

JHM
BUSINESS SERVICES

5515 Canoga Ave. # 204, Woodland Hills, CA 91367
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www.JHMBusinessServices.com

ALL APPLICATION FORMS ARE AVAILABLE FOR DOWNLOAD ON OUR WEBSITE

Thank you for your interest! Here is what you need to know to apply:

Please read the following. If you feel you meet the guidelines for qualifying, we encourage you to submit an application. Only one application will be processed at a time and applications will be processed in the order they are received. **An incomplete application will not be considered.**

CREDIT GUIDELINES:

- Income: a monthly income of a minimum of 3 times the monthly rent.
- Credit: a minimum of 80% of the “established” credit must be positive. A minimum of three accounts must be “established” and show a user history.
- Rental history: **NO EVICTIONS**. A minimum of 2 recent years favorable.
- Employment: will be verified where applicable.
- Applications: submitted by all applicants 18 and older that will be residing in the property.
- Cosigners: Must complete and sign an application. The acceptance of a co-signer is not normal policy is subject to individual approval or denial by the owner of the property.
- Pets: if allowed, must be approved. Additional fees and/or deposit may apply.
- 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 payable to JHM Business Services.
- Home inspections: some landlords require seeing applicant’s current home.
- Approval: all adults must sign rental agreement within 2 business days of approval. The home stays on the market until agreement is signed and agreed upon cashier’s check received.
- Photo ID: for adults such as driver’s license, military ID or state ID is required at lease-signing.
- Other Requirements: 2 last pay stubs with application. If self-employed, most current signed tax returns and the 3 most current bank statements submitted with application.

SUBMITTING APPLICATIONS:

- Mail or deliver to 5515 Canoga Ave, Ste 204, Woodland Hills, CA 91367
- Fax to 818-887-2085. Include pay stubs to speed the process.
- Application processing fee \$35 per adult must be received before starting to process the application.
- Applications must be completely filled in and signed by all adults before processing.
- For more information: Call office at 818-887-2085 or send email to: jeny@JHMBusinessServices.com

Directions to our office: 101 freeway, exit Canoga blvd. left on the main entrance to The Met. (please check-in with security guards and get a visitor pass).

