

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

1. Each applicant, 18 years or older, must complete and sign a copy of the application form.
2. A \$40.00 processing/credit & criminal check per person is required payable to Mendocino Coast Property Management (MCPM) upon locating a property and all other information on the application has been confirmed.
3. Reliable documentation and telephone numbers of all income, landlord, and other references must be provided. We verify employment on all applicants. 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 vehicles of any nature (e.g. recreational vehicles.)
6. You must disclose if you or any other proposed occupant smokes.

YOU ARE HEARBY NOTIFIED OF THE FOLLOWING PROCEDURES & POLICIES:

1. Qualification of tenancy is based on verification of 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. Once approved, the home will remain on the market until a rental agreement has been signed and a security deposit has been collected. Must be paid with certified funds; money order or cashier's check.
5. Prior to occupancy, the first month's rent and any balance due must be paid in full with certified funds; money order or cashier's check.
6. **In this office, Federal Laws supersede State Law pertaining to illegal controlled substances.**
7. Pets must be approved by the Owner. Additional security deposits will be required for each pet.

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: \$40.00