

APPLICATION INSTRUCTIONS

- 1) Please drive by the properties that you are interested in renting. Please do not disturb tenants or workers.
- 2) After seeing the properties, please fill out the rental application **COMPLETELY**. Incomplete applications will not be processed.
- 3) Each individual 18 or older must fill out separate applications.
- 4) Put the date that you are applying and the address of the property you are interested in on the top right corner of the application. Please list the properties of interest in order of priority.
- 5) Remember to include two landlords and their phone numbers. Friends, family, or verbal contracts are not considered valid landlords. You can list valid landlords on a separate piece of paper with your name and signature on it and submit it with your application.
- 6) You must include the phone number for your source of income.
- 7) You must answer the three "yes" or "no" questions at the bottom of the application.
- 8) **SIGN** the application.
- 9) When the application is completed, return it to our office at the address or fax number listed on the front of the application.

ADDITIONAL INFORMATION

- 1) After applications are submitted they are reviewed. We will contact those applicants who appear to be qualified to offer a showing of the property.
- 2) We do not obtain credit reports for every applicant. We will notify you if we want to run a credit report. Once you have been notified it usually takes 2-3 days to determine if you are approved or disqualified. We do not accept co-signers for unacceptable credit reports.
- 3) Our income to rent ratio is 3 to 1. If the combined income of the occupants is less than 3 to 1 or the applicant lacks rental history, a co-signer is needed.
- 4) The co-signer should fill out a separate rental application. Have the co-signer write "Co-Signer" on the top, and list the applicants' names as Occupants.
- 5) If you are receiving income from sources other than employment, please provide copies with your rental application. (ei: school grants, unemployment insurance, SSI, student loan, etc.)
- 6) If you are self employed, please provide us with copies of page 1 of your federal tax returns for the last two years.
- 7) If you are receiving income from parents, they will have to fill out an application as well to become a co-signer.
- 8) If you have out of town employment, please let us know how you will be paying the rent while living here.
- 9) All Samoa residents are required to have renters insurance, which must include all pets as insured.

DANCO PROPERTY MANAGEMENT
and the SAMOA PACIFIC GROUP, LLC
PHONE (707) 822 0826 • FAX (707) 822 9596
5251 ERICSON WAY, ARCATA, CA 95521
WWW.DANCO-GROUP.COM

Date: _____

Property/ies: _____

Each person 18 years of age or older who will be residing in the unit must complete an individual application

Applicant Name

First Last Middle

Telephone #/email

Cell Work/Message/Other Email

Soc. Sec. #

_____ - _____ - _____ Date of Birth _____ / _____ / _____

Driver's License

Number State Expiration

Current Address

Street Address City, State & Zip Code Occupancy Date(s)

Current Landlord

Name Telephone Reason for Wanting to Move

Prior Address

Street Address City, State & Zip Code Occupancy Date(s)

Prior Landlord

Name Telephone Reason for Leaving

Current Income

Company Name/Source Telephone Contact Name

Job Title/Description Monthly Income Start Date

Vehicle(s)*

Color/Make/Model Year License Plate

**Nearest Relative
(Emergency Contact)**

Name Telephone Relationship to Applicant

Address City, State Zip

Occupants*

Name Relationship Age

Name Relationship Age

Pets*

**

Name Type & Breed Weight

Name Type & Breed Weight

*List additional on back or separate page. **Prior approval and extra deposit required for pets.

How did you hear about us? _____

HAVE YOU EVER FILED A PETITION OF BANKRUPTCY?_____ HAVE YOU EVER BEEN EVICTED FROM A TENANCY OR HAD AN EVICTION NOTICE SERVED ON YOU?_____ HAVE YOU EVER WILLFULLY AND INTENTIONALLY REFUSED TO PAY ANY RENT WHEN DUE?_____

I DECLARE THAT THE FOREGOING IS TRUE AND CORRECT, AUTHORIZE ITS VERIFICATION AND THE OBTAINING OF A CREDIT REPORT.

APPLICANT