

Fair housing is the law. Treating everyone equally when negotiating the sale, rental, financing, or advertising of property should be common practice.

FEHA states that it is unlawful for the owner of any housing accommodation to discriminate against person based upon race, color, religion, sex, sexual orientation, national origin, familial status, disability, marital status, ancestry, and source of income, or an intention to make any such preference, limitation or discrimination

QUALIFICATIONS

Every adult 18 years of age must fill out an application completely and accurately.

If the person just turn 18 (6 months or less) and lives with parents **DO NOT RUN CREDIT CHECK** but must fill out an application.

RENTAL HISTORY

- 3 years valid verifiable rental history. Valid rental history is a written lease or month to month agreement.
- If rental history is less than three year, then a double security deposit may be requested.
- Final decision will also be dependent on credit history, income, and employment.

DENIAL Will Result from The Following:

- ✓ Falsification of the rental application
- ✓ Verified eviction showing on the credit report or confirmed with landlord.
- ✓ Rental collection verified on credit report.
- ✓ Balance owing to any landlord
- ✓ More than 2 late payments and/or NSF checks and/or Noise complaints within a 12-month rental period.
- ✓ Breaking of lease agreement that may result in collection filling.

CREDIT HISTORY

- At least 4 accounts in good standing order established for one year (excluding medical debt).
- If derogatory credit history is in excess of \$500 each of the four accounts, a double security deposit may be requested.
- Final decision will also be dependent on income, rental, and employment history.

DENIAL Will Result from the Following:

- ✓ Unpaid rental collections and/or judgments
- ✓ Unpaid utility bills or in collection (including cable, phone, cell phones, etc.)
- ✓ Unverifiable Social Security Number
- ✓ Open or Non-discharged bankruptcy
- ✓ No liens of any kind on the applicant's credit report
- ✓ Applicants with foreclosures will be considered on a case-by-case basis, contingent on stable employment, income, debt-to-income, etc. and required to place a double security deposit by money order or cashier's check only. **(On-site managers are required to consult with the Regional Property Manager prior to any rental decision involving foreclosures and/or bankruptcies).**

EMPLOYMENT HISTORY

- 6 months with current employer or previous employment within the same field of work.
- If length of employment is less than 6 months, then a double security deposit or cosigner may be requested.
- Final decision will also be dependent on rental and credit history and income.

INCOME STANDARDS

- We accept Housing Choice Voucher (Section 8)
- Applicant(s)'s verifiable gross incomes must be equal to 2.5 times the amount of the rent per month.
- If gross income is less than 2.5 times the rental amount, but more than 2.3 times the rental amount, then an increased security deposit may be requested.
- If income is less than 2.3 times the rental amount, then a qualified cosigner may be requested.

If your application is denied, you will be sent a denial letter. If you need to inquire about problems with your credit, your denial letter will have all the information needed, including phone numbers.

If your application is approved, you will be required to place the security deposit in full paid by money order or cashier's check made payable to the property name or property address and sign a Holding Deposit Agreement.

CRIMINAL RECORD:

Anyone that poses a direct threat or harm to themselves, others or the property will be denied. **(On-site managers please check with Regional Manager before approval)**

Applicant(s) must provide the following documents with the completed application and pay the non-refundable application fee:

1. Proof of verifiable income (two current pay stubs, 3 months of bank statements, Tax returns, W2, PCS/LES (Military))
2. Government issued Identification
3. Social Security Card, ITIN card or I-20
4. \$30.00 application fee (No Cash)

***Manager will not process any application without the previously mentioned documents.**

After the application has been verified and approved, applicant must place a Holding Security Deposit paid with secure funds and sign the Holding Security Deposit Agreement.

COSIGNER QUALIFICATION CRITERIA

A cosigner will be APPROVED if all the qualifications below are met, if the cosigner does not meet any one of the following criteria then the cosigner will not qualify.

RENTAL HISTORY: One year of verifiable rental or mortgage history with no late payments.

CREDIT HISTORY: At least 4 accounts in good standing order for one year with less than \$500 in derogatory credit.

EMPLOYMENT: 12 Months with current employer

INCOME: 4 times the rental amount of the unit in verifiable income.

Tenant
 Guarantor

Name of Applicant: _____

APPLICATION TO RENT

(All sections must be completed) **Individual applications required from each occupant 18 years of age or older.**

Last Name		First Name		Middle Name		Social Security Number or ITIN	
Other names used in the last 10 years			Work phone number ()		Home phone number ()		
Date of birth		E-mail address			Mobile/Cell phone number ()		
Photo ID/Type		Number		Issuing government		Exp. date	Other ID
1.	Present address			City		State	Zip
	Date in	Date out	Landlord Name			Landlord phone number	
	Reason for moving out					Current rent \$ /Month	
2.	Previous address			City		State	Zip
	Date in	Date out	Landlord Name			Landlord phone number	
	Reason for moving out					Rent at move-out \$ /Month	
3.	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				
Do you have pets?	Describe			Do you have a waterbed?	Describe		
How did you hear about this rental?							
A.	Current Employer Name			Job Title or Position		Dates of Employment	
	Employer address			Employer/Human Resources phone number ()			
	City, State, Zip			Name of your supervisor/human resources manager			
	Current gross income \$		Check one Per <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year				
B.	Prior Employer Name			Job Title or Position		Dates of Employment	
	Employer address			Employer/Human Resources phone number ()			
	City, State, Zip			Name of your supervisor/human resources manager			
Other income source _____ Amount \$ _____ Frequency _____							
Other income source _____ Amount \$ _____ Frequency _____							



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 Guarantor

Name of Applicant:

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. Amt.
		()	
		()	
		()	
		()	
		()	
		()	

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

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

Automobile: Make: _____ Model: _____ Year: _____ License #: _____

Automobile: Make: _____ Model: _____ Year: _____ License #: _____

Other motor vehicles: _____

Have you ever filed for bankruptcy? _____ Have you ever been evicted or asked to move? _____



Tenant
 Guarantor

Name of Applicant: _____

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:

Name of Agency

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.

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

Landlord will require a payment of \$ 30.00 , which 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 | \$ <u>22.00</u> |
| 2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) | \$ <u>8.00</u> |
| 3. Total fee charged | \$ <u>30.00</u> |

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.

Date

Applicant (signature required)



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Tenant
 Guarantor

Name of Applicant: _____

RECEIPT FOR TENANT SCREENING AND/OR CREDIT CHECKING FEES

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

_____, Unit # (if applicable) _____
(Street Address)
_____, 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 | \$ _____ |
| 2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) | \$ _____ |
| 3. Total fee charged (cannot exceed the amount fixed by law) | \$ _____ |

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 _____, _____ Agent for Landlord
Landlord Individual Signing for Landlord Management Co. (If Applicable)

Date

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 _____, _____ Agent for Landlord
Individual Signing for Landlord *Management Co. (If Applicable)*

Date

