



## Rental Application Processing Instructions

1001 B Avenue, Suite 203  
P.O. Box 180980  
Coronado, CA. 92178-0980  
Phone: 619-435-7780 Fax: 619-435-2261

Thank you for your interest in renting a property managed by McKee Company. We hope you will find our professional approach to doing business an enjoyable experience.

Please read the following instructions carefully, and be sure to complete your rental application as thoroughly as possible. If you have questions as you are completing your application, please call us at (619) 435-7780. We'll be happy to assist you.

The following information is provided to assist you:

- *Each individual over 18 years of age must complete a separate application.*
- *Each applicant must include date of birth; social security number and drivers license number, as well as current telephone*
- *Phone numbers for employer and landlord references.*
- *Applicants should provide supporting documentation (pay receipts, bank statements, etc.) to assist us in verification of your income.*
- *A \$30.00 (per applicant) processing fee, must accompany each application submitted.*

Applications are processed in the order in which they are received. In the event of multiple applications for the same property, the applications will be prioritized based upon the qualifications of each applicant. If your application is not processed due to a prior applicant being approved, your application fee will be refunded.

McKee Company does business in accordance with all Federal and State Fair Housing Regulations. It is illegal to discriminate against any person because of race, color, religion, sex, handicap, familial status or National origin. If you believe that a representative of this company has discriminated against you, contact Mr. Russ McKee immediately, by calling (619) 435-6400.

Properties are rented in their current "as-is" condition, as shown. Leasing representatives of McKee Company are not authorized to make oral or written representations concerning repairs or improvements to the property for which you are applying. A Property Supervisor is the only person authorized to make such representations, and all such representations must be in writing in order to be valid. You should request that any promised repairs or improvements be specified in writing prior to signing your rental agreement.

Once your application has been processed and approved, you will be contacted to schedule a meeting with a Property Supervisor to sign your rental agreement. Your rental agreement must be signed within three (3) business days following notification of approval. Please be prepared to bring the following items to this meeting:

- Valid photo I.D. (drivers license)
- Cashier's check or money order for security deposit and full first month's rent.
  - **Cash payments or personal checks are not acceptable.** If you have any questions, please contact our office prior to your scheduled meeting time. Thank you.

**McKee Asset Management**  
 1001 B Avenue, Suite 203 - P.O. Box 180980  
 Coronado, CA 92178-0890  
 Leasing: (619) 435-2700 - Office: (619) 435-7780  
 Facsimile: (619) 435-2661 - [www.mckeecompany.com](http://www.mckeecompany.com)

<b>FOR OFFICE USE ONLY</b> Date Received: _____ Property Address: _____ Agent: _____
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## RENTAL APPLICATION

### Personal Information

1. Applicant's Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Social Security Number: \_\_\_\_\_ Driver's License # / State: \_\_\_\_\_  
 2. Co-Applicant's Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Social Security Number: \_\_\_\_\_ Driver's License # / State: \_\_\_\_\_

Full Name of All Other Residents	Date of Birth	Social Security Number	Driver's License # / State

How many pets do you or your co-applicant(s) own: \_\_\_\_\_

Describe your pets (breed / weight / age): \_\_\_\_\_

### Residence History

1. Present Address: \_\_\_\_\_ Present Telephone #: \_\_\_\_\_  
City State Zip

Present Landlord: \_\_\_\_\_ Landlord Telephone #: \_\_\_\_\_

Monthly Rent: \$ \_\_\_\_\_ Dates of Occupancy: \_\_\_\_\_ Reason for Moving: \_\_\_\_\_

2. Previous Address: \_\_\_\_\_

Previous Landlord: \_\_\_\_\_ Landlord Telephone #: \_\_\_\_\_

Monthly Rent: \$ \_\_\_\_\_ Dates of Occupancy: \_\_\_\_\_ Reason for Moving: \_\_\_\_\_

### Employment

Present Employer: \_\_\_\_\_ Employer's Telephone #: \_\_\_\_\_

Position: \_\_\_\_\_ Your Supervisor: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Gross Monthly Salary: \$ \_\_\_\_\_

**Banking Reference**

Who do you bank with: \_\_\_\_\_ Branch Address: \_\_\_\_\_

Bank Officer (if applicable): \_\_\_\_\_ Telephone #: \_\_\_\_\_

Checking Account #: \_\_\_\_\_ Savings Account #: \_\_\_\_\_

**Other Information**

1. Please describe your vehicles:

<u>Make / Model of Vehicles</u>	<u>Year</u>	<u>Color</u>	<u>License / State</u>

2 Have you or any of your co-applicants ever been sued for non-payment of rent, regardless of reason?

\_\_\_\_\_

3. Have you or any of your co-applicants ever been evicted or been given notice of termination of tenancy?

\_\_\_\_\_

4. Have you or any of your co-applicants ever declared bankruptcy? \_\_\_\_\_

**In Case of Emergency**

Who should we notify: \_\_\_\_\_ Relationship to You: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone (W): \_\_\_\_\_ (H): \_\_\_\_\_

**How Did You Find Us?**

Please tell us how you found out about the property for which you are applying:

- Union Tribune Ad     
 San Diego Reader Ad     
 San Diego Home Rentals  
 Coronado Eagle     
 Sign on Property     
 McKee Company Hotsheet  
 McKee Company Website     
Other: \_\_\_\_\_

I hereby make application to rent the property located at \_\_\_\_\_ beginning on \_\_\_\_\_, 20\_\_\_\_, at a rental rate of \$\_\_\_\_\_ per month. I certify that the information contained herein is correct. I authorize McKee Company to contact my references and to run an investigative report of my credit history. I understand that this credit investigation will result in the addition of an inquiry on my credit file.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

**OFFER TO RENT  
AND RECEIPT FOR DEPOSIT**

On \_\_\_\_\_, 20\_\_\_\_ Owner/Agent received \$\_\_\_\_\_ from the undersigned,  
hereinafter called "Applicant", who offers to rent from Owner/Agent the premises located at:

\_\_\_\_\_, Unit \_\_\_\_\_  
(Street Address)

\_\_\_\_\_, CA \_\_\_\_\_ on the terms and conditions set forth:  
(City) (Zip)

1. RENT - Rent in advance of \$\_\_\_\_\_ per month, payable on the 1<sup>st</sup> day of each month, with  
tenancy commencing on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ through the \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_\_.

**(NOTE: FIRST MONTHS RENT AND SECURITY DEPOSIT MUST BE PAID BY CASHIERS CHECK OR  
MONEY ORDER ONLY. CASH PAYMENTS WILL NOT BE ACCEPTED)**

2. SECURITY DEPOSIT – Security Deposit payable upon execution of rental agreement in an amount equal to  
one (1) months rent. (Note: Security Deposit amounts may vary based upon your credit history.)

3. AS-IS CONDITION – Applicant acknowledges that s/he has inspected the subject premises, and  
understands that property will be rented in its current "as-is" condition, with no exceptions.

4. OCCUPANCY – Applicant applies for above referenced premises, for the following named occupants only:  
\_\_\_\_\_

5. PETS – Applicant applies for above referenced premises, subject to the following pet provision:

A. \_\_\_\_\_ (Initial) Applicant certifies that s/he will have no pets on premises, or

B. \_\_\_\_\_ (Initial) Applicant certifies that s/he will have only the following described pets on  
premises: \_\_\_\_\_

6. TOTAL SUMS DUE PRIOR TO OCCUPANCY:

Application Fee(s)

Actual Cost of Credit & Unlawful Detainer Reports (\$11.00 Per Applicant) \$\_\_\_\_\_

Processing Fee (\$19.00 Per Applicant) \$\_\_\_\_\_

Rent for the period from \_\_\_\_\_, 20\_\_\_\_ to \_\_\_\_\_, 20\_\_\_\_ \$\_\_\_\_\_

Standard Security Deposit (Subject to Credit Verification) \$\_\_\_\_\_

Total \$\_\_\_\_\_

Less Deposit: 10% of 1st Months Rent + App. Fees (Paid by Separate Checks) \$\_\_\_\_\_

Balance Due on or before Move-In. \$\_\_\_\_\_

This offer shall be deemed denied unless Owner/Agent accepts the offer within three (3) business days from the date hereof, by depositing notice of acceptance in the mail or by giving oral notice by telephone or in person. Owner/Agent shall refund (as specified below) to Applicant within three (3) business days if cash or money order was paid, or as soon as Applicant's check clears, if:

- a.) Applicant's offer is not accepted by the agreed date, Owner/Agent will refund the entire amount paid less Application Fee, OR
- b.) Applicant's offer is accepted but the premises do not become available on the date specified in the rental agreement, then Owner/Agent will refund the entire amount paid by Applicant.

Once Owner/Agent approves Applicant and accepts this Offer, Applicant agrees to sign a Rental Agreement for the premises within two (2) business days from notification of acceptance. Applicant understands that once this offer is accepted, the premises are taken off the rental market and reserved for Applicant, and other potential applicants are turned away. If Applicant, after being approved, chooses not to enter into the Rental Agreement as agreed, and pay the first month's rent and security deposit, Owner/Agent may deduct "rental damages" from monies received with this Offer to cover the lost opportunity to rent the premise. Per California law, "rental damages" constitute an amount equal to 1/30<sup>th</sup> of the above monthly rent for each day the premises are vacant from the date Applicants tenancy was to begin, to the date the tenancy commences upon reletting, not to exceed 30 days.

Owner/Agent, within twenty-one (21) days after the premises are relet, shall return to Applicant, to the Applicant's address shown below, any balance remaining, with an itemization of Owner/Agent's damages.

If any legal action or proceeding is brought by either party to enforce any part of this Agreement, the prevailing party shall recover, in addition to all other relief, reasonable attorney's fees and costs.

By signing in the space provided below, Owner/Agent acknowledges receipt of this offer.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant Name (Please Print)

\_\_\_\_\_  
Applicant Name (Please Print)

\_\_\_\_\_  
Applicant Address

\_\_\_\_\_  
Applicant Address

\_\_\_\_\_  
Applicant Telephone Numbers

\_\_\_\_\_  
Applicant Telephone Numbers

Acknowledged this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by:

\_\_\_\_\_  
McKee Asset Management  
Agent for Owner

# GUARANTEE OF RENTAL AGREEMENT

1. In consideration of the execution of the Rental Agreement, dated \_\_\_\_\_, for the premises located at:  
\_\_\_\_\_, Unit # (if applicable) \_\_\_\_\_  
(Street Address)  
\_\_\_\_\_, CA \_\_\_\_\_  
(City) (Zip)  
by and between \_\_\_\_\_ "Owner/Agent" and  
\_\_\_\_\_ "Resident."

and for valuable consideration, receipt of which is hereby acknowledged, the undersigned \_\_\_\_\_, herein referred to as Guarantor, does hereby guarantee unconditionally to Owner/Agent, and/or including Owner's/Agent's successor and assigns, the prompt payment by Resident of the rent or any other sums which become due pursuant to the Rental Agreement, a copy of which is attached hereto, including any and all court costs or attorneys' fees incurred in enforcing the Rental Agreement.

2. In the event of the breach of any terms of the Rental Agreement by Resident, Guarantor shall be liable for any damages, financial or physical, caused by Resident, including any and all legal fees incurred in enforcing the Rental Agreement.
3. This Guarantee may be immediately enforced by Owner/Agent upon any default by Resident and an action against Guarantor may be brought at any time without first seeking recourse against Resident.
4. The insolvency of Resident or nonpayment of any sums due from Resident may be deemed a default giving rise to action by Owner/Agent against Guarantor.
5. If any legal actions or other proceedings are brought by any party to enforce any part of this Guarantee, the prevailing party shall be entitled to reasonable attorneys' fees and costs incurred.
6. This Guarantee does not confer a right to possession of the premises by Guarantor, and Owner/Agent is not required to serve Guarantor with any notices to terminate or to perform covenants, including any demand for payment of rent, prior to Owner/Agent proceeding against Guarantor for Guarantor's obligations under this Guarantee.
7. Unless released in writing by Owner/Agent, Guarantor shall remain obligated by the terms of this Guarantee for the entire period of the tenancy as provided by the Rental Agreement and for any extensions granted pursuant thereto.
8. In the event the terms of said Rental Agreement are modified by Resident and Owner/Agent, with or without the knowledge or consent of Guarantor, Guarantor waives any and all rights to be released from the provisions of this Guarantee and Guarantor shall remain obligated by said additional modifications and terms of the Rental Agreement.
9. Guarantor hereby consents in advance to any changes, modifications, additions, or deletions of the Rental Agreement made and agreed to by Owner/Agent and Resident during the entire period of the tenancy.

Guarantor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Guarantor's Name (please print) \_\_\_\_\_

Guarantor's Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_  
(Home Phone)

\_\_\_\_\_  
(Work Phone)





**ONLINE  
RECURRING PAYMENT /  
RECURRING DISTRIBUTION  
AUTHORIZATION AGREEMENT**

1001 B Avenue, Suite 203  
P.O. Box 180980  
Coronado, CA 92178-0980  
(619) 435-7780

**INSTRUCTIONS: COMPLETE THE FOLLOWING INFORMATION IF YOU WOULD LIKE TO ESTABLISH A RECURRING MONTHLY PAYMENT OPTION TO PAY YOUR RENT TO MCKEE ASSET MANAGEMENT, OR IF YOU ARE AN OWNER AND WOULD LIKE TO HAVE YOUR MONTHLY INCOME DISTRIBUTIONS DIRECTLY DEPOSITED INTO YOUR BANK ACCOUNT.**

**IF YOU ARE MAKING A ONE-TIME PAYMENT, PLEASE NAVIGATE BACK TO THE HOME PAGE OF OUR WEBSITE, AND SELECT THE "ONE-TIME PAYMENT OPTION". HERE YOU CAN MAKE A ONE-TIME PAYMENT USING EITHER A BANK ACCOUNT OR A CREDIT CARD. A SERVICE FEE WILL APPLY.**

**RUSSELL B. MCKEE, INC  
DBA MCKEE ASSET MANAGEMENT (HEREINAFTER REFERRED TO AS "COMPANY")**

[  ] **RECURRING TENANT PAYMENT OPTION** – By checking this option, I hereby authorize Company to initiate monthly debit transactions from my Bank Account (referenced below), hereinafter referred to as "Account", to withdraw funds for payment of RENT.

[  ] **RECURRING OWNER DIRECT DEPOSIT OPTION** – By checking this option, I hereby authorize Company to initiate monthly credit transactions to my Bank Account (referenced below), hereinafter referred to as "Account", for the purpose of depositing my monthly income distributions into my Account. Furthermore, I authorize my Bank to honor such credit transactions initiated by Company into my Account. In the event that funds are erroneously deposited into my Account, I authorize Company to debit my Account for any amount, but not to exceed the original amount of the erroneous credit.

<p><b><u>Bank Account Information</u></b></p> <p>Bank Name: _____</p> <p>Bank's ABA Routing Number: _____</p> <p>Your Bank Account Number: _____</p> <p>Name(s) on Account: _____</p> <p>ACCOUNT HOLDER IS REQUIRED TO CALL THEIR FINANCIAL INSTITUTION TO VERIFY THAT ELECTRONIC CREDITS WILL USE THE SAME ACCOUNT NUMBER AND ROUTING TRANSIT NUMBER AS PROVIDED ON ACCOUNT HOLDERS CHECK. IF THE FINANCIAL INSTITUTION USES A DIFFERENT ROUTING NUMBER FOR ELECTRONIC TRANSFERS, IT IS THE ACCOUNT HOLDER'S RESPONSIBILITY TO PROVIDE THAT CORRECT INFORMATION ABOVE.</p>
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**TERMS OF USE** [  ] I agree [  ] I disagree **This authorization will take up to 30 days to process, during which time tenants will remain responsible for making timely payment of rent as it becomes due. Owners will receive distributions by check until authorization has been successfully initiated. This authorization shall remain in full force and effect until Company has received WRITTEN notification of its termination in such time and in such manner as to afford Company and Bank a reasonable opportunity to act on it.**

YOUR NAME: \_\_\_\_\_

RENTAL PROPERTY ADDRESS: \_\_\_\_\_ UNIT: \_\_\_\_\_

TELEPHONE NUMBER (W): \_\_\_\_\_ TELEPHONE NUMBER (H): \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_