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## SCREENING DOCUMENTS

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Please submit the following so that we can complete the screening process. We do not suggest emailing any private or confidential information over the internet. You can call us with that information if you wish. Submit at your own discretion.

- 1)  SIGNED Application (we need actual signatures, if you just emailed a filled-in version)
- 2)  SIGNED Authorization and Verification form (page 2 of this document)
- 3)  Your application screening fee of forty (\$40) dollars in the form of cash, cashier's check or money order for **each** applicant eighteen (18) years or older.
- 4)  Proof of Income: Three (3) **months** of most current paystubs or an official letter from your employer on company letterhead should be attached to the application. For self-employed or 1099 applicants, your last two (2) years of tax returns are required.
- 5)  Valid Government Issued Picture I.D., (Driver's license, Green Card or Passport)
- 6)  Actual Social Security Card for background verification

Thank you in advance for providing these documents to us as quickly as possible so that we can proceed to verify and review.

If you have any questions or concerns, please call us at (714) 657-3853 or email at [AREmanagementCo@gmail.com](mailto:AREmanagementCo@gmail.com).

Best wishes,

ARE Management



# ARE Management

Real Estate Asset and Property Management

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## AUTHORIZATION AND VERIFICATION

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I, \_\_\_\_\_ the applicant hereby grant my current or past employer  
*Your Full Name*

permission to disclose my employment history and complete income for verification. In addition, I also grant permission to the manager/owner at my current and past residence to disclose my rental history so that the property management company, **ARE Management**, may determine my eligibility for rental of a home.

The names are indicated in the lease application for which I completed on: \_\_\_\_\_  
*Date of application*

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Today's Date*

\_\_\_\_\_  
*Print Applicant's Full Name*



**APPLICATION AUTHORIZATION AND  
SCREENING FEE RECEIPT**

I, \_\_\_\_\_, the applicant authorize **ARE Management** to verify and review the application in which I submitted to determine my eligibility for rental of a home. **I understand this is NOT an agreement to rent.** My name is indicated in the lease application for which I completed on date: \_\_\_\_\_

I submitted my application:

Initial (all that apply)

\_\_\_\_\_ Online on [www.AREmanagement.Co](http://www.AREmanagement.Co) or [AREmanagement.managebuilding.com](http://AREmanagement.managebuilding.com)

\_\_\_\_\_ Filled out a paper application and hand delivered to the on-site manager

\_\_\_\_\_ Emailed from my email: \_\_\_\_\_

\_\_\_\_\_ Other: \_\_\_\_\_

This acknowledges payment & receipt of the **non-refundable** Application Screening Fee of \$ \_\_\_\_\_

Paid in the form of: \_\_\_\_\_ (i.e. Cash, Cashier's Check, Money order, etc)

to Owner / Agent: \_\_\_\_\_

from Applicant: \_\_\_\_\_

for the purpose of a rental application screening fee for the rental property located at

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

Unit: \_\_\_\_\_

City: \_\_\_\_\_, California

Zip: \_\_\_\_\_

Per California Civil Code Section 1950.6, below is an itemization of how the above screening fee is applied:

Cost of obtaining Applicant's credit/eviction reports:	\$ 17.95
Administrative costs of obtaining reports and reference and background checks:	\$ 22.05
<b>Total Screening Fee:</b>	<b>\$ 40.00</b>

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Owner / Agent's Signature*

\_\_\_\_\_  
*Date*