

STANDARDS FOR SELECTING TENANTS

Complex

Address

City

CA

1. Every prospective tenant must complete and sign a written rental application.
2. When two or more unmarried adults are interested in sharing an apartment, each adult must complete and sign a written rental application. Refusal to complete a rental application will disable the apartment manager from passing on the qualification of the prospective tenant and will result in a denial of any verbal request to rent.
3. Each prospective tenant must disclose on the application sufficient income to meet the rental payment requirement; depending on the circumstances of each individual case, income must be three to four times the monthly rental rate.
4. Prospective tenants must have favorable references from former landlords and/or mortgage holders. A prospective tenant's prior history in caring for rented property is an important consideration in maintaining the premises for all tenants.
5. Each prospective tenant must demonstrate an adequate credit history. Verification of employment, past and present charge accounts, and bank references are mandatory in making a prudent business-like selection among prospective tenants.
6. Each prospective tenant must sign a written rental agreement after his/her application has been approved and before the tenancy begins.
7. The restrictions for occupancy are as follows: One Bedroom (2) persons and Two Bedrooms (4) persons. Occupancy limitations are strictly enforced, rental rates are adjustable.

All qualified applicants will be considered without regard to race, color, religion, sex, marital status, physical handicaps, national origin, or any unlawful discrimination.

Applicant accepts the standards upon which _____ selects prospective tenants; and agrees to pay the non-refundable credit check fee of Fifteen Dollars (\$15.00) for processing the rental application.

Owner/s

Prospective Tenant

Received (\$) for Credit Check

Prospective Tenant

Date

Prospective Tenant

Duplicate of the original will serve as your receipt for the credit check fee.

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	
OTHER NAMES USED IN THE LAST 10 YEARS				WORK PHONE NUMBER		HOME PHONE NUMBER ()	
DATE OF BIRTH		EMAIL				MOBILE/CELL PHONE NUMBER ()	
DRIVER'S LICENSE NO.		EXPIRATION		STATE		OTHER ID	
1 PRESENT ADDRESS			CITY		STATE		ZIP CODE
DATE IN		DATE OUT		OWNER/MGR NAME		OWNER/MGR PHONE NO. ()	
REASON FOR MOVING							
2 PREVIOUS ADDRESS			CITY		STATE		ZIP CODE
DATE IN		DATE OUT		OWNER/MGR NAME		OWNER/MGR PHONE NO. ()	
REASON FOR MOVING							
3 NEXT PREVIOUS ADDRESS			CITY		STATE		ZIP CODE
DATE IN		DATE OUT		OWNER/MGR NAME		OWNER/MGR PHONE NO. ()	
REASON FOR MOVING							

PROPOSED OCCUPANTS	NAME	NAME
LIST ALL IN ADDITION TO YOURSELF		

WILL YOU have pets?	DESCRIBE	WILL YOU HAVE liquid filled furniture?	DESCRIBE
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am am not a member of the Armed Forces (including the National Guard and Reserves).

A	Present occupation or source of income	Employer name
	How long with this employer	Supervisor's Phone # () Employer address
	Name of your supervisor	City, State ZIP
B	Prior occupation	Employer name
	How long with this employer	Supervisor's Phone # () Employer address
	Name of your supervisor	City, State ZIP

Current gross income \$	PER	<input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year	Please list ALL of your financial obligations below
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Name of your bank	Branch or Address	Account Number
		checking
		savings



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Name of creditor	Address	Phone Number	Mo. pymt. amt.
		()	
		()	
		()	
		()	
		()	
		()	

In case of emergency, notify:	Address	Phone	City	Relationship
1.		()		
2.		()		
Personal References:	Address	Phone	Length of Acquaintance	Occupation
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? _____

Have you ever been convicted for selling, distributing or manufacturing illegal drugs? _____

Applicant represents that all the above statements are true and correct and hereby authorizes verification of the above items including, but not limited to, the obtaining of a credit report and agrees to furnish additional credit references upon request. Applicant consents to allow owner/manager to disclose tenancy information to previous or subsequent owners/managers.

Owner will require a payment of \$ _____, 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 \$30 per applicant, which may be adjusted annually with the CPI as of 1-1-98) \$ _____

The undersigned makes application to rent housing accommodations designated as:

Apt. No. _____ Located at _____

the rent for which is \$ _____ per _____ and upon approval of this application agrees to sign a rental or lease agreement and to pay all sums due, including required security deposit of \$ _____, before occupancy.

Date Applicant (signature required)

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.



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