

**FRANKLIN PARK APARTMENTS**

6615 Franklin Avenue #102  
Hollywood, CA 90028  
(323) 851-1398

**APPLICATION CHECKLIST**

Please read and check off each item and sign below.

- I do not have an Unlawful Detainer on my record and have not been evicted for non-payment of rent.
- I have adequate income to pay rent on time every month
- I understand I am applying for a non-smoking unit, which includes balconies, patios, and common areas
- I understand no animals are allowed, including dogs, birds, and snakes.
- I understand that Quiet Hours are from 10pm to 8am daily
- I understand this unit is not a recording studio. Audio and video editing may be done with headphones only. Subwoofers are prohibited.
- I understand that subletting and unauthorized occupants are prohibited. Keys and garage clickers may not be provided to non-residents. I understand that no apartment may be advertised or used for the purpose of Airbnb, as a hotel, hostel, or any other temporary room for profit.
- I understand that all common areas of this building (lobby, courtyard, hallways, pool, parking garage, and laundry room) are monitored 24 hours daily by video surveillance. I give authorization for myself and my guests to be filmed in these areas without any claim of liability.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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6615 Franklin Avenue  
Los Angeles, CA 90028  
(323) 851-1398  
6615Franklin@att.net

### INSTRUCTIONS FOR APPLICANTS

Please bring your completed application and credit check fee back to the leasing office during business hours. If no one is in the office, you may use the drop box.

#### **Credit Check**

- Each applicant 18 and older must complete an application and pay the credit check fee.
- Payment for the credit check must be in the form of a money order, cashier's check, or credit card. Cash or personal checks will not be accepted.

#### **Please Take Note Before Applying**

- Quiet hours are from 10pm to 8am. This is not a party building.
- No smoking
- No animals/pets
- Amplified or percussion instruments may not be played on the property and audio editing may be done only with headphones. Washers and dryers may not be installed in any unit.
- We must have an application from every person 18 and older who will occupy the unit.
- Parents, grandparents, relatives, or anyone providing financial assistance to the applicant should complete and sign the Continuing Guarantee form.
- To verify your employment, please submit two paycheck stubs, and/or any other evidence with your application. We will also be calling your employer for verification.
- If you are currently looking for work, self-employed, or living on savings, the first two months rent may be required up front. Please submit ample evidence of your income.
- If you decide to change to a different roommate at a later date, a \$20 administrative fee may be charged

#### **Students**

- Students enrolled full-time in an accredited institution of higher learning should submit a written explanation of their income source and/or financial award letter
- Students are required to have a third party guarantee rent, and that person should complete a Continuing Guarantee form.

#### **Application**

- Please complete all information to the best of your knowledge. Sloppy, illegible, or incomplete applications cannot be processed.
- Each application must include complete contact information, SS#, DOB, previous address, previous landlord information, employer information, and an emergency contact.
- Franklin Park Apartments reserves the right to decline applications that reveal a prior history of evictions, returned checks, chronic debt, or poor references.

#### **What Next?**

After your application and credit check fee has been received, you will receive a response from the leasing office within 48 hours.

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### POLICY ON CREDIT CHECKS

- The credit check is charged per applicant, and is non-refundable.
- We do not run credit checks on parents, grandparents, relatives, friends or third parties.
- The credit check is required for all United States and Canadian citizens.
- Other applicants must have a Visa issued by US Homeland Security, a Green Card, or other verifiable identification. A passport is also required.
- Each applicant is entitled to a copy of their credit report whether or not approved.
- We cannot consider any application which reports an eviction.
- We cannot consider an application in which name, date of birth, and social security number do not match.
- Applicants with a history of bounced checks may only pay rent by credit card.
- An application may be declined due to excessive and chronic delinquent/past due accounts documented on a credit report.
- We cannot accept credit reports submitted by the applicant.

Please take our Policy on Credit Checks into consideration before paying the fee.

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**APPLICATION TO RENT**  
**Complete separate application for each adult tenant**

Name \_\_\_\_\_  
Last First MI  
SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Birth \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Driver's Lic./ID# \_\_\_\_\_ State \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_ Email address: \_\_\_\_\_

Current Address \_\_\_\_\_  
STREET UNIT # CITY STATE ZIP

How Long? From: \_\_\_\_\_ to \_\_\_\_\_  
(Month/Year) (Month/Year)

Last rent paid: \_\_\_\_\_ Amount \$ \_\_\_\_\_  
(Month/Year)

Owner/ Manager \_\_\_\_\_ Tel: \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Previous Address _____ STREET UNIT # CITY STATE ZIP
How Long? From : _____ to _____ Last rent paid: _____ Amount \$ _____ (Month/Year) (Month/Year) (Month)
Owner/ Manager _____ Tel: _____
Reason for leaving _____
Second Previous Address _____ STREET UNIT # CITY STATE ZIP
How Long? From : _____ to _____ Last rent paid: _____ Amount \$ _____ (Month/Year) (Month/Year) (Month)
Owner/ Manager _____ Tel: _____
Reason for leaving _____

**Current Employment**

**Company Name** \_\_\_\_\_

**Address** \_\_\_\_\_  
STREET UNIT # CITY STATE ZIP

**Company Phone** \_\_\_\_\_ **Occupation** \_\_\_\_\_

**Type of Business** \_\_\_\_\_ **Name of Supervisor** \_\_\_\_\_

**Dates of Employment** From: \_\_\_\_\_ To: \_\_\_\_\_ Monthly Salary: \_\_\_\_\_

**Other/Previous Employment**

**Company Name** \_\_\_\_\_

**Address** \_\_\_\_\_  
STREET UNIT # CITY STATE ZIP

**Company Phone** \_\_\_\_\_ **Occupation** \_\_\_\_\_

**Type of Business** \_\_\_\_\_ **Name of Supervisor** \_\_\_\_\_

**Dates of Employment** From: \_\_\_\_\_ To: \_\_\_\_\_ Monthly Salary: \_\_\_\_\_

**WHEN DO YOU PLAN TO MOVE IN?** Date: \_\_\_\_\_

**LIST ALL ADDITIONAL ADULTS AND CHILDREN WHO WILL OCCUPY UNIT**

Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_  
Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_  
Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

**ADDITIONAL INFORMATION**

- 1. Have you ever had any credit problems Yes No
- 2. Have you ever had an unlawful detainer filed against you? Yes No
- 3. Have you ever been evicted for non-payment of rent or for any other reason? Yes No
- 4. Have you ever filed for bankruptcy? Yes No
- 5. Have you ever been convicted for selling, possessing, distributing or manufacturing illegal drugs? Yes No
- 6. Do you have any pets? Yes No If Yes, how many? \_\_\_\_\_ Describe \_\_\_\_\_
- 7. Do you have any musical instruments Yes No If Yes, what kind? \_\_\_\_\_

Please explain any "YES" answers on a separate sheet of paper, sign, and attach to application.

**EMERGENCY CONTACT**

Name: \_\_\_\_\_ Address \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant represents that statements made are true and correct and hereby authorizes owners' periodic verification of credit, income and references to include but not limited to credit, unlawful detainer and bounced checks and agrees to furnish additional credit references on request. Applicant agrees to pay for said verification via credit card, cashier's check, or money order made payable to Franklin Park Apartments, which will accompany this Application. Such payment is a part of the application process and is a charge for the administrative costs of application consideration. The undersigned makes application to rent housing accommodations designated as:

I hereby apply to rent/lease Apartment No. \_\_\_\_\_ at 6615 Franklin Ave, Los Angeles, CA 90028 for \$ \_\_\_\_\_ per month and upon approval of my Application and signed Rental Agreement, I agree to pay the first month's rent of \$ \_\_\_\_\_ and a security deposit in the amount of \$ \_\_\_\_\_.

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

Apt. # \_\_\_\_\_

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**CONTINUING GUARANTEE**

RENTER(S) NAME: \_\_\_\_\_

This Continuing Guarantee is incorporated by reference and made a part of the Month to Month Rental Agreement or Lease between The Franklin Park Apartments and

GUARANTOR'S NAME: \_\_\_\_\_  
**(Please submit copy of photo ID with this form)**

The undersigned Guarantor, in consideration of Owner renting the premises to Renter(s), guarantees the following: 1) the payment of all rent and/or other charges which may become due under the Rental Agreement or Lease; 2) the payment to the Owner of the costs to repair and all damages to the premises for which the Renter(s) are liable, including the repair or replacement of fixtures and appliances, and; 3) Compliance with all terms in the signed Rental Agreement.

This Continuing Guarantee shall be for the duration of the original term of the Rental Agreement or Lease, and any extensions or renewals thereof and for so long the Renter(s) listed above occupy the premises, and shall continue until Owner has been paid all rent due under the Rental Agreement or Lease, or until the Owner has been paid for any and all damages to the premises, its fixtures and appliances for which the Renter(s) are liable.

Guarantor agrees to remedy any default of Renter(s) upon Three Days (3) written notice mailed by ordinary first class mail to the Guarantor at either residence or business. Guarantor acknowledges and agrees that service of any notice upon the Renter(s) shall constitute lawful and valid service of said notice(s) upon Guarantor.

Notwithstanding the fact that the Rental Agreement or Lease, and this continuing Guarantee do not confer any right of possession of the premises upon the Guarantor, should legal action become necessary, Guarantor agrees to be named as a party defendant in such action, including any unlawful detainer action, and to be jointly and severally liable with the Renter(s). Owner has no obligation to exhaust legal remedies against Renter(s) before taking action against Guarantor.

Guarantor acknowledges agrees to update said information as necessary or upon request of Owner. Guarantor shall keep Owner informed of Guarantors current residence and business address. The Guarantor understands he/she does not assume tenancy at Franklin Park Apartments. Guarantor agrees to mediate any dispute with said Renter if asked to do so.

This agreement will be null and void upon termination of the Renter(s) tenancy in said Apartment by 30-day notice to the Owner and/or Manager.

**(Note:** Social Security number is required. This form will be returned to you upon moving out)

Date: \_\_\_\_\_ Guarantor Signature: \_\_\_\_\_

Residence Address: \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Guarantor's Social Security # \_\_ \_\_ \_\_ - \_\_ \_\_ - \_\_ \_\_ \_\_ \_\_