



## GLC PROPERTY MANAGEMENT

101 Creekside Ridge Court, Suite 210, Roseville, CA. 95678 Tel. (800)927-0288 [support@guardianlimitedgroup.com](mailto: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](http://www.guardianlimitedgroup.com) or 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.

<u>Section 1: Property Details</u>	<u>Section 2: Applicant Information</u>
<p>Property Address: _____</p> <p>Agent Name: _____</p> <p>Agent Phone: _____</p> <p>Property Shown By: _____</p> <p>Rent Amount: \$ _____</p> <p>Deposit: \$ _____</p> <p>Requested Move-In Date: _____</p> <p><b>How did you hear about GLC?</b> <input type="checkbox"/> Zillow <input type="checkbox"/> GLC Website <input type="checkbox"/> Sign <input type="checkbox"/> Other: _____</p> <p>_____</p>	<p>Today's Date: _____</p> <p>Email: _____</p> <p>Name: _____</p> <p>Date of Birth: _____</p> <p>Home Phone: _____</p> <p>Work Phone: _____</p> <p>Cell Phone: _____</p> <p>Social Security Number: _____</p> <p>Photo ID Type: _____</p> <p>ID Number: _____</p> <p>Issuing Government: _____</p> <p>Other ID Details: _____ <b>Other</b></p> <p><b>Occupants (Name and Age)</b></p> <p>1. _____ Age: _____</p> <p>2. _____ Age: _____</p> <p>3. _____ Age: _____</p> <p>4. _____ Age: _____</p> <p><b>Animals:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Type:</b> <input type="checkbox"/> Cat <input type="checkbox"/> Dog <input type="checkbox"/> Other: _____</p> <p><b>Photo Provided:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Service Documentation Provided:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>



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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:** \_\_\_\_\_