

Thank you for your interest in renting a property through Mendocino Coast Property Management, Inc. In order to process your application, Mendocino Coast Property Management, Inc. will need the following:

VISIT OUR WEBSITE TO VIEW PROPERTIES: [www.mendocoastpm.com](http://www.mendocoastpm.com)

1. Each applicant, 18 years or older, must complete and sign a copy of the application form. **NO EXCEPTIONS.** This includes co-signers if approved as part of the application.
2. A \$50.00 processing/credit & criminal check per person is required payable to **Mendocino Coast Property Management (MCPM)**.
3. Reliable documentation and telephone numbers of all income, landlord, and other references must be provided. **We verify employment on all applicants.** 2 consecutive payroll stubs are required. If self-employed, you will need to supply two years income tax returns, as verification.
4. All residents must be listed on the application.
5. You must disclose all pets and complete Pet Screening at <https://mcpm.petscreening.com>
6. You must disclose all vehicles of any nature (e.g. recreational vehicles.)

**YOU ARE HEREBY NOTIFIED OF THE FOLLOWING PROCEDURES & POLICIES:**

1. Qualification of tenancy is based on income, credit, criminal and rental history or ownership.
2. Applicants should earn a minimum of three (3) times the base rent.
3. A credit & criminal Check will be run on all applicants 18 years and older.
4. No deposits will be accepted until the application has been approved.
5. Pets must be approved by the Owner after Pet Screening. Additional security deposits will be required for each pet.
6. If approved, the home will remain on the market until a rental agreement has been signed and a security deposit has been collected.
7. Upon approval, the first month's rent and security deposit must be paid in full with **certified funds, (money order or cashier's check.)**
8. **In this office, Federal Laws supersede State Law pertaining to illegal controlled substances.**

Payment is to be used to screen "Applicant" with regard to credit and criminal history, tenancy history and other background information. In completing and submitting this application, the applicant is made aware that the following will be completed as part of a screening process to determine that the applicant(s) has met all of the qualifications set by this management company/property.

The applicant also acknowledges that the processing fee will not be applied to rent or security deposit and will NOT be refundable in the event the application is denied. In accordance with the Fair Credit Reporting Act, to offer equal opportunity, we are required to run a separate screening report on each adult applicant, eighteen (18) years or older, who will be living in the same rental unit.

Costs: Obtaining and reviewing a credit & criminal report: \$50.00