

# APPLICATION TO RENT

(all sections must be completed)

Individual applications required from each proposed occupant 18 years of age or older

## APPLYING FOR:

Apt No. \_\_\_\_\_ Located at \_\_\_\_\_ Rent Amt \_\_\_\_\_ Per \_\_\_\_\_  
How did you hear about rental? \_\_\_\_\_ Expected Move-in Date: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Last First Middle Mobile: (\_\_\_\_) \_\_\_\_\_  
Social Security #: \_\_\_\_\_ Driver's Lic and State: \_\_\_\_\_ Birthdate: \_\_\_\_\_  
Month-Day-Year

## LIST ALL ADDITIONAL OCCUPANTS WHO WILL RESIDE IN UNIT

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

## RENTAL HISTORY

### 1. Current

Address: \_\_\_\_\_  
Street Unit # City State Zip  
How Long? From (Month/Year): \_\_\_\_\_ To: \_\_\_\_\_ Rent Paid: \_\_\_\_\_  
Owner/Manager: \_\_\_\_\_ Tel: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

### 2. Previous

Address: \_\_\_\_\_  
Street Unit # City State Zip  
How Long? From (Month/Year): \_\_\_\_\_ To: \_\_\_\_\_ Rent Paid: \_\_\_\_\_  
Owner/Manager: \_\_\_\_\_ Tel: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

### 3. Second Previous

Address: \_\_\_\_\_  
Street Unit # City State Zip  
How Long? From (Month/Year): \_\_\_\_\_ To: \_\_\_\_\_ Rent Paid: \_\_\_\_\_  
Owner/Manager: \_\_\_\_\_ Tel: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

## CURRENT EMPLOYMENT

Company Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Occupation: \_\_\_\_\_ Monthly Salary: \$ \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_ Dates of Employment - From: \_\_\_\_\_ To: \_\_\_\_\_

## PREVIOUS EMPLOYMENT

Company Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Occupation: \_\_\_\_\_ Monthly Salary: \$ \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_ Dates of Employment - From: \_\_\_\_\_ To: \_\_\_\_\_

## ADDITIONAL INFORMATION

1. Have you ever had any credit problems?  Yes  No
2. Have you ever had an unlawful detainer filed against you?  Yes  No
3. Have you ever been evicted for non-payment of rent or for any other reason?  Yes  No
4. Have you ever filed for bankruptcy?  Yes  No
5. Have you ever been convicted of a felony?  Yes  No If yes: What \_\_\_\_\_ When \_\_\_\_\_
6. Do you have any pets?  Yes  No If yes: How many? \_\_\_\_\_ Describe: \_\_\_\_\_
7. Will you be using any water-filled furniture (including aquariums) in your residence?  Yes  No
8. Have you ever used other names?  Yes  No If yes: How many? \_\_\_\_\_ List: \_\_\_\_\_
9. Do you receive income other than salary?  Yes  No If yes: Source? \_\_\_\_\_ Amt: \_\_\_\_\_  
Source: \_\_\_\_\_ Amt: \_\_\_\_\_

(Continued)

**BANKING INFORMATION**

Name of Bank/S&L/Credit Union: \_\_\_\_\_ Branch or Address: \_\_\_\_\_

Checking #: \_\_\_\_\_ Approx. Bal. \_\_\_\_\_ Savings #: \_\_\_\_\_ Approx. Bal. \_\_\_\_\_

Name of Bank/S&L/Credit Union: \_\_\_\_\_ Branch or Address: \_\_\_\_\_

Checking #: \_\_\_\_\_ Approx. Bal. \_\_\_\_\_ Savings #: \_\_\_\_\_ Approx. Bal. \_\_\_\_\_

**CREDIT REFERENCES (Credit Cards/Car Payments/Other Loans)**

Company Name: \_\_\_\_\_ Address/City: \_\_\_\_\_

Account #: \_\_\_\_\_ Present Balance: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_

Company Name: \_\_\_\_\_ Address/City: \_\_\_\_\_

Account #: \_\_\_\_\_ Present Balance: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_

Company Name: \_\_\_\_\_ Address/City: \_\_\_\_\_

Account #: \_\_\_\_\_ Present Balance: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_

**PERSONAL REFERENCES**

Name	Address & City	Phone	Time Known	Relationship
		( )		
		( )		
		( )		

**EMERGENCY CONTACT**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

**VEHICLES (Operable Automobiles including Trucks, Vans, Motorcycles)**

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ License#: \_\_\_\_\_ State: \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ License#: \_\_\_\_\_ State: \_\_\_\_\_

Applicant represents that all of the above statements are true and correct and hereby authorizes their verification including, but not limited to, the obtaining of a credit report, and agrees to furnish additional credit references on request. Owner/Agent is authorized to obtain a credit report, now and in the future, as evidenced by signing below. Applicant expressly authorizes Landlord to contact all persons or firms named as references, former landlords and employers to verify the contents of this Application.

In connection with my application for rental and/or employment, I understand that background inquiries will be made on myself including consumer, criminal, driving and other reports. Employment reports may include information as to my character, work habits, performance and experience along with reasons for termination of past employment from previous employers. I understand that information will be requested from various federal, state and other agencies and entities, public and private, which maintain records concerning my past activities relating to driving, credit, criminal, civil and other experiences as well as claims involving me in insurance company files.

I authorize, without reservation, any party or agency contacted to furnish, completely and without limitation, any and all of the above mentioned information and any other information related thereto. Further, I will release from liability and will defend and hold harmless all requesters and suppliers of information in accordance herewith.

The undersigned makes application to rent housing accommodations designated for the amount and location as set forth above and upon approval of this application agrees to sign a rental or lease agreement and to pay all sums due, including requested deposits before occupancy. **Fraudulent information herein will result in automatic denial of application.**

Date: \_\_\_\_\_ Applicant

UNAUTHORIZED USE PROHIBITED

For Members Only  
Apartment Association,  
California Southern Cities  
Approved Form # F01 - 1/06



## Application Process & Criteria

### *Tenant Criteria...*

1. All applicants must be treated alike, in consistent and fair manner. All restrictions, rules and other criteria are applied consistently to all tenants. We do not deny people housing because of race, color, ancestry, national origin, religion, sex, familial status, or handicap.
2. We limit the number persons per apartment pursuant to the Institute of Real Estate Management suggested fair and reasonable occupancy standards as follows:

Studio	2 persons
One Bedroom	3 persons
Two Bedrooms	5 persons
Three Bedrooms	7 persons
3. We rent to persons who pay on time, do not disturb other residents, keep the apartment clean and in good condition, and comply with building rules and regulations.
4. Each adult over the age of eighteen must complete "Application to Rent" and grant permission for extensive credit checking and personal history investigation. Married couples must each complete an application.
5. Applications are processed in order of receipt. The first applicant who
  - a) pays the application fee (at time of application)
  - b) fills out application completely and turns in all required documents
  - c) qualifies, and pays deposit of required move in costs after approval, will get the apartment.
6. The collective income of the applicants must be at least 2 ½ to 3 times the monthly rent. Each applicant must have good occupancy history and good credit.
7. The applicants must all have sufficient cash reserves or a line of credit to accommodate major cash demands such as job loss, illness or major car repairs; lacking those, applicants must provide a qualified co-signer. However, a co-signer is not to be used to compensate for poor credit, job instability or bad tenant history.
8. The ability to pay rent is related to job stability or a regular source of income. Ideally, the applicant should be on any job for a minimum of one year with minimal time loss between jobs. As long as the income is verifiable, we do not discriminate against those persons whose means of income include such subsidized forms as social security, AFDC, unemployment compensation, etc.
9. Upon move-in you will need a cashier's check or money order, as **NO PERSONAL CHECKS OR CASH WILL BE ACCEPTED.**
10. The resident manager or Appleby Brokerage employee who will help you find an apartment, is there to help you look at all available rental units. They must accept an application for processing, but they are not involved with the credit approval process. The credit approval process is to be done by Appleby Brokerage credit department. When your monthly rent is paid after you move-in, we then will accept personal checks and money orders. **NO CASH PLEASE.**
11. If you are disabled, you have the right to request alteration to be made to the property (at your expense) if you desire to rent the apartment.
12. All applicants with children are welcome to rent an apartment, as long as the total number of people meets the occupancy guidelines.
13. None of the apartments managed by Appleby Brokerage, are "Adult Only" apartments and therefore all apartments are available to families with children.
14. While we do restrict pets, we do allow animals that provide needed assistance to disabled individuals.
15. Waterbeds are allowed, if the resident provides proof of adequate insurance and the building load factors are not exceeded.
16. Please do not engage with our resident managers or personnel in discussions regarding protected subjects such as race, disabilities, etc., as this information is not required from you in renting an apartment. All of our rentals are made available without regards to race, color, ancestry, national origin, religion, sex, familial status, health condition, sexual preference, or handicap.
17. If your application is denied, we will send you a notice indicating the reason for denial. Your twenty-five dollar application-processing fee is non-refundable.

**Background Authorization Form**

I, \_\_\_\_\_, is looking to rent from Appleby Real Estate Brokerage and Property Management. I am giving Appleby Real Estate Brokerage and Property Management full authorizations to do a background check on me.

Please provide them w/ any information requested by the management company.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Prospective Tenant