



# The Spaven Company

Property Management

## **APPLICATION INSTRUCTIONS:**

1. **Completed and signed application.** Applications submitted incomplete will delay the approval process. Please make sure every question on the application is completed to the best of your ability. If you don't have the information or items requested please attach a letter of explanation as to why you cannot provide this information. **You need to provide your own copies, so please don't provide originals because we do not return the copies you submit.**
2. **A copy of your Social Security Card and Identification Card or Drivers License.** If you don't have any of these, please provide copy of your legal status via: US Birth Certificate, Visa, Green card, Passport, etc.
3. **Copies of the past 2 months bank statements.** Please make sure they are the **most recent and consecutive**. Include all accounts because statements are crossed referenced with payroll stubs to verify / prove income.
4. **Copies of the past 2 months pay stubs or proof of income via the most recent federal tax return (if you are self employed).**
5. **\$35.00 Credit / Application fee per person (CASH ONLY - NO EXCEPTIONS - EXACT AMOUNT PLEASE / NO CHANGE GIVEN!!!)** If your kids are living with you and they are 18 or over they must apply as well, even if they are full time students.

**We prefer you to bring your completed application into our office instead of faxing it because faxes are dark and hard to read plus you have to pay the \$35.00 application fee. We are open 9-1:00. 2-5:00 Monday - Friday. It will take approximately 1 - 4 days to process your application. We try to expedite this process as fast as we can, so please be patient.**

The Spaven Company Property Management  
3988 Merrill Avenue  
Riverside, CA 92506  
(951) 274-3835 office (951) 274-3836 fax  
Email THESPAVENCOMPANY@AOL.COM  
WWW.THESPAVENCOMPANY.COM

**Were located in Riverside off the 91 freeway**  
Exit Central Ave. go west on Central Ave.  
Right on Magnolia Ave.  
Left on Merrill Ave.

Located inside the McIntosh Real Estate building between Magnolia Avenue and Brockton Avenue in Riverside.

# Rental Application

Property you're applying for: \_\_\_\_\_ Date: \_\_\_\_\_

## Personal Information

Full Name (First): \_\_\_\_\_ (Middle): \_\_\_\_\_ (Last): \_\_\_\_\_

Home: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

Birth Date: MM/DD/YYYY \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DL Number: \_\_\_\_\_ State: \_\_\_\_\_

Marital Status:  Single  Married MM/DD/YYYY \_\_\_\_\_  Divorced: MM/DD/YYYY \_\_\_\_\_

Full Name "Former Spouse" (First): \_\_\_\_\_ (Middle): \_\_\_\_\_ (Last): \_\_\_\_\_

## Occupants (Disclose Additional Occupants on Page 3)

Number to occupants including yourself: \_\_\_\_\_

Full Name: Relationship: Minor or Adult:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

## Current Address

Present Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Rented  Owned: MM/YYYY \_\_\_\_\_ Monthly Rent/Mortgage: \$ \_\_\_\_\_

Full Name "Landlord/Mortgage Company": \_\_\_\_\_

Landlords Home: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

- (1) Was rent up to date?  Yes  No (3) Were you asked to leave?  Yes  No  
(2) Have you given notice?  Yes  No (4) Is Landlord related to you?  Yes  No

Name(s) which utilities are now billed and account number: \_\_\_\_\_

## Previous Address

Present Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Rented  Owned: MM/YYYY \_\_\_\_\_ Monthly Rent/Mortgage: \$ \_\_\_\_\_

Occupied From: MM/YYYY \_\_\_\_\_ to: MM/YYYY \_\_\_\_\_

Full Name "Landlord/Mortgage Company": \_\_\_\_\_

Landlords Home: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

- (1) Was rent up to date?  Yes  No (3) Were you asked to leave?  Yes  No  
(2) Have you given notice?  Yes  No (4) Is Landlord related to you?  Yes  No

**Current Employment**

Current Employer: \_\_\_\_\_ Since: \_\_\_\_\_

Employers Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Position: \_\_\_\_\_ Supervisors Name: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

**Previous Employment**

Previous Employer: \_\_\_\_\_

Previous Employers Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Position: \_\_\_\_\_ Employed From: \_\_\_\_\_ To: \_\_\_\_\_

Supervisors Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

**Income (Disclose Additional Income on Page 3)**

Current Net Monthly Income: \$ \_\_\_\_\_ Source of Income: \_\_\_\_\_

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**Banking**

Bank/Credit Union Checking/Savings Account: \_\_\_\_\_ Account Number: \_\_\_\_\_

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**References/Emergency Contacts (Disclose Additional Contacts on Page 3)**

Non-Related Reference: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_ City/State: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_ City/State: \_\_\_\_\_

**Pets (Disclose Additional Pets on Page 3)**

Do you have Pets:  Yes  No

Type:	Breed:	Age:	Size/Weight:
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1. _____	_____	_____	_____
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2. _____	_____	_____	_____
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**If the property you're applying for accepts pet(s), please provide a current photo of your pet(s). If approved a \$300.00, per pet deposit will be required.**

