

RENTAL APPLICATION CHECKLIST

In order to ensure the timely processing of your application to rent, please make sure you have completed all of the following:

- ___ One Application for each adult over the age of 18 years.
- ___ Application fee attached = \$40 for each applicant. (cash or money order only)
- ___ **One full current month of proof of income**. Such as pay stubs, bank statements, SSI, TANF, Disability, housing voucher.
- ___ Social Security number listed.
- ___ Driver’s license or current government issued ID number listed.
- ___ A current telephone / message number listed on application.
- ___ A current email address listed on the application.
- ___ Complete present and past addresses (5 yrs) listed with city and zip codes.
- ___ Complete present and past owners / managers name and telephone numbers.
- ___ Complete present and past employers (5 yrs) information listed.
- ___ The apartment address and unit number listed on the application.
- ___ Application has “signature” and date.

ACKNOWLEDGEMENT:

I _____ understand that only having a complete application with
(Print Your Name)

the required documents and information can I then be assured my application will be processed in a timely manner.

Signature

Date

Property Address

Unit Number

Number of Occupants

Pets ___ yes ___ no

APPLICATION PROCESS AND REQUIREMENTS

Note: Submitted applications are valid for 60 days.

**Any application with an Unlawful Detainer Action or significant negative credit can result in a denial of tenancy.*

In order to begin processing your application, the following application and documentation requirements must be met:

- Each person age 18 years and older must fill out an application, (including co-signers) regardless of income or lack of, (i.e. student, roommate, etc.) ** Please note that all parties **MUST be present at Lease/Contract Signing**, unless a prior arrangement has been made and approved by the building supervisor.
- Application fee \$40.00 (cash, cashier's check or money order only, no personal checks) for each application. This is a **NON-REFUNDABLE** administration charge to cover processing your application. **Application is valid for 60 days.**
- Applications **MUST** be completely filled out including all information for the last 5 years on rental history and employment. If there is a section that does not apply to you, please indicate by printing "N/A". ** *To help expedite the process, names and phone numbers to verify your information are mandatory!*
- We must view a copy of Social Security or Individual Taxpayer Identification Number (ITIN) card and government issued photo ID (state ID, driver's license or passport) for each applicant. Applicants that may not be able to provide these items may be subject to additional conditions for approval.
- The Social Security or ITIN number **MUST** be printed on pay stub or proof of income.
- Proof of income – One full month of the most recent paycheck stubs or legal, verifiable income documentation. Acceptable income verifying documents include, but are not limited to, recent tax returns, written income and employment verification from employer, offer of employment, 3 recent months of banking/investments accounts or proof of ongoing income from legal settlement. If on SSI, TANF, or HUD- VASH or Section 8 Housing Voucher, a copy of your Notice of Action or an official statement of coverage must be submitted.
- Sign and date the third page of the application.
- Please complete the address and unit number of the apartment you are applying for.

REQUIREMENTS TO RENT

*Gross monthly income **MUST** equal three (3) times the monthly rent amount. Example: if rent is \$1,200, the required income would be \$3,600 monthly. Where more than one adult is applying, we look at combined gross monthly income.

*An investigative consumer report will be requested for each applicant. This will include a credit check report and eviction check. A criminal background check may also be required based on an Owner's requirement. Please consult the Manager on this issue prior to submitting your application.

*Credit Requirements: Strong credit is preferred, and evictions will not be accepted. Credit acceptance will be evaluated based on FICO score(s) as follows:

*FICO scores from 650 and below may be subject to conditional acceptance or denial.

*FICO scores from 650 to 700 may be subject to conditional acceptance.

*If income and/or credit requirements are not met, an increased Security Deposit and/or co-signer may be required upon conditional acceptance. **NOTE: Not all owners accept co-signers. Please consult the Manager on this issue prior to submitting your application.**

A history of late rental payments, violations of rental terms or property damages may result in the denial of an application or additional conditions for approval.

Although we strive to process all applications as quickly as possible, normal processing can take up to 2 business days depending on our volume. However, if your application is inaccurate, incomplete or if verification calls are not being returned, completion will be delayed, and your application may be rejected. If any other application(s) are received for the same unit while your application is in process and delays have occurred due to an incomplete application, we reserve the right to rent to other qualified parties. Approval or denial will not be made until all applications have been completed.

My signature indicates that I have read and understand the Application Process and Requirements listed above.

Signature

Date

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			
Are you a service member? <input type="checkbox"/> Yes <input type="checkbox"/> No							
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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Tenant
 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? _____



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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:

Contemporary Information Corp. (CIC)

Name of Agency

42913 Capital Drive, Unit 101, Lancaster, CA 93535

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 \$ 40.00 , 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 | \$ _____ |
| 2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) | \$ _____ |
| 3. Total fee charged | \$ <u>40.00</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)



Tenant
 Guarantor

Name of Applicant: _____

RECEIPT FOR TENANT SCREENING AND/OR CREDIT CHECKING FEES

On _____, Landlord received \$ 40.00 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) | \$ <u>40.00</u> |

For Landlord Use Only	
Screening fees paid by: <input type="checkbox"/> Cash <input type="checkbox"/> Personal Check <input type="checkbox"/> Cashier's Check <input type="checkbox"/> Money Order	
<input type="checkbox"/> Credit Card # (Last 4 digits only) _____	MC/VISA/AMEX Expiration Date: _____

G J Property Services, Inc. by _____, G J Property Services, Inc. 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.

G J Property Services, Inc. 3450 E. Spring Street #212, Long Beach, CA. 90806 Phone: (562) 370-1120 Fax: (562) 370-1164



California Apartment Association Approved Form
www.caanet.org
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