



New Horizons properties
 2839 Honolulu Avenue, Verdugo City, California 91046 (818) 249-1005
Tenant Information Sheet
Please complete all applicable fields

Property Address: _____ Apt. # _____

Rent: _____ Security Deposit: _____ Start Date _____

Name: _____ Social Security #: _____

Home Phone: _____ Driver's License: _____

Work Phone: _____ Fax #: _____

Name of all occupants	Relationship	Birth date	Occupation	Driver's License #	Social Security #

Please attach a copy of all occupants Driver's License and Social Security.

Reason for moving: _____

Do you have any pets? _____ If so describe: _____

RESIDENCE INFORMATION:

	Address	Manager	Phone #	Period	Rent Amount
Present					
Previous					

OCCUPATION AND INCOME INFORMATION:

Present Employer Address and Telephone	Position	Monthly Income

BANK INFORMATION:

Name of Bank	Branch	Account Number	Saving/Checking

AUTOMOBIL INFORMATION:

Make/Model	Year	Color	Tag No.	State

Emergency Contact Information			
Name	Address	Phone Number	Relationship

OTHER INFORMATION

HAVE YOU EVER:

Filed for bankruptcy Yes No If yes, when? _____

Been served an eviction notice or been asked to vacate a property you were renting Yes No

Willfully or intentionally refused to pay rent when due Yes No

DISCLOSURE

I/We, the undersigned, understand that _____ is the leasing agent and representative for the owner/landlord and that the leasing agent’s fees will be paid by the owner/landlord. The undersigned acknowledge that this written notice was received prior to the undersigned receiving a lease agreement.

I/We declare that foregoing information is true and correct, and I/We hereby authorize you to contact an employment and credit check and to verify my/our references.

Applicant Signature

Date

Co-Applicant’s Signature

Date

FOR OFFICE USE ONLY-DO NOT WRITE BELOW

Application Verification	Person Contacted	Remark
<input type="checkbox"/> Present Landlord		
<input type="checkbox"/> Previous Landlord		
<input type="checkbox"/> Applicant’s Employment		
<input type="checkbox"/> Co-Applicant’s Employment		
<input type="checkbox"/> Bank		
<input type="checkbox"/> References		
<input type="checkbox"/> Other		
<input type="checkbox"/> Driver’s License/ID		<input type="checkbox"/> Credit Bureau

Verification Completed by _____

Date _____

Remarks _____

Amount received		
Date	Description	Amount
	Applicant Fee	
	Deposit	
	Other	

This Application

Approved

Not Approved

There is a \$45.00 charge for new credit report & application processing.