



Spaven Real Estate & Management

ATTENTION: Applications submitted without all requested documentation cannot be processed. If you don't have the information or items requested, please attach a letter of explanation as to why you cannot provide this information.

Application Instructions:

- Complete and sign the application.
- Please make sure **every question** on the application is completed.
- Please provide all requested documents in PDF form (NO images!)
- Application must be completed in black ink.
- **Please email your completed application to thespavencompany@aol.com.**
We are only accepting applications via email. **NO** paper applications.
- **Each adult member planning on occupying the premises is required to complete a separate application.** This includes full time student(s), senior citizens, if you're unemployed, or anyone over the age of 18, no exceptions.

Requested Documents:

- **Please provide a copy of your Social Security Card and Drivers License/State Issued Identification Card.** If you don't have any of these, please provide a copy of your legal status i.e.: US Birth Certificate, Visa, Green Card, Passport, etc.
- **Please provide copies of your last two months of bank statements (ALL PAGES).** Please make sure they are the **most recent and consecutive**. Include **all accounts** because statements are cross referenced with payroll stubs to verify/prove income.
- **Please provide copies of the last two months of your pay stubs** (2 if paid monthly, 4 if paid bi-weekly or 8 if paid weekly). If self-employed please provide the last two years of your federal tax returns.
- 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.
- **Please provide a \$50.00, non-refundable application fee (must be paid via Venmo)** per person for obtaining a credit report, background investigation and general processing.

Spaven Real Estate & Management

231 E. Alessandro Blvd Suite A284

Riverside, California 92508

Office: (951)274-3835

E-mail: TheSpavenCompany@aol.com

9:00AM-5:00PM Monday-Friday

(we are closed between 1:00pm-2:00pm)

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 Only" (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: MM/YYYY _____ Owned: MM/YYYY _____ Monthly Rent/Mortgage: \$ _____

Full Name "Landlord/Mortgage Company": _____

Phone Number: (____) _____ 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

Previous Address: _____ City: _____ State: _____ Zip Code: _____

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

Occupied From: MM/YYYY _____ to: MM/YYYY _____

Full Name "Landlord/Mortgage Company": _____

Phone Number: (____) _____ Email Address: _____

(1) Was rent up to date? Yes No

(3) Were you asked to leave? Yes No

(2) Did you give 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: _____
Current Net Monthly Income: \$ _____ Source of Income: _____

Banking (Disclose additional banking on page 3)

Bank/Credit Union Checking/Savings Account: _____ Account Number: _____
Bank/Credit Union Checking/Savings Account: _____ Account Number: _____

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:
1. _____	_____	_____	_____
2. _____	_____	_____	_____

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.

