

- Tenant
- Guarantor

Name of Applicant:

Application fee is \$50.00 per adult.

APPLICATION TO RENT

(All sections must be completed)

Individual applications required from each occupant 18 years of age or older.

PART 1 – PERSONAL INFORMATION & ADDRESS HISTORY

Last Name		First Name		Middle Name		SSN or ITIN	
Other names used in the last 10 yrs.				Work phone number ()		Home phone number ()	
Date of birth		E-mail address				Mobile/Cell phone number ()	
Photo ID/Type	Number		Issuing Gov.		Exp. date	Other ID	
Present address			City		State	Zip	
Date in	Date out	Landlord Name			Landlord phone number		
Reason for moving out					Current rent \$ /Month		
Previous address			City		State	Zip	
Date in	Date out	Landlord Name			Landlord phone number		
Reason for moving out					Rent at move-out \$ /Month		
Next previous address			City		State	Zip	
Date in	Date out	Landlord Name			Landlord phone number		
Reason for moving out					Rent at move-out \$ /Month		

Proposed Occupants: List all in addition to yourself	Name		Name	
	Name		Name	
	Name		Name	



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Applicants:

We recommend that you drive by the properties before requesting a showing appointment. Be prepared to provide a copy of your photo identification for safety reasons and telephone number to schedule an appointment.

Applications are based on rental history, income verification and credit. All applications should be filled out completely before submission with all associated supporting documents.

- **Rental History:** Applicants should provide at least two rental references, current landlord and past landlord, including contact numbers. Past evictions will be grounds for denial.
- **Income Verification:** Gross household income should be 2.5 to 3 times the rent. Income must be verifiable.
 - ✓ Pay stubs
 - ✓ Tax returns, at least two years
 - ✓ Award letter
 - ✓ Bank statements, up to six months
 - ✓ Housing voucher
 - ✓ Social Security statement of benefits
 - ✓ Passport to services
- **Credit:** Applicant must display a willingness to pay their bills. Collections from past landlords and utility companies will be grounds for denial. Multiple collections will be grounds for denial.

Application fee is \$50.00 per adult and each person over the age of 18 in the household must submit an application. Application fees are accepted as cashier's check, money order or cash only. No personal checks for application fees will be accepted. All applications must be signed by the applicant and submitted with the appropriate fee, photo identification, verification of income and verification of social security number in order to be processed.

Applications are processed on a first come, first served basis. If you wish to apply for a property which has applications pending, you will be placed in a backup position. Backup applications can be submitted with all of the supporting documentation. You will not be asked for an application fee until your application is ready to process. Please be prepared to bring in your application fee if and when your application is in the number one position. We will expect the application fee to be paid within 24 hours of notification or sooner.

If your application is accepted, you will have 24 hours to bring in your holding deposit. If you fail to bring in the funds in this time frame, the next applicant will be contacted. This is to ensure that we can get the applications processed in a timely manner. We prefer to collect your holding deposit immediately once you have been approved.

Holding deposits will be used to "hold" the unit up to two weeks after your application is approved. The holding deposit is a binding agreement. Once we receive your Holding deposit and a signed holding deposit agreement, the property will not be marketed or shown. Holding deposits will be accepted in the form of *cashier's check or money order* only. No personal checks can be accepted for move in funds.

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PART 2 – INCOME

Income from Employment (If no income is received from employment, write N/A)

Current Employer Name	Job Title or Position	Dates of Employment
Employer address	Employer/Human Resources phone number ()	
City, State, Zip	Name of supervisor/human resources manager	
Current gross employment income amount: \$	(check one) Per <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year	
Prior Employer Name	Job Title or Position	Dates of Employment
Employer address	Employer/Human Resources phone number ()	
City, State, Zip	Name of supervisor/human resources manager	

Income from Other Sources

Other income source _____ Amount \$ _____ Frequency _____

Other income source _____ Amount \$ _____ Frequency _____

PART 3 – ASSETS & LIABILITIES

Name of your bank	Branch or address	Account Number	Type of Acct

Please list ALL of your financial obligations below.

Name of Creditor	Address	Phone Number	Monthly Pmt. Amount
		()	
		()	
		()	
		()	
		()	



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PART 4 – EMERGENCY CONTACT(S)

In case of emergency, notify:	Address: Street, City, State, Zip	Relation	Phone
1.			
2.			

PART 5 – REFERENCES

Personal References:	Address: Street, City, State, Zip	Length of Acquaintance	Occupation	Phone
1.				
2.				

Vehicles

Automobile #1	Make:	Model:
	Year:	License #:
Automobile #2	Make:	Model:
	Year:	License #:
Other motor vehicles (list all):		

Other Information

Have you ever filed for bankruptcy? No Yes

If yes, explain:

Have you ever been evicted or asked to move? No Yes

If yes, explain:

Do you have pets? No Yes

If yes, describe:

Do you have a waterbed? No Yes

If yes, describe:

How did you hear about this rental?



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PART 7 – ICRAA NOTICE

NOTICE REGARDING CALIFORNIA INVESTIGATIVE CONSUMER REPORTING AGENCIES ACT

- Landlord does not intend to request an investigative consumer report regarding the Applicant

Unless the box above is checked, Landlord intends to request an investigative consumer report regarding the Applicant's character, general reputation, personal characteristics, and mode of living. Under Section 1786.22 of the California Civil Code, the files maintained on you by the investigative consumer agency shall be made available to you during business hours and on reasonable notice, provided you furnish proper identification, as follows: (1) You may appear at the investigative consumer reporting agency identified below in person, (2) you may make a written request for copies to be sent by certified mail to a specified addressee, or (3) you may make a written request for a summary of the file to be provided over the telephone. The agency may charge a fee, not to exceed the actual duplication costs, if you request a copy of your file. The agency is required to have personnel available to explain your file to you, and the agency must explain to you any coded information appearing in your file. If you appear in person, a person of your choice may accompany you, provided that this person furnishes proper identification. If you are accompanied by a person of your choosing, the agency may require you to furnish a written statement granting permission to the investigative consumer reporting agency to discuss your file in the other person's presence. The agency that will prepare the report(s) identified in this section is listed below:

Checkpoint Screening

Name of Agency

1911 Douglas Blvd, #85-202, Roseville, CA 95661

Address of Agency

If you would like a copy of the report(s) that is/are prepared, please check the box below:

- I would like to receive a copy of the report(s) that is/are prepared

If the box above is checked, Landlord agrees to send the report to Applicant within three (3) business days of the date the report is provided to Landlord. Landlord may contract with another entity to send a copy of the report.



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PART 8 – CONSIDERATION OF CREDIT HISTORY

Important Information, read carefully:

Under California law, applicants with a government rent subsidy have the option, at the applicant's discretion, of providing lawful, verifiable alternative evidence of the applicant's reasonable ability to pay the portion of the rent to be paid by the tenant, including, but not limited to, government benefit payments, pay records, and bank statements.

If an eligible applicant elects to submit such alternative evidence, Landlord will consider that alternative evidence instead of the applicant's credit history.

Option 1: Consideration of Credit History	Option 2: Alternative Evidence of Ability to Pay (This option is <u>ONLY</u> available to government rent subsidy recipients)
<p>If you <u>either</u>:</p> <ul style="list-style-type: none"> • Do NOT have a government rent subsidy OR • Do have a government rent subsidy but are <u>not</u> choosing to submit alternative evidence of your ability to pay rent to be considered instead of credit history <p>Read and initial below.</p> <p>Applicant authorizes the Landlord to obtain reports that may include credit reports, unlawful detainer (eviction) reports, bad check searches, social security number verification, fraud warnings, previous tenant history and employment history. Applicant consents to allow Landlord to disclose tenancy information to previous or subsequent Landlords.</p> <p>Applicant's Initials: _____</p>	<p>If you <u>both</u>:</p> <ul style="list-style-type: none"> • DO have a government rent subsidy AND • Are choosing to submit alternative evidence of your ability to pay rent to be considered instead of your credit history <p>Read and initial below.</p> <p>Applicant authorizes the Landlord to obtain reports <u>other than credit reports</u>, such reports may include unlawful detainer (eviction) reports, social security number verification, fraud warnings, previous tenant history and employment history. Applicant consents to allow Landlord to disclose tenancy information to previous or subsequent Landlords.</p> <p><u>Application will not be considered complete until Applicant submits their verifiable alternative evidence of the ability to pay.</u></p> <p>Applicant's Initials: _____</p>

By signing below, Applicant represents that all the above statements are true and correct, authorizes verification of the above items, and agrees to furnish additional references upon request.



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To Be Completed By Landlord – Screening Fee Disclosure and Itemization

Landlord will require payment of a fee, which is to be used to screen Applicant. The total amount of the fee is as follows:

Total fee for applications subject to credit history review <i>(Applicable for Applicants who selected Option 1 in Part 8 of this Application)</i>	Total fee for applications subject to review of alternative evidence of ability to pay <i>(Applicable for Applicants who selected Option 2 in Part 8 of this Application)</i>
\$ _____	\$ _____

The amount charged is itemized as follows:

- Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports, as applicable:

Actual cost for screening reports inclusive of credit history <i>(Applicable for Applicants who selected Option 1 in Part 8 of this Application)</i>	Actual cost for screening reports NOT including credit history <i>(Applicable for Applicants who selected Option 2 in Part 8 of this Application)</i>
\$ _____	\$ _____

- Cost to obtain, process and verify screening information (may include staff time and other soft costs)

\$ _____

The undersigned Applicant is applying to rent the premises designated as:

Apt. No. _____ Located at _____

The rent for which is \$ _____ per _____. Upon approval of this application, and execution of a rental/lease agreement, the applicant shall pay all sums due, including

required security deposit of \$ _____, before occupancy.

Option to receive receipt by email. *(Landlord check only if applicable)* If box is checked, you can choose to receive a receipt by email. If you would like to have your receipt emailed

to you, please provide your email address here: _____
(Applicant fill in email address, if electing email receipt)

If the box is not checked, or if you do not provide a valid email address, your receipt will be mailed to the present address listed in Part 1 of this Application, or provided personally.

Date

Applicant (signature required)



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RECEIPT FOR TENANT SCREENING AND/OR CREDIT CHECKING FEES

On _____, Landlord received \$ _____ from the
(Date)
undersigned, hereinafter called "Applicant," who offers to rent from Landlord the premises located at:

(Street Address)

Unit # (if applicable) _____

_____, CA _____
(City) (Zip)

Payment is to be used to screen "Applicant". The amount charged is itemized as follows:

- 1. Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening Reports \$ 43.00
- 2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) \$ 20.00
- 3. Total fee charged (cannot exceed the amount fixed by law) \$ 50.00

For Landlord Use Only

Screening fees paid by: Cash Personal Check Cashier's Check Money Order

Credit Card # (Last 4 digits only) _____ MC/VISA/AMEX Expiration Date: _____

_____ by _____
Landlord **Individual Signing for Landlord**

College Real Estate, Inc. _____ Agent for Landlord. Date: _____
Management Co. (If Applicable)



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CALIFORNIA APARTMENT ASSOCIATION CODE FOR EQUAL HOUSING OPPORTUNITY

The California Apartment Association supports the spirit and intent of all local, state and federal fair housing laws for all residents without regard to color, race, religion, sex, marital status, mental or physical disability, age, familial status, sexual orientation, or national origin.

The California Apartment Association reaffirms its belief that equal opportunity can best be accomplished through effective leadership, education, and the mutual cooperation of owners, managers, and the public.

Therefore, as members of the California Apartment Association, we agree to abide by the following provisions of this Code for Equal Housing Opportunity:

- We agree that in the rental, lease, sale, purchase, or exchange of real property, owners and their employees have the responsibility to offer housing accommodations to all persons on an equal basis.
- We agree to set and implement fair and reasonable rental housing rules and guidelines and will provide equal and consistent services throughout our residents' tenancy.
- We agree that we have no right or responsibility to volunteer information regarding the racial, creed, or ethnic composition of any neighborhood, and we do not engage in any behavior or action that would result in "steering."
- We agree not to print, display, or circulate any statement or advertisement that indicates any preference, limitations, or discrimination in the rental or sale of housing.



CERTIFICATION TO INVESTIGATIVE CONSUMER REPORTING AGENCY

Investigative consumer report requested regarding:

Applicant (full name) as listed on application

Landlord _____
Landlord Name

whose address and phone number are:

Address of Landlord

Phone Number of Landlord

intends to use the report regarding the Applicant in connection with the hiring of a dwelling unit, as permitted by California Civil Code Section 1786.12(d)(5). Landlord hereby certifies that:

1. The disclosures required by California Civil Code Section 1786.16(a)(3) have been made to the Applicant;
2. Landlord has provided a written form with a check box the Applicant may use to indicate that he/she wishes to receive a copy of any investigative consumer report that is prepared, as required by California Civil Code Section 1786.16(b);
3. Landlord agrees to provide a copy of the report that is prepared to the Applicant, as required by California Civil Code Section 1786.16(b); and
4. Landlord will comply with California Civil Code Section 1786.40 if an adverse action is taken against the Applicant

Landlord by _____, College Real Estate, Inc. Agent for Landlord
Individual Signing for Landlord *Management Co. (if Applicable)*

Date

