

WE DO NOT ACCEPT CO-SIGNERS/GUARANTORS!

REQUIREMENTS FOR RENTING

- 1) Applications must be filled out completely and neatly in **BLUE OR BLACK INK ONLY**. Please be very specific with employment and previous landlord's addresses and phone numbers. We must have street numbers and zip codes in order to qualify this application for rental.
- 2) Each person who will reside in the unit 18 years of age or older, must complete an application.
- 3) Applicant should be employed at least six (6) months on present job or in the same field of work. Name, address, and phone number of your immediate supervisor is required for verification of employment and monthly income.
- 4) Monthly income should be two and a half (2.5) times greater than the monthly rent for house or apartment you are applying for. (Combined income if more than one applicant)
- 5) Previous landlords must be contacted. Please supply us with their name and phone number. Please list the last 2 rental references.
- 6) All applications are processed through Experian for a credit rating. Any judgements, collections, slow pay or any credit problems, can be grounds for denying this application. Any application refused because of a credit rating problem can be verified by applicant. Please contact EXPERIAN, P.O. BOX 2002, ALLEN, TX 75013-0036 OR 714-385-7000. Upon written request, we will provide to the applicant a copy of their credit report.
- 7) Realty Management Services does not discriminate in granting or denying rental applications with regard to race, color, age, religion, sex, marital status, national origin, or ancestry of the applicant; or with regard to the racial or ethnic composition of the neighborhood or geographic area surrounding the property; or the fact that you have in good faith exercised any right under various state and federal consumer laws. If at any time you feel that you have been discriminated against by Realty Management Services, please contact the Department of Fair Employment and Housing, 1001 Tower Way, Suite 250, Bakersfield, CA or 1-800-884-1684 OR 1-714-385-7000.

INFORMATION REQUIRED FOR SUBMITTING AN APPLICATION

- 1) \$40.00 in certified funds processing fee per adult or per married couple. If identification shows maiden name, a copy of the marriage certificate must be submitted.
- 2) We will need to see originals and make a photocopy of a valid driver's license, passport or government issued photo ID, a signed social security card or ITIN card for **ALL APPLICANTS** 18 years and older. If identification shows maiden name, a copy of the marriage certificate must be submitted. A photocopy of or receipt from Social Security with SS# listed on the receipt or a copy of tax return, the first 2 pages, signed, or W2 for all applicants 18 years and older. Emailed copies are not accepted.
- 3) A photocopy of all income verification (i.e., recent pay stub, AFDC, SSI & SS award letters). All income must be accompanied by 3 months bank statements and 3 most current paystubs or award letter.
(Paystubs must show year-to-date totals) Statements for Cal Works (cash aid) can be downloaded & printed from ebtedge.com
- 4) **If self-employed:** You are required to submit 3 months bank statements and the last 2 years tax returns, of which you must also include your current profit loss statement.
- 5) Upon approval, the security deposit and the first month's rent will need to be paid within 24-48 hours with certified funds.
NO CASH OR PERSONAL CHECKS
- 6) **Collections and/or evictions for former residency are automatic grounds for denial.**

- 7) **Bankruptcies** must be discharged for 1-year with re-established good credit or 2-years without re-established good credit.
- 8) If you wish to have alimony and/ or child support payments included in qualifying income, it must be court ordered and a copy of the court order must be submitted with your application. 3 months bank statements must be included to show the deposit of the court ordered payments.
- 9) In order for student grants/loans to be included in qualifying income, you must provide copies of the awarded grant/loan paperwork. Paperwork must include applicants name as listed on ID.
- 10) All properties are required to have \$100,000 renter's insurance at all times during occupancy; Realty Management Services is to be listed as an additional insured.
- 11) If applying for a property that allows animals, please include a photo of your animal, breed, shot records and current license information. Renters insurance in the amount **of \$300K coverage and an additional "security" deposit** will be required, if approved; Realty Management to be listed as an additional insured. **Breed restrictions do apply!**
- 11) If you have an ESA (Emotional Support Animal) or a Service Animal (specially trained animal for a specific purpose) you are required to provide a letter from your doctor of whom has been treating you for at least 30 days that meets specific guidelines (we will provide you with what is required per Health and Safety Code 122318), a copy of the vaccination record for the animal, a copy of the current license issued by the City or County, a picture of the animal. An additional security deposit is NOT required nor is renters' insurance.
- 12) If applying for a single-family home that has a pool, upon approval, applicants will be required to submit and maintain **renter's insurance in the amount of \$300K coverage** with 'Realty Management Services' listed as additional insured.

REQUIREMENTS FOR APPLICANTS WITH A GOVERNMENT RENT SUBSIDY

- 1) \$40.00 in certified funds processing fee per adult or per married couple if Option 1 has been selected on page 5 of the rental application. If applicant has selected Option 2 on page 5 of the application, a \$30.00 processing fee per adult or per married couple is required. If identification shows maiden name, a copy of the marriage certificate must be submitted.
- 2) We will need to see originals and make a photocopy of a valid driver's license, passport or government issued photo ID, a signed social security card or ITIN card for **ALL APPLICANTS** 18 years and older. If identification shows maiden name, a copy of the marriage certificate must be submitted. A photocopy of or receipt from Social Security with SS# listed on the receipt or a copy of tax return, the first 2 pages, signed, or W2 for **ALL APPLICANTS** 18 years and older. Emailed copies are not accepted.
- 3) A photocopy of all income verification (i.e., recent pay stub, AFDC, SSI & SS award letters) All income must be accompanied by 3 months bank statements and 3 most recent paystubs or award letter.
(Paystubs must show year-to-date totals)
- 4) Must include current valid Housing Voucher signed by case worker.
- 5) Must include Housing Authority Voucher Program Owner's Application Packet.
- 6) Must submit Passport to Services / Cal Works documents, if receiving benefits and 3 most recent bank statements. Statements for Cal Works (cash aid) can be downloaded & printed from **ebtedge.com**
- 7) Additional documents may be requested, depending on credit of applicant, to offer another opportunity of qualification for consideration of your ability to pay rent. Those documents will be 4 months PG&E bills, in the applicant's name, showing current payments made, or other, as may be requested.
- 8) All properties are required to have \$100,000 renter's insurance at all times during occupancy; Realty Management Services is to be listed as an additional insured.
- 9) If applying for a property that allows animals, please include a photo of your animal, breed, shot records and current license information. Renters insurance in the amount **of \$300K coverage and an additional "security" deposit** will be required, if approved; Realty Management to be listed as an additional insured. **Breed restrictions do apply!**

- 10) If you have an ESA (Emotional Support Animal) or a Service Animal (specially trained animal for a specific purpose) you are required to provide a letter from your doctor of whom has been treating you for at least 30 days that meets specific guidelines (we will provide you with what is required per Health and Safety Code 122318), a copy of the vaccination record for the animal, a copy of the current license issued by the City or County, a picture of the animal. An additional security deposit is NOT required nor is renters' insurance.
- 11) If applying for a single-family home that has a pool, upon approval, applicants will be required to submit and maintain **renter's insurance in the amount of \$300K coverage** with 'Realty Management Services' listed as additional insured throughout the tenancy.

☐ Tenant

Name of Applicant:

Move-In Date: _____

APPLICATION TO RENT

All sections must be completed. Individual applications are required from each occupant 18 years of age or older, unless instructed otherwise by Landlord. If any occupant over the age of 18 is not intended to be a signatory to the Rental/Lease Agreement, please contact Landlord regarding their policy prior to completing this Application.

(To be completed by Landlord) Applicant is applying to rent the premises designated as:

Unit. No. (if applicable) _____ Located at _____

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		
Landlord email address									
Reason for moving out						Current rent \$ /Month			
Previous address				City		State		Zip	
Date in		Date out		Landlord Name			Landlord phone number		
Landlord email address						Rent at move-out \$ /Month			
Reason for moving out									
Next previous address				City		State		Zip	
Date in		Date out		Landlord Name			Landlord phone number		
Landlord email address						Rent at move-out \$ /Month			
Reason for moving out									
(Landlord, check if included) ☐ Rental Applicant Reference Form (CA-014) is attached and incorporated into this application. The applicant verification portion of the Rental Applicant Reference Form must be completed and signed by the applicant for this application to be considered complete.									



☐ Tenant

Name of Applicant:

PART 1 – PERSONAL INFORMATION & ADDRESS HISTORY (CONTINUED)

Proposed Occupants: List all in addition to yourself	Name	Name
	Name	Name
	Name	Name
	Name	Name

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	
Employer/Human Resources email		

Current gross employment income amount: \$	(check one) Per ☐ Week ☐ Month ☐ 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	

(Landlord, check if included) ☐ Rental Applicant Employer Verification (CA-015) is attached and incorporated into this application. The applicant verification portion of the Rental Application Employer Verification form must be completed and signed by the applicant for this application to be considered complete.

Income from Other Sources

Other income source _____	Amount \$ _____	Frequency _____
Other income source _____	Amount \$ _____	Frequency _____

PART 3 – ASSETS & LIABILITIES

Name of your financial institution	Branch or address	Account Number	Type of Acct



☐ Tenant

Name of Applicant:

PART 3 – ASSETS & LIABILITIES (CONTINUED)

Please list ALL of your financial obligations below.

Name of Creditor	Address	Phone Number	Monthly Pmt. Amount
		()	
		()	
		()	
		()	
		()	

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.				

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☐ Tenant

Name of Applicant:

PART 6 – MISCELLANEOUS INFORMATION

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?

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☐ Tenant

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:

Agency 1:

Name of Agency

Address of Agency

Agency 2 (if applicable):

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.



☐ Tenant

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

Applicant: read and check the box 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.

☐

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

Applicant: read and check the box 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.

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

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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. Applicant authorizes Landlord to obtain the reports indicated in Part 8 of this Application. Applicant further consents to allow Landlord to disclose tenancy information to previous or subsequent Landlords.

Date

Applicant (signature required)



☐ Tenant

Name of Applicant:

TO BE COMPLETED BY LANDLORD – SCREENING FEE DISCLOSURE AND ITEMIZATION

Landlord ☒ does ☐ does NOT require payment of a screening fee. If payment of a screening fee is not required, this portion of the Application may be left blank.

Landlord will require payment of a fee, which is to be used to screen Applicant. The total amount of the fee is specified below. As required by California Civil Code Section 1950.6, Landlord's screening process complies with at least one of the policies indicated below (*check one*):

☒ **First Qualified, First Approved.** Landlord's written screening criteria are provided together with this Application. Completed applications are considered in the order received, and the first applicant who meets Landlord's screening criteria will be made an offer to rent. Applicants are not charged a screening fee unless or until their application is actually considered. In the case of payment of a screening fee tendered by cash, check, or money order at the time the Application is submitted, such payment will not be deposited or cashed, as applicable, unless this Application is actually considered. In the case of payment of a screening fee tendered by credit or debit card, payment may be authorized and a hold placed at the time the Application is submitted but such payment will not be charged unless this Application is actually considered. In the event Landlord inadvertently charges screening fees to multiple applicants as the result of concurrent submissions, Landlord will refund the screening fee within 7 days to any applicant whose application is not considered, except as otherwise agreed by applicant. Landlord is not required to refund a screening fee to an applicant whose application is denied, after consideration, because the applicant does not meet the landlord's established, written screening criteria.

☐ **Refund to Denied Applicants.** Landlord will return the entire screening fee to any applicant who is not made an offer to rent, regardless of the reason, within 7 days of selecting an applicant for tenancy or 30 days of when the application was submitted, whichever occurs first.

Total fee for applications subject to credit history review
(Applicable for Applicants who selected **Option 1** in Part 8 of this Application)

\$40.00

Total fee for applications subject to review of alternative evidence of ability to pay
(Applicable for Applicants who selected **Option 2** in Part 8 of this Application)

\$30.00

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
(Applicable for Applicants who selected **Option 1** in Part 8 of this Application)

\$10.00

Actual cost for screening reports NOT including credit history
(Applicable for Applicants who selected **Option 2** in Part 8 of this Application)

\$0.00

2. Cost to obtain, process and verify screening information (may include staff time and other soft costs):

Costs to obtain, process and verify screening information inclusive of credit history
(Applicable for Applicants who selected **Option 1** in Part 8 of this Application)

\$40.00

Costs to obtain, process and verify screening information NOT including credit history
(Applicable for Applicants who selected **Option 2** in Part 8 of this Application)

\$30.00



☐ Tenant

Name of Applicant:

3. Allocation of screening fee payment:

Allocation of screening fee payment <i>(Applicable for Applicants who selected Option 1 in Part 8 of this Application)</i>	Allocation of screening fee payment <i>(Applicable for Applicants who selected Option 2 in Part 8 of this Application)</i>
\$ <u>40.00</u> of the screening fee shall be paid directly to Landlord and \$ <u>0.00</u> shall be paid directly to <u>N/A</u> _____, which provides screening services, including but not limited to obtaining screening reports, on Landlord's behalf.	\$ <u>30.00</u> of the screening fee shall be paid directly to Landlord and \$ <u>0.00</u> shall be paid directly to <u>N/A</u> _____, which provides screening reports (other than credit history) on Landlord's behalf.

Option to receive receipt by email. ☐ *(Landlord check only if applicable)* If box is checked, Applicant 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.

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☐ Tenant

Name of Applicant: _____

RECEIPT FOR TENANT SCREENING AND/OR CREDIT CHECKING FEES

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

(Street Address)

Unit # (if applicable) _____

_____, CA _____
(City) (Zip)

(Complete only if applicable) In addition, \$ 0.00 was paid directly to a third party,

N/A, which provides screening services, including but not limited
obtaining screening reports, on Landlord's behalf.

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 \$ 10.00
2. Cost to obtain, process and verify screening information (may include staff time and
other soft costs) \$ 30.00
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

Landlord ☒ by _____
Individual Signing for Landlord

Realty Management Services Agent for Landlord. Date: _____
Management Co. (If Applicable)



CALIFORNIA APARTMENT ASSOCIATION CODE FOR EQUAL HOUSING OPPORTUNITY

We, the members of the California Apartment Association, support the spirit and intent of all local, state and federal fair housing laws for all residents without regard to protected characteristics including race, color, religion, age, sex, sexual orientation, gender, gender identity, gender expression, genetic information, marital status, military or veteran status, national origin, ancestry, immigration status, familial status, source of income, disability of that person or whether that person is the victim of domestic violence, dating violence, sexual assault, stalking, human trafficking, or abuse of an elder or a dependent adult, or any combination of these characteristics.

We believe 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:

1. 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.
2. 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.
3. 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."
4. 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.

