



GLC PROPERTY MANAGEMENT

101 Creekside Ridge Court, Suite 210, Roseville, CA. 95678 Tel. (800)927-0288 support@guardianlimitedgroup.com

TENANT APPLICATION COVER SHEET

Rental Requirements

Income and Credit History

- Gross monthly income must be **2.5–3 times the monthly rent**.
- Acceptable landlord and credit references required. **No evictions permitted.**
- Direct all credit history inquiries to a GLC property manager or leasing agent.

Rental History

- Provide complete rental history, including:
 - Owner/Manager name and contact information (specify if manager or owner).
 - Property address, apartment number, and type (e.g., house, duplex, condo, apartment).
- **Proof of Renters Insurance is required** at move-in:
 - GLC Property Management and the property owner must be listed as **Additional Interest**.
 - Minimum liability coverage: **\$100,000**.
 - Contact your insurance agent or request a referral from GLC.

Necessary Documents

- **At Move-In or Before:**
 - Copy of valid photo ID (CA Driver's License preferred).
 - Social Security Card.
- **With Application:**
 - Two most recent pay stubs or proof of income.
 - Self-employed applicants: Submit two years of income tax returns and a current bank statement.

Pets or Service Animals

- Pets are approved at GLC's sole discretion and may require an additional deposit (except for documented service or companion animals).
- Include a photo of the animal and any relevant documentation for service or companion animals with the application.

Rent Payments

- Rent can be paid via the GLC **Tenant Portal** at www.guardianlimitedgroup.com, <https://glcmgt.managebuilding.com/Resident/portal/login>
- other methods (contact agent for details).

Move-In Costs

- All move-in costs must be paid by **Cashier's Check or Money Order only**.
- All properties require a **one-year lease** unless otherwise specified.

Application Processing

- Complete all application fields to expedite processing (use "N/A" where applicable).
- Allow **24–48 hours** for processing.
- Direct property-specific questions to the assigned agent.

Applications are evaluated based on:

1. Verifiable income.
2. Present and past rental history.
3. Longevity of employment or income source.
4. Banking and credit information.

Applicant Acknowledgment By signing, the applicant: Consents to a credit report inquiry. Understanding this application does not guarantee tenancy. Acknowledges that GLC may receive multiple applications and will select the best-qualified applicant at its discretion. **Signature Required to Process.**

Signature: _____ Date: _____

Signature: _____ Date: _____



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CONSIDERATION OF CREDIT HISTORY

Important Information: Under California law, applicants with a government rent subsidy may provide verifiable alternative evidence of their ability to pay rent (e.g., government benefit payments, pay records, bank statements) instead of credit history. If chosen, GLC will evaluate this evidence in lieu of credit history. **By signing below, the applicant confirms that all provided information is true, authorizes verification, and agrees to provide additional references upon request.**

Signature: _____ Date: _____

Signature: _____ Date: _____

TENTANT APPLICATION FORM

Application Fee: \$30 per adult, payable to GLC Property Management. Complete application in black ink.

Section 1: Property Details

Property Address: _____

Agent Name: _____

Agent Phone: _____

Property Shown By: _____

Rent Amount: \$ _____

Deposit: \$ _____

Requested Move-In Date: _____

How did you hear about GLC?

☐ Zillow ☐ GLC Website ☐ Sign ☐ Other: _____

Section 2: Applicant Information

Today's Date: _____

Email: _____

Name: _____

Date of Birth: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Social Security Number: _____

Photo ID Type: _____

ID Number: _____

Issuing Government: _____

Other ID Details: _____ **Other**

Occupants (Name and Age)

1. _____ Age: _____

2. _____ Age: _____

3. _____ Age: _____

4. _____ Age: _____

Animals: ☐ Yes ☐ No **Type:** ☐ Cat ☐ Dog ☐ Other: _____

Photo Provided: ☐ Yes ☐ No

Service Documentation Provided: ☐ Yes ☐ No ☐ N/A



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Section 3: Employment Information

Current Employment:

Address: _____

City: _____ State: ____ Zip: _____

Phone: _____

Position: _____

Duration: _____ Years _____ Months

Gross Monthly Income: \$ _____

Employment Type: ☐ Full-Time ☐ Part-Time

Supervisor Name: _____

Supervisor Phone: _____

Previous Employer: _____

Address: _____

City: _____ State: ____ Zip: _____

Phone: _____

Position: _____

Duration: _____ Years _____ Months

Gross Monthly Income: \$ _____

Employment Type: ☐ Full-Time ☐ Part-Time

Supervisor Name: _____

Supervisor Phone: _____

Other Income

Spousal/Child Support: \$ _____

Retirement: \$ _____

SSI: \$ _____

Section 5. Automobile Information

Vehicle 1: Make/Model: _____ Year: _____

Color: _____ License Number: _____

Vehicle 2: Make/Model: _____

Year: _____ Color: _____ License Number: _____

Section 6: Emergency Contact

Name: _____

Relationship: _____

Address: _____

Phone: _____

Section 4: Rental History

Current Address:

City: _____ State: ____ Zip: _____

Move-In Date: _____ Move-Out Date: _____

Own Property: ☐ Yes ☐ No

Reason for Leaving: _____

Landlord Name: _____ ☐ Agent ☐

Owner ☐ Other: _____

Landlord Phone: (H) _____ (W) _____

Rent/Mortgage Paid: \$ _____ Date Paid: _____

Previous Address 1:

City: _____ State: ____ Zip: _____

Move-In Date: _____ Move-Out Date: _____

Living Arrangement: ☐ Family ☐ Friends ☐ Roommates ☐

Other _____

Own Property: ☐ Yes ☐ No Reason for Leaving: _____

Landlord Name: _____ ☐ Agent ☐

Owner ☐ Other: _____

Landlord Phone: (H) _____ (W) _____

Rent/Mortgage Paid: \$ _____ Date Paid: _____

Section 6: Banking Information

Checking Account Number # _____

Bank: _____

Balance: _____

Savings Account Number # _____

Bank: _____

Balance: _____

Personal Reference

Name: _____

Address: _____

Phone: _____



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Reservation and Consent

To reserve the property, a security deposit of \$_____ must be paid within **24 hours** of application approval via **Cashier's Check or Money Order**.

The applicant authorizes GLC to:

- Obtain reports including credit, eviction, bad check, SSN verification, tenant history, and employment history.
- Disclose tenancy information to previous or subsequent owners/agents.

I have reviewed the property and consent to a credit report inquiry.

Applicant understands this application does not guarantee tenancy and that GLC may select the best-qualified applicant. **Signature Required to Process.**

Applicant Signature: _____ **Date:** _____