

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.
- ___ *Section 8 Renters Additional Items: 1) Alternative evidence of ability to pay rent, if opting not to consider Credit History. 2) PHA "Owner's Packet"

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

Intended Move-In Date: _____

Number of Occupants: _____

Pets: _____ Yes _____ No

*If "Yes" # of pet(s) _____

***NOTE: Not all owners accept pets. Please consult the Manager to review the property's Pet Policy and additional rent(s) or deposit(s) required.**

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. *If income is received via Venmo, PayPal, ApplePay or other online work or cash application, 3 recent months of income statements are to be provided. Please be sure to highlight all income items on any bank and/or work/cash site statements provided.
- *Section 8 Applicants: Under California Law, Voucher holders have the option, at your discretion, to provide lawful, verifiable alternative evidence of your ability to pay the tenant portion of the rent. If you elect the option to provide alternative evidence, Landlord will consider the alternative evidence instead of your Credit History.
 - *Acceptable forms of Alternative Evidence of Ability to Pay:
 - Verifiable documentation to support 12 consecutive months of timely rental payments for the most recent rental within a 5-year period. i.e: Tenant Ledger, rent receipts, signed letter from the Landlord, or Bank Statements outlining timely payment.
 - *Voucher holder Applicants are encouraged to provide these items upon submission with the completed Application to Rent. However, you would have 2 additional business days *AFTER* the submission of the Application to Rent to submit alternative evidence for consideration. After two business days, the Landlord may opt to receive and/or process other applicants.
 - *Please note that a Transunion or Equifax Credit Report will still be requested for the purposes of identity, Social Security number, residence history, employment history, fraud warnings, and Public Records data verifications. This is in line with the Fair Accurate Credit Transactions Act of 2003 (FACTA) and the Red Flags Rule and Address Discrepancy Law. Credit History and/or score will not be evaluated if alternative evidence is supplied.
 - Should a Voucher holder Applicant opt to proceed with a standard Credit History review, credit will be evaluated as outlined in the Credit Requirements section noted below.
- Initial the "Consideration of Credit History" section on page 5 and sign and date on page 6 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 two and one half (2 ½) times the monthly rent amount. Example: if rent is \$1,500, the required income would be \$3,750 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. *Section 8 renters may opt to provide alternative evidence of ability to pay rent in lieu of a credit history evaluation as indicated above. 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: Credit acceptance will be evaluated based on FICO score(s). Strong credit of a minimum 680 credit score is considered for approval with all other Requirements To Rent being met. Evictions will not be accepted. Conditional acceptance will be evaluated as follows:

FICO scores from 679 to 650 may be subject to conditional acceptance.

FICO scores from 649 and below may be subject to conditional acceptance or denial.

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 3-5 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.

*Approved Applicants must obtain a Renters Insurance Policy within 30 days of move-in with a copy of the Certificate of Insurance to be provided to the Property Manager.

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

Applicant 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.

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		



- ☐ Tenant
☐ Guarantor

Name of Applicant:

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: \$	<i>(check one)</i> 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
		()	
		()	
		()	
		()	
		()	



☐ Tenant
☐ Guarantor

Name of Applicant:

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?



- ☐ Tenant
☐ Guarantor

Name of Applicant:

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:

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.



- ☐ Tenant
☐ Guarantor

Name of Applicant:

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

If you either:

- Do NOT have a government rent subsidy OR
- Do have a government rent subsidy but are not choosing to submit alternative evidence of your ability to pay rent to be considered instead of credit history

Read and initial below.

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.

Applicant's Initials: _____

Option 2: Alternative Evidence of Ability to Pay (This option is **ONLY** available to government rent subsidy recipients)

If you both:

- 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

Read and initial below.

Applicant authorizes the Landlord to obtain reports other than credit reports, 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.

Application will not be considered complete until Applicant submits their verifiable alternative evidence of the ability to pay.

Applicant's Initials: _____

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.



☐ Tenant
☐ Guarantor

Name of Applicant:

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>
\$ 40.00	\$ 40.00

The amount charged is itemized as follows:

1. 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>
\$	\$

2. 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 _____ month. 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)



☐ Tenant
☐ Guarantor

Name of Applicant:

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 \$ _____
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) \$ _____ 40.00

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: _____

Landlord G J Property Services, Inc. ☒ by _____
Individual Signing for Landlord

Management Co. (If Applicable) G J Property Services, Inc. Agent for Landlord. Date: _____



- ☐ Tenant
☐ Guarantor

Name of Applicant:

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.

