



RENTAL APPLICATION INSTRUCTIONS – CITY OF CORONADO AFFORDABLE HOUSING

Thank you for your interest in renting from McKee Properties. We look forward to approving your application and welcoming you into your new home! In order to expedite the application process, please read the following terms carefully, and submit your application only after you have read and agreed to these terms. Please read the following instructions carefully, and be sure to complete your rental application as thoroughly as possible. If you have any questions as you are completing your application, please call us at (619)435-7780. We'll be happy to assist you.

Terms of Rental Application:

- ✓ If you are applying with a roommate or spouse, each applicant must complete a separate application.
- ✓ Each applicant must be prepared to supply any requested supporting documentation (pay stubs, bank statements, etc.) to help us verify your employment and income.
- ✓ At the time of submission, must complete an application for credit and background check processing. There is no fee charged to affordable housing applicants for the credit and background check.
- ✓ "As-Is Policy": All properties are rented in their current "as-is" condition, as shown. No representative from McKee Properties is authorized to make representations concerning repairs or improvements to the property for which you are applying. You should NOT complete a rental application for this property unless you agree to rent this property as-is. If you have any questions about our "as-is" policy, please contact us prior to submitting your application.
- ✓ Applicant is advised to reference the property advertisement for a list of all property features and amenities. If a desired feature or amenity is NOT listed in the advertisement, applicant understands that no verbal representations will be made, and that the property will be rented "as-is."

Applications are processed in order of in which they are received and placed on the City of Coronado affordable housing waiting list.

McKee Properties does business in accordance with all Federal and State Fair Housing Regulations. It is illegal to discriminate against any person due to race, color, religion, sex, handicap, familial status or National origin. If you believe that a representative of this company has discriminated against you, contact Brendan McKee immediately at (619) 435-6400, or by email at bmckee@mckeecompany.com.

Final steps after you are approved:

- ✓ A McKee Properties representative will contact you to schedule a meeting to sign your rental agreement and coordinate a date to move into your new home.
- ✓ Your lease must be signed within 2 business days following notification of approval. The lease start-date must occur within 14 days following your application approval date.
- ✓ Move-In Funds: One full month's rent and security deposit must be paid by cashier's check or money order only. Personal checks and online ACH payments are acceptable following your move-in. We do not accept cash payments.

If you have questions as you complete your application, please call us during regular business hours. We look forward to assisting you.

MCKEE PROPERTIES

1001 B Ave, Suite 203

POB 180980

Coronado, CA 92178

P: (619)435-7780 F: (619)435-7780

E: reception@mckeecompany.com

FOR OFFICE USE ONLY	
Date Received	
Property Address	
Agent	



Rental Application

Please fill out a separate rental application for each resident 18 years of age or older.

Applicant: _____

Date _____

Property Address: _____

Rent _____

Term (mos.) _____

Personal Information: Date of Birth _____

Phone - cell _____

SSN _____

Phone - home _____

Driver's License # / ST. _____ / _____

Email Address _____

Dependents / Children: *Name* _____ *Date of Birth* _____

#1 _____

#2 _____

#3 _____

#4 _____

Vehicles: *Make / Model* _____ *Color* _____ *License #* _____ *Year* _____

#1 _____

#2 _____

Pets (if applicable): *Breed* _____ *Age* _____ *Weight* _____ *Color* _____

#1 _____

#2 _____

References: *Name* _____ *Address* _____ *Phone Number* _____ *Relationship* _____

#1 _____

#2 _____

Emergency Contact: *Name* _____ *Address* _____ *Phone Number* _____ *Relationship* _____

#1 _____

#2 _____

Residential History: _____

Current Address _____

Resided From _____ Property Manager _____

Resided To _____ Manager Phone _____

Monthly Rent _____ Reason For Leaving _____

Previous Address _____

Resided From _____ Property Manager _____

Resided To _____ Manager Phone _____

Monthly Rent _____ Reason For Leaving _____

Income: Employment Details

Employer Name _____ Employer Phone _____

Employer Address _____ Monthly Salary _____

Emp. Address (cont) _____ Position _____

Years Worked _____ Supervisor Name / Title _____

Additional Income

Source #1 _____ Monthly Amount _____

Source #2 _____ Monthly Amount _____

Questions:

1 Have you ever been a defendant in an unlawful detainer (eviction) lawsuit or defaulted (failed to perform) any obligation of a rental agreement or lease? (Circle)
Y
N
If yes, please explain:

2 Have you ever been convicted of a crime? Y
N
If yes, please explain:

3 Have you ever filed suit against a landlord? Y
N
If yes, please explain:

4 Do you have a water bed, an aquarium or any other water filled furniture? Y
N
If yes, please explain:

5 Are you a smoker? Y
N

Terms of Agreement:

By signing below, you declare that all your statements in this application are true and complete. By submitting this application, you authorize RUSSELL B. MCKEE, INC. to verify this information through any means, including any consumer or criminal record reporting agencies, personal and professional references, employers and other rental housing owners. If you fail to answer any question or give false information, the property may reject your application, retain all application fees and deposits as liquidated damages for its time and expense, and terminate your right of occupancy. You further authorize RUSSELL B. MCKEE, INC. to obtain from any law enforcement agency, present or past employer or supervisor, landlord, finance bureau/office, credit bureau, collection agency, college, university or other institute of learning or certification, private business, military branch or the national personnel records center, personal reference and/or other persons, and authorize the same to give records or information that they may have concerning your criminal history, motor vehicle history, earnings history, credit history, character, employment records, record of attendance and earned degrees or certificates, or any other information requested, whether the said records are private or public, and including those which may be deemed to be privileged or confidential in nature and you irrevocably and unconditionally release all such persons, including any named or unnamed informant, from any liability resulting from the furnishing of this information.

You also acknowledge that our privacy policy is available to you.

X I have read and accept the Terms of the Application Agreement

X _____
Signature

X _____
Date

McKee Properties

1001 B Avenue, Coronado, CA 92118

Phone: (619)435-7780 Fax (619)435-2661

TENANT INCOME CERTIFICATION QUESTIONNAIRE

In order to accurately determine eligibility and to calculate the appropriate rent,
EACH INDIVIDUAL APPLICANT and/or RESIDENT MUST COMPLETE THIS CHECKLIST.

Number in family	Name	Relationship to Head of Family	Social Security Number	Birth Date	Student Yes/No
1 Head		Head			
2					
3					
4					
5					
6					

Income and Assets – ALL INCOME AND ASSETS MUST BE DECLARED

Check "YES" or "NO" for each and every question

EACH HOUSEHOLD MEMBER (18 years and older)

MUST COMPLETE THIS SECTION WITH HIS/HER OWN INCOME/ASSET INFORMATION AND STUDENT STATUS

NAME: _____	TELEPHONE NUMBER: _____
_____ () _____	
<input type="checkbox"/> Initial Certification	
<input type="checkbox"/> Re-certification	Unit # _____
<input type="checkbox"/> Other	

INCOME INFORMATION

YES NO

<input type="checkbox"/>	<input type="checkbox"/>	I am self-employed. (List the nature of self-employment)	(use net income from business) \$ _____
<input type="checkbox"/>	<input type="checkbox"/>	I have a job and receive wages, salary, overtime pay, commissions, fees, tips, bonuses, and/or any other miscellaneous income from companies or individuals: Name of Employer 1) _____ 2) _____ 3) _____	\$ _____ \$ _____ \$ _____
<input type="checkbox"/>	<input type="checkbox"/>	I receive cash contributions of gifts, including rent or utility payments, on an ongoing basis from persons not living with me.	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	I receive unemployment benefits.	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	I receive benefits through the Veterans Administration, GI Bill, National Guard or the Military. (Circle all that apply)	\$ _____

YES NO (MUST CHECK YES OR NO)

<input type="checkbox"/>	<input type="checkbox"/>	I receive periodic social security payments. (Regular Social Security payments – SSA)	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	The household receives unearned income for family members 17 years of age or under (example: Social Security, Trust Fund disbursements, etc.)	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	I receive Supplemental Security Income (SSI)	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	I receive disability or death benefits other than Social Security. (Not SSA/SSI)	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	I receive Public Assistance Income (examples: TANF, AFDC/Calworks).	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	I am entitled to receive child support payments.	
<input type="checkbox"/>	<input type="checkbox"/>	I am currently receiving child support payments. (List annual amount of child support received.) <ul style="list-style-type: none"> If yes, from how many persons do you receive support? _____ I am currently making efforts to collect child support owed. List efforts being made to collect child support: <hr/> <hr/>	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	I receive alimony/spousal support payments. (List annual amount received.)	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	I receive periodic payments from trusts, annuities, an inheritance, retirement funds or pensions, insurance policies, or lottery winnings. <ul style="list-style-type: none"> If yes, list sources: 1) _____ 2) _____	\$ _____ \$ _____
<input type="checkbox"/>	<input type="checkbox"/>	I receive income from real or personal property.	(use net earned income) \$ _____
<input type="checkbox"/>	<input type="checkbox"/>	I receive Student Financial Aid (public or private, not including student loans). Subtract cost of tuition from financial aid received. I RECEIVE SECTION 8 ASSISTANCE: <input type="checkbox"/> YES <input type="checkbox"/> NO	\$ _____

REQUIRED DOCUMENTATION FOR TENANT INCOME CERTIFICATION

To facilitate the Certification process, please provide the following documentation:

- Name, address, and telephone numbers of employers, benefit and pension providers, and banks. Please provide a copy of SSA/SSI and/or other award letters.
- Last three months of bank statements for your checking account, and a current statement for your savings account, including other asset account statements and a closing statement for any account closed in the past twelve (12) months.
- If employed or self-employed, provide your prior year's **COMPLETE** tax return and/or your W-2 or 1099 statements.
- If receiving alimony or child or family support, provide court documents or other verification.

ASSET INFORMATION

	YES	NO (MUST CHECK ALL)		CASH VALUE
<input type="checkbox"/>	<input type="checkbox"/>		I have a checking account(s). If yes, list bank(s) 1) _____ 2) _____	\$ _____ \$ _____
<input type="checkbox"/>	<input type="checkbox"/>		I have a savings account(s). If yes, list bank(s) 1) _____ 2) _____	\$ _____ \$ _____
<input type="checkbox"/>	<input type="checkbox"/>		I have a trust(s). Revocable <input type="checkbox"/> Irrevocable <input type="checkbox"/> If yes, list bank(s) 1) _____ 2) _____	\$ _____ \$ _____
<input type="checkbox"/>	<input type="checkbox"/>		I own real estate. If yes, provide description: 1) _____ 2) _____	\$ _____ \$ _____
<input type="checkbox"/>	<input type="checkbox"/>		I own stocks, bonds, or Treasury Bills. <i>(Circle all that apply)</i> If yes, list sources 1) _____ 2) _____ 3) _____	\$ _____ \$ _____ \$ _____
<input type="checkbox"/>	<input type="checkbox"/>		I have Certificates of Deposit (CD) or Money Market Account(s). <i>(Circle all that apply)</i> If yes, list sources 1) _____ 2) _____ 3) _____	\$ _____ \$ _____ \$ _____
<input type="checkbox"/>	<input type="checkbox"/>		I have an IRA/Lump Sum Pension/Keogh Account/401k/ Annuities. <i>(Circle all that apply)</i> If yes, list sources. 1) _____ 2) _____	\$ _____ \$ _____

<input type="checkbox"/>	<input type="checkbox"/>	I have a whole life insurance policy. If yes, how many policies _____	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	I have cash on hand.	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	I have disposed of assets (i.e. gave away money/assets) for less than the fair market value in the past two years. If yes, list items and date assets were disposed of. 1) _____ Date _____ 2) _____ Date _____	\$ _____ \$ _____
<input type="checkbox"/>	<input type="checkbox"/>	I have income from assets or sources other than those listed above. If yes, list type below: 1) _____ 2) _____	\$ _____ \$ _____

OTHER HOUSEHOLD MEMBERS HAVE INCOME: Yes No

OTHER HOUSEHOLD MEMBERS HAVE ASSETS: Yes No

STUDENT STATUS

YES NO

<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Does the household consist of persons who are either full or part-time students? (Examples: attending elementary school/high school/college/university trade school, etc.) Include any member who was a student for five months during the year. 1) _____ 2) _____ 3) _____ 4) _____
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Does the household consist of all persons who have been a full-time student in the previous five months?
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Does your household anticipate becoming a full-time student household in the next 12 months? (Example: all household members are or will be students.)
<input type="checkbox"/>	<input type="checkbox"/>	<p>If you answered yes to either of the previous three questions are you:</p> <ul style="list-style-type: none"> Receiving assistance under Title IV of the Social Security Act (AFDC/TANF/CalWorks-not SSA/SSI) Enrolled in a job training program receiving assistance through the Job Training Participation Act (JTPA), Workforce Investment Act, or other similar program. Married and filing (or are entitled to file) a joint tax return. A single parent with a dependent child or children and neither you nor your child (children) are a dependent of another individual. Previously enrolled in the Foster Care program. (age 18-24)

UNDER PENALTIES OF PERJURY, I CERTIFY THAT THE INFORMATION PRESENTED ON THIS FORM IS TRUE AND ACCURATE TO THE BEST OF MY/OUR KNOWLEDGE. THE UNDERSIGNED FURTHER UNDERSTANDS THAT PROVIDING FALSE REPRESENTATIONS HEREIN CONSTITUTES AN ACT OF FRAUD. FALSE, MISLEADING OR INCOMPLETE INFORMATION WILL RESULT IN THE DENIAL OF THE APPLICATION OR TERMINATION OF THE LEASE AGREEMENT.

PRINTED NAME OF APPLICANT/TENANT

SIGNATURE OF APPLICANT/TENANT

DATE

WITNESSED BY (SIGNATURE OF OWNER/REPRESENTATIVE)

DATE