



# Application Procedures / Checklist

(619) 683-2728 phone

(619) 683-2729 fax

info@xilarent.com

3569 Fifth Avenue, San Diego CA 92103

Please be advised that applications cannot be processed unless they are **complete & legible** and **all requested documents are presented**. To apply online visit [www.xilarent.com](http://www.xilarent.com) Online applicants have the ability to upload each required document at the time they submit their application.

Please keep in mind we do require each applicant to tour the home prior to submitting an application

Please provide the following items along with your rental application:

- **Completed and Signed application for each adult** (18 years of age +) (online signatures are accepted)
- An **application fee of \$30.00** per applicant, online applications allow you to submit payment with your application. If submitting a paper application, payment can be cashier's check or money order
- Minimum two years of **rental history** including contact numbers.
- **Income verification** – must be legal and verifiable (e.g., copy of current paystub showing YTD earnings, tax returns, etc. If self-employed, please provide last 3 months' bank statements and two years tax returns)
- **Proof of present address** (if present address is not on paystub or driver's license) (e.g., copy of utility bill)
- **Proof of Social Security Number** (e.g., copy of Social Security card, recent W-2 reflecting full Social Security Number, etc)
- **Copy of Driver's License**, state issued photo ID, Government ID card or Passport

*The following may be grounds for automatic denial of application:*

*Evictions*

*non-discharged bankruptcies (24 months)*

*foreclosures (12 months)*

## Xila Property Management Deposit Requirements:

1) **Fico Score:** 680 or above= Standard deposit. 600-679= Deposit + half. 500-599= Double deposit.

Under 500 = denial of application

2) **Income:**

a) 3x the rent amount      b) legal      c) verifiable = Standard Deposit.

If income is not 3x: Debt to Income ratio      Under 38%= Standard deposit;      38.1-42%= deposit + half.      42.1-44%= Double deposit.

(Debts are defined as minimum monthly obligations per your credit report)

## **Reserving the Home**

Once your application is processed and approved we will contact you to sign the **Offer to Rent**. Because of the high demand and volume of applicants we require this to be done within **24 hours of the application being approved**. At this point you will submit the security deposit in a cashier's check or money order and sign the Offer to Rent which summarizes lease details such a move in date, utilities etc. Doing so will reserve the home for you and take it off the market. We do require both applicants to sign the offer to rent but it can be done separately if need be.

Please contact us if you have any questions regarding the above information.

## APPLICATION TO RENT OR LEASE

**APPLICANT** *Each applicant over the age of 18 must complete their own application form*

First, Middle, Last Name	Date of Birth	Social Security #	Driver's License#/State
Other names used in the last 10 years	Home Phone	Cell Phone	Email Address

**ADDITIONAL OCCUPANTS** *List everyone who will live with you*

First, Middle, Last Name	Relationship to Applicant

### EMPLOYMENT / INCOME

	Current Employment / Income	Prior Employment
Employer		
Address (include city, state, zip)		
Employer Phone		
Job Title		
Name/Title of Supervisor		
Dates of Employment		
Income per month (gross)		

### ADDITIONAL INCOME SOURCE

Amount per month	Source

**RESIDENCE** *Provide a minimum of two years of residence history*

	Current Residence	Previous Residence	Previous Residence
Street Address			
City/State/Zip			
Dates of Tenancy			
Landlord Name			
Landlord Phone			
Reason for Leaving			
Rent amount			

### VEHICLES

Make	Model	Color	Year	License No.	State

### EMERGENCY / PERSONAL REFERENCES

In Case of Emergency, Notify:	Address/City	Phone	Relationship
Nearest Friend or Relative			

**CREDIT INFORMATION**

Name of Bank	Location	Account	Average Balance

**GENERAL**

Have you ever been a defendant in an unlawful detainer (eviction) lawsuit or defaulted (failed to perform) any obligation of a rental agreement or lease?

- No.  
 Yes. (Please explain) \_\_\_\_\_

Have you ever been convicted of a crime?

- No.  
 Yes. (Please explain) \_\_\_\_\_

Have you ever filed suit against a landlord?

- No.  
 Yes. (Please explain) \_\_\_\_\_

Do you have a waterbed, aquarium or any other water filled furniture?

- No.  
 Yes. (Please explain) \_\_\_\_\_

Do you smoke?

- No.  
 Yes. (Please explain) \_\_\_\_\_

Do you have any pets?

- No.  
 Yes. (Please explain) \_\_\_\_\_

This Applicant hereby applies to rent/lease the address commonly known as:

\_\_\_\_\_, Unit # \_\_\_\_\_, \_\_\_\_\_, CA \_\_\_\_\_

for the rent of \$ \_\_\_\_\_ per month. Upon approval of the application, applicant agrees to enter into a Rental Agreement and/or Lease and pay all rent and security deposits required before occupancy.

An application fee of \$ \_\_\_\_\_ is hereby submitted for the cost of processing this application, to obtain credit history and other background information.

**Applicant represents that all information given on this application is true and correct. Applicant hereby authorizes verification of all references and facts, including but not limited to current and previous landlords and employers, and personal references. Applicant hereby authorizes Xila Property Management to obtain Unlawful Detainer, Credit Reports, Telechecks, landlord references and/or criminal background reports. Applicant agrees to furnish additional credit and/or personal references upon request. Applicant understands that incomplete or incorrect information provided in the application may cause a delay in processing which may result in denial of tenancy. Applicant hereby waives any claims and releases from liability any person providing or obtaining said verification or additional information.**

Applicant: \_\_\_\_\_  
 (signature required)

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