

Rental Application for (Name): _____

| APARTMENT # | RESIDENT MOVE IN DATE | AGENT'S NAME | TODAY'S DATE |
|----------------------------------------------------------------------------------------------------|-----------------------|-------------------|----------------------------------|
| | | | |
| APPLICANT <i>Each Applicant over the age of 18 must complete their own application form</i> | | | |
| First, Middle, Last Name | Date of Birth | Social Security # | Driver's License # |
| | | | |
| Other Names Used In the Last 10 Years | Home Phone | Cell Phone | Email Address |
| | | | |
| ADDITIONAL OCCUPANTS <i>List everyone, who will live with you:</i> | | | |
| LIST NAMES AND BIRTH DATES OF ALL ADDITIONAL OCCUPANTS 18 YEARS OR OLDER | | | RELATIONSHIP TO APPLICANT |
| | | | |
| LIST NAMES AND BIRTH DATES OF ALL OCCUPANTS 18 YEARS OR YOUNGER | | | |
| | | | |
| PETS | | | |
| DO YOU HAVE PETS? | Yes | No | DESCRIBE TYPE, COLOR, BREED, AGE |
| | | | |
| EMPLOYMENT | | | |
| | Current Employment | | Prior Employment |
| Employer | | | |
| Address | | | |
| Employer Phone | | | |
| Job Title | | | |
| Dates of Employment | From: | To: | From: To: |
| Income Per Month | \$ | | \$ |
| RESIDENCE | | | |
| | Current Residence | | Previous Residence |
| Street Address | | | |
| City | | | |
| State & Zip | | | |
| Dates of Residence | | | |
| Owner/Manager & Phone number | | | |
| Reason for Moving | | | |
| VEHICLES | | | |
| Automobiles/Motorcycles | Make | Model | Color |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| PERSONAL REFERENCES <i>List a minimum of 2 references</i> | | | |
| In Case of Emergency, Notify | Address/City | Phone | Relationship |
| | | | |
| | | | |
| | | | |
| CREDIT INFORMATION – Have you ever: | | | |
| Filed for bankruptcy? | Yes | No | |
| | | | |

| | | |
|------------------------------------------------------------------------------------------------------------------------|-----|----|
| Willfully or intentionally refused to pay rent when due? | Yes | No |
| Been evicted from a tenancy or left owing money? If yes, please provide Property Name, City, State, and Landlord Name. | Yes | No |
| Been convicted of a crime? If yes, please provide Type of Offense, County, and State. | Yes | No |
| OTHER INFORMATION | | |

Why are you leaving your current residence? _____
 How did you hear about our Property? _____

Applicant represents that all information given on this application is true and correct. Applicant hereby authorizes verification of all references and facts, including but not limited to current and previous landlords and employers, and personal references. Applicant hereby authorizes owner/agent to obtain Unlawful Detainer, Credit Reports, Telechecks, and/or criminal background reports. Applicant agrees to furnish additional credit and/or personal references upon request. Applicant understands that incomplete or incorrect information provided in the application may cause a delay in processing and/or a denial of tenancy. Applicant hereby waives any claim and releases from liability any person providing or obtaining said verification or additional information.

Owner will require payment of \$ 40.00, which is to be used to screen Applicant with regards to credit history and other background information. The amount charged is itemized as follows:

1. Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports \$ _____
2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) \$ _____
3. Total fee charged (cannot exceed \$44.51 per applicant, which may be adjusted annually with the CPI a s of 1-1-98) \$ _____

The undersigned makes application to rent housing accommodations designated as:

Apt. No _____, located at _____, the rent for which is \$ _____ per month and upon approval of this application agrees to sign a lease agreement and pay all sums due, including required security deposit of \$ _____, before lease start date.

CANCELLATION POLICY

_____ Applicant agrees and understands should Applicant cancel their application for this rental within 72 hours of
 Initial holding the rental unit, the Holding Deposit will be refunded. Cancellations after 72 hours will be Forfeited.

_____ Application fees are non-refundable.
 Initial

CONSUMER REPORT DISCLOSURE AND AUTHORIZATION

In connection with my application for housing, I understand that the property owner/agent may obtain one or more consumer reports, which may contain public information, for the purposes of evaluating my application. These consumer reports will be obtained from one or more of the following consumer reporting agencies:

- **Equifax**, P.O. Box 740241, Atlanta, GA, 30374, (800) 685-1111
- **Trans Union**, P.O. Box 1000 Chester, PA 19022, (800) 888-4213
- **Experian (TRW)**, P.O. Box 2002 Allen, TX, 75013, (888) 397-3742

Applicant Name: _____ Signature: _____
 Date: _____ Printed: _____

PLEASE NOTE:

Under Section 1786.22 of the California Civil Code, if you wish to dispute the accuracy or completeness of any item in the consumer report, you may contact the consumer reporting agency named above and request an investigation. You also may view the file maintained on you by the above credit reporting agency during normal business hours. You can receive a copy of your file by providing proper identification and paying any related-copy costs. You may also receive a summary of the file by telephone. The agency is required to have employees available to explain your file to you, and they must explain any coded information in your file. You can bring someone with you to view the file, so long as they have identification.



RENTAL AND OCCUPANCY REQUIREMENTS

Thank you for your interest in our property. We have listed below our qualifying requirements. Each applicant must read and sign these guidelines:

I. GENERAL REQUIREMENTS

- All occupants over the age of 18 must complete, date and sign a rental application.
- A \$____ non-refundable application fee must be paid for each applicant. For corporate applications, the non-refundable fee is \$75.*
- Credit and background checks will only be initiated once all applications, application fees AND appropriate holding deposits have been received by the management team at the property.

II. HOLDING DEPOSIT REQUIREMENTS

- A holding deposit of \$_____ is required to be paid at the time the rental application is submitted.
- The holding deposit is applied to the security deposit balance upon execution of a lease.
- The holding deposit will be returned if:
 - i. prospect cancels within three (3) days from the date of application; or
 - ii. if prospect screening result is "Decline".

III. OCCUPANCY STANDARD

- Maximum number of occupants per rental unit will be 1 per bedroom, plus one additional per apartment. Guidelines are established as:

| Unit Size | Max Occupant (including those under age 18) |
|-----------|---------------------------------------------|
| Studio | 2 |
| 1 Bedroom | 3 |
| 2 Bedroom | 5 |
| 3 Bedroom | 7 |

- In the event of the addition of an occupant under the age of 18 during the term of the lease that will take the total number of occupants over the maximum, residents may occupy the apartment until the expiration of their lease, at which time they will have to transfer to a unit size that can accommodate the total number of occupants, or make different arrangements.

IV. IDENTIFICATION REQUIREMENTS

- All applicants over the age of 18 must provide a valid Social Security Number in order to process their application. In the event that an applicant does not have a valid Social Security Number:
- Applicant must complete the Supplemental Application.
- Applicants must submit INS documents for verification. Acceptable forms include 1551, 1688, 1688A, and I-94. The document must be a

minimum 6 month permission period at the time of application. If an I-94 is submitted, a valid passport and visa must also be included.

- Verifiable proof of income must also be submitted. For students, an I-20 form is acceptable.

V. INCOME REQUIREMENTS

- The gross monthly income (before taxes) of all applicants will be considered jointly and must be equal to or greater than Two (2) times the monthly rent of the apartment (before concessions).
- Income can be verified by the following methods:
 - i. Two months of most recent, consecutive pay stubs.
 - ii. Self-employed applicants must provide prior year tax return and two most recent and consecutive months of bank statements demonstrating sufficient income to meet the requirements.
 - iii. Unemployed or retired applicants must show proof of Social Security benefits, EDD benefits, Pension distributions or other sources of income to meet the requirements.
 - iv. An offer letter is acceptable as proof of income, but must be a signed original, on company letterhead, and have a start date prior to the start of lease term.
 - v. In lieu of monthly income, applicants can show an accessible (liquid) cash account with a value of three times the annual value of the lease. Statement of worth must be within 7 days of the date of application.

VI. GUARANTORS

- Guarantors are to be held responsible for all terms and conditions of the lease, including but not limited to payment of rent and other fees that may be charged as additional rent, compliance with all rules and regulations and adherence to company and property policies.
- Guarantors must complete an application, pay an application fee, are subject to credit screening and must provide proof of income according to guidelines stated above.

VII. CREDIT REQUIREMENTS

- Trade accounts in excess of 25% delinquent could negatively affect your overall score which could result in conditional approval (requiring additional security deposits and/or a guarantor) or denial of the application.
- Collection accounts exceeding \$500 combined (excluding student loans or medical expenses) could negatively affect your overall score, which could result in conditional approval (requiring additional security deposits and/or a guarantor) or denial of the application.
- Any evictions or collections to a property management company or prior landlord will result in denial of the application.

VIII. DECLINED APPLICATIONS :



(any of the following will result in immediate decline of the application)

- No verifiable income or assets
- Falsification of any portion of the application, or false I.D.s.
- Credit Screening discloses an eviction or collections to a property management company or landlord
- Application fees are NON-REFUNDABLE, even in the event of a decline.

IX. PETS

- Incomplete application.
- A maximum of one (1) per apartment/ home.
- Exotic and poisonous animals are not permitted.
- The following breeds (either full or mixed breed) are restricted: Pit Bull; Staffordshire Terrier; Bull Terrier; Chow; Rottweiler; Mastiff or Bullmastiff; American Bulldog; Presa Canario; Doberman Pinscher; German Shepherd; or Dalmation.
- An additional Security Deposit of \$_____ per apartment will be required for any apartment home with pets.*
- Monthly Pet Rent is \$_____per pet.*

- Pets must be vaccinated and licensed. Proof of both current vaccination record and county license will be required at time of move in.
- Please reference the Pet Addendum to your Lease for further rules, regulations and policies governing residents with pets.. **Please note: Pet policy can vary from one property/ownership to another. Some properties/ownerships may restrict, or have a totally no pet policy.**

X. SCORING OF YOUR CONSUMER CREDIT REPORT

- We use an independent credit screening agency to obtain and evaluate your credit score. Based upon the report generated, your application will receive either an "Approved", "Conditional", or "Declined" score. "Approved" scores require a security deposit equal to one (1) month of rent. "Conditional" score requires a security deposit equal to one and a half to two times month rent, and possibly a guarantor or a co-signer required. "Declined" scores will result in refund of the holding deposit and applicant will receive an Adverse Action Letter stating the name, address and telephone number of the screening agency used by the property, and the names and contact information for the consumer reporting agencies that provided your consumer credit information to the screening agency.

**Fees, pet deposits, and pet rent are subject to change at any time, and may be adjusted as market conditions demand.*

I ACKNOWLEDGE THAT I HAVE HAD THE OPPORTUNITY TO REVIEW THE RENTAL AND OCCUPANCY CRITERIA. I UNDERSTAND THAT IF I DO NOT MEET THE RENTAL OR OCCUPANCY GUIDELINES THAT MY APPLICATION WILL BE DENIED. I FURTHER ACKNOWLEDGE THAT IF I FAIL TO FULLY ANSWER ALL QUESTIONS, OR KNOWINGLY PROVIDE FALSE INFORMATION TO THE COMMUNITY, THAT THE MANAGEMENT COMPANY MAY REJECT MY APPLICATION AND RETAIN ALL APPLICATION FEES, ADMINISTRATIVE FEES AND DEPOSITS AS LIQUIDATED DAMAGES FOR TIME AND EXPENSE, AND ANY RIGHTS TO OCCUPANCY WILL BE FORFEITED AT THAT TIME.

(Applicant) (Date)

(Applicant) (Date)

(Applicant) (Date)

(Applicant) (Date)

