



### APPLICATION PROCEDURES

1. Applications are offered to all prospects.
2. Applications will not be accepted until COMPLETELY and LEGIBLY filled in and SIGNED.
3. All personal information will be checked by phone, in person, and/or online.
4. All applicants must provide copies of legal Photo Identification and verifiable proof of income, such as pay check stubs showing steady employment for at least 12 months, tax returns, or 12 months of bank statements.
5. By submitting your application, you authorize access to your CREDIT REPORT, EVICTION HISTORY and CRIMINAL HISTORY, which we receive directly from our own sources.
6. Applications are processed in sequence according to the date and time submitted. The first applicant best meeting our Resident Selection Criteria will be selected.
7. Each adult (at least 18 yrs of age) and/or emancipated minor to reside in the property must submit an application. The screening fee is \$30 for EACH applicant and is NON-REFUNDABLE.
8. Disabled applicants requesting a special variance from our policy must provide credible verification that their request is necessary.
9. If applicant does not read and understand English to a competency level, it is the applicant's responsibility to provide their own translator before they accept and sign the rental agreement.
10. Management must personally meet all persons and pets that will reside in the property.
11. The application process usually takes 2-3 business days, but could take up to 1 calendar week.
12. **NOTE: Applicants with felony records for violent crimes including sex offenses, and for the manufacture and sale of controlled substances will NOT be considered.**

### POLICY OF PERIODIC INSPECTIONS OF RENTED DWELLINGS (EXCLUDES MOBILE HOME SPACES)

Management conducts periodic interior and exterior inspections, primarily to confirm the condition of plumbing & electrical systems, the presence of operable smoke & CO detectors, hazardous conditions, overall condition, and adequacy of housekeeping. This means that all tenants residing in the property agree to make their housing available for such inspections upon 24 hours notice.

I accept and agree to the procedures and policies stated above.

Signature	Printed Name	Date
Signature	Printed Name	Date
Signature	Printed Name	Date
Signature	Printed Name	Date

**APPLICATION TO RENT/LEASE (PLEASE READ THE ATTACHED APPLICATION PROCEDURES)**

Application to rent property at: \_\_\_\_\_ Unit # \_\_\_\_\_

Proposed Rent \$ \_\_\_\_\_ Proposed Move-in date \_\_\_\_\_

**APPLICANT**

Name (include all names you use) \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_ Driver's License or Gov't I.D. # \_\_\_\_\_ State \_\_\_\_\_

Phone Numbers: \_\_\_\_\_ e-mail: \_\_\_\_\_

Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_ Do you: \_\_\_ Rent \_\_\_ Own. Current Rent/Mortgage payment \$ \_\_\_\_\_

Name of current Manager/Landlord \_\_\_\_\_ Phone Number(s) \_\_\_\_\_

Reason for leaving current address \_\_\_\_\_

Previous Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Position or title \_\_\_\_\_ Gross Income \$ \_\_\_\_\_ per \_\_\_\_\_

Date hired \_\_\_\_\_ Supervisor \_\_\_\_\_ Supervisor's Phone # \_\_\_\_\_

Other Source of Income \_\_\_\_\_ \$ \_\_\_\_\_ per \_\_\_\_\_

**CO-APPLICANT**

Name (include all names you use) \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_ Driver's License or Gov't I.D. # \_\_\_\_\_ State \_\_\_\_\_

Phone Numbers: \_\_\_\_\_ e-mail: \_\_\_\_\_

Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_ Do you: \_\_\_ Rent \_\_\_ Own. Current Rent/Mortgage payment \$ \_\_\_\_\_

Name of current Manager/Landlord \_\_\_\_\_ Phone Number(s) \_\_\_\_\_

Reason for leaving current address \_\_\_\_\_

Previous Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Position or title \_\_\_\_\_ Gross Income \$ \_\_\_\_\_ per \_\_\_\_\_

Date Hired \_\_\_\_\_ Supervisor \_\_\_\_\_ Supervisor's Phone # \_\_\_\_\_

Other Source of Income \_\_\_\_\_ \$ \_\_\_\_\_ per \_\_\_\_\_

**OTHER INFORMATION**

Name(s), age(s), and relationship to applicant of all proposed occupant(s) \_\_\_\_\_

**NOTE: All adults must be named in the rental agreement.**

Have you ever been a party to an unlawful detainer action (eviction)? 

	<b>Applicant</b>		<b>Co Applicant</b>
	___ No ___ Yes		___ No ___ Yes

Have you or any proposed occupant ever been convicted or pleaded no contest to a felony? \_\_\_ No \_\_\_ Yes 

___ No ___ Yes
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Do you use or sell illegal drugs and/or controlled substances? \_\_\_ No \_\_\_ Yes 

___ No ___ Yes
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If yes to any of the above 3 questions, please explain on page 2 or separate page including dates and details.

Dogs owned by applicants: Number \_\_\_\_\_ Breed(s) \_\_\_\_\_ Weight each \_\_\_\_\_

**NOTE: Noisy or ferocious dogs or vicious breeds are strictly prohibited. Weight restrictions may apply.**

Name of applicant \_\_\_\_\_ Name of co-applicant \_\_\_\_\_

**ADDITIONAL INFORMATION/REQUESTED REPAIRS/WORK** \_\_\_\_\_

**CREDIT INFORMATION**

Current Loans/Credit References	Phone Number	Type of Loan	Monthly Payment	Remaining Balance
			\$	\$
			\$	\$
			\$	\$

**REFERENCES / EMERGENCY CONTACT INFORMATION**

Name \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_

Address \_\_\_\_\_ Phone Number(s) \_\_\_\_\_

Name \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_

Address \_\_\_\_\_ Phone Number(s) \_\_\_\_\_

I/We Certify that all the information given above is true and correct and understand that my (our) lease or rental agreement may be terminated if I have made any material false or incomplete statements in this application. I authorize verification of the information provided in this application from my credit sources, credit bureaus, current and previous landlords and employers, and personal references. I understand that if I have initiated a "security freeze" on my credit information with any of the credit reporting agencies, I will promptly lift the freeze for a reasonable time so that my credit report may be accessed by the Landlord/Manager; and I understand that if I fail to do so, the Landlord/Manager may consider this an incomplete application. (CC§1785.11.2) This permission will survive the expiration of my tenancy.

If application is not fully and legibly completed, or received without the screening fee: the application will not be processed. If not processed, the application and any screening fee will be returned.

**SCREENING FEE**

Applicant(s) have paid a non-refundable screening fee of \$30.00 **per applicant** applied as follows: \$21 for credit reports prepared by CIC and \$9.00 for processing fee and other out of pocket expenses.

Note: The screening fee may not exceed \$30 (adjusted annually from 01/01/98 commensurate with the increase in the Consumer Price index).

Signature of applicant \_\_\_\_\_

Date \_\_\_\_\_

Signature of co-applicant \_\_\_\_\_

Date \_\_\_\_\_

**FOR OFFICE USE ONLY – DO NOT WRITE BELOW**

Application Verification	Person Contacted	Remarks
<input type="checkbox"/> Fico Score - Applicant		
<input type="checkbox"/> Fico Score – Co Applicant		
<input type="checkbox"/> Applicant's Employment		
<input type="checkbox"/> Co-Applicant's employment		
<input type="checkbox"/> Present Landlord		
<input type="checkbox"/> Previous Landlord		
<input type="checkbox"/> Other		

THIS APPLICATION IS: \_\_\_ APPROVED \_\_\_ DECLINED \_\_\_ APPROVED SUBJECT TO \_\_\_\_\_

RENT \$ \_\_\_\_\_ SECURITY DEPOSIT \$ \_\_\_\_\_ SIGNATURE OF REVIEWER \_\_\_\_\_