\_\_ Phone: \_\_\_\_\_ Rental Rate: \_\_\_\_\_

| Proposed Occupants | Date Of Birth | Proposed Occupants | Date Of Birth |
|--------------------|---------------|--------------------|---------------|
| 1. _____           | _____         | 4. _____           | _____         |
| 2. _____           | _____         | 5. _____           | _____         |
| 3. _____           | _____         | 6. _____           | _____         |

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Supervisor Name/Title: \_\_\_\_\_ Supervisor Phone: \_\_\_\_\_  
Gross Monthly Salary: \_\_\_\_\_ Start Date: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Supervisor Name/Title: \_\_\_\_\_ Supervisor Phone: \_\_\_\_\_  
Gross Monthly Salary: \_\_\_\_\_ Start Date: \_\_\_\_\_

Bank Name: \_\_\_\_\_ Address / Branch: \_\_\_\_\_ Savings Account #: \_\_\_\_\_  
Bank Name: \_\_\_\_\_ Address / Branch: \_\_\_\_\_ Checking Account #: \_\_\_\_\_

Auto Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ License #: \_\_\_\_\_ State: \_\_\_\_\_  
Auto Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ License #: \_\_\_\_\_ State: \_\_\_\_\_

1. Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_  
2. Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Any Pets?: \_\_\_\_\_ If Yes, Describe: \_\_\_\_\_  
Any Liquid Furniture?: \_\_\_\_\_ If Yes, Describe: \_\_\_\_\_  
Any Evictions / Unlawful Detainers, Been Asked To Move, Bankruptcy?: \_\_\_\_\_ If Yes, Explain: \_\_\_\_\_

Applicant represents the information provided is true and correct and authorizes the verification of the items above, including but not limited to obtaining a credit report, criminal background check & unlawful detainer report and agrees to provide additional credit references on request. Applicant agrees to hold harmless both Kikumoto Real Estate and previous and future owners or managers from any liability for providing written or verbal information regarding the quality of tenancy. Applicant understands that if I fail to fulfill my credit obligations, a negative credit report reflecting my credit may be submitted to a credit reporting agency. Applicant understand the rental application and all of the submitted associated documents are the property of Kikumoto Real Estate, will not be returned and no copies will be given of said documentation.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_