

**Graham Matthews**  
Telegram Realty  
4100 W. Alameda Ave., Suite 300  
Burbank, CA 91505  
818-846-4700 Cell  
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Thank you for your interest in this lovely property. Here is what you need to know to apply:

**APPLICATION GUIDELINES:**

- **Income:** A monthly income of a minimum of 3 times the monthly rent. Unverifiable income will not be considered. On this property, here is what you need to show:
  - \$ \_\_\_\_\_ x 3 = \$ \_\_\_\_\_ / month.
- **Credit:** All applicants must have a credit report that demonstrates a willingness to pay financial obligations in a timely fashion. (We require a FICO score of at least 700.) 56.8% of the US population meets this threshold. A minimum of 80% of the “established” credit must be positive. A minimum of three accounts must be “established” and show a user history.
- **No Co-Signers:** Each applicant has to qualify on their own credit, rental and employment history.
- **Rental History: NO EVICTIONS.** A minimum of 2 recent years favorable.
  - Copies of last 6 months rent payments (or other proof) to be submitted with application.
- **Employment:** Will be verified where applicable. Preference is to see a minimum of 2 years on the same job or in a similar line of work.
- **Applications:** Submitted by all adults 18 and older that wish to reside in the property (see how to submit below). Only these adults may reside at the property. If not all will be on the lease, indicate which will be on the lease.
- **Pets:** If allowed, must be approved. There are breed restrictions. Any potential pet must have current vaccination record. Additional fees and/or deposits may apply.
  - A service dog will always be considered; but will count toward the total pet count when there is a limit.
  - Any applicant with a service dog must also provide a letter from a “health professional” with application.
- **Move In Funds:** The full deposit and normally the full first month’s rent is due at lease signing. A cashier’s check is required for all move-in money.
- **Holding Deposit:** Once the landlord has approved your application, the tenant may be required to bring in a cashier’s check for \$500.00 (for leases under \$1,500/month) or \$1,000.00 (for leases over \$1,500/month) within 48 hours of approval and sign a “Holding Deposit Agreement” because the property will be taken off the market at that moment. This deposit will be “non-refundable” if the tenant does not execute the lease within the next 7 days. If Applicant signs a rental agreement/lease within that timeframe, Owner/Agent and Applicant will apply the holding deposit to first month’s rent and/or security deposit.
- **Approval:** All adults must sign the “Holding Deposit” (if required) and the “Rental Agreement/Lease” within the timeframe shown above. The property will stay on the market until the agreement is signed and the cashier’s check(s) are received.
- **Photo ID:** Required for all adults that wish to reside in the property (such as driver’s license, military ID or state ID) is required at the time of lease signing.
- **Criminal Check:** May be required on all applicants.
- **Other Requirements:** Paystubs with application (last 2 paystubs). If self-employed, last two years signed tax returns and the 3 most current bank statements are to be submitted with application.
- **Smoke-Free:** All our properties are “smoke-free.” If you rent a house you must smoke outdoors (as permitted by City Ordinance). If you rent a condo or apartment there is no-smoking on the property.
  
- If you apply, please understand that: (i) this is an application to rent only and does not guarantee that applicant will be offered the Premises; (ii) Landlord or Manager or Agent may accept more than one application for the Premises and, using their sole discretion, will select the best qualified applicant, and (iii) Applicant will provide a copy of applicant’s driver’s license upon request.

**SUBMITTING APPLICATION:**

- Mail or deliver C/O: Graham Matthews, 1317 N. San Fernando Blvd., #321, Burbank, CA 91504-4236 (Bus. Hours: M-F (9am-6pm); Sat. (10am-3pm); Sun. (Closed)). Pull the application down at: [www.gram4re.com](http://www.gram4re.com) under “Rental Forms and Help.”
- **Include pay stubs to speed the process.**
- Email to [gram4re@gmail.com](mailto:gram4re@gmail.com).
- Applications must be completely filled in and signed & dated by all adults before processing.
- Application processing fee, \$55 per adult, may be charged after the initial review is completed.
- For more information: Call or text Gina at 818-846-6500.