

When would you like to move in? \_\_\_\_\_

## APPLICATION TO RENT

Tenant  
 Guarantor

(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		Owner/Agent Name		Owner/Agent Phone number	
Reason for moving						Current rent \$ /Month	
2. Previous address			City		State		Zip
Date in		Date out		Owner/Agent Name		Owner/Agent Phone number	
Reason for moving							
3. Next previous address			City		State		Zip
Date in		Date out		Owner/Agent Name		Owner/Agent Phone number	
Reason for moving							
Proposed Occupants: List all in addition to yourself	Name			Name			
	Name			Name			
	Name			Name			
Will you have pets?		Describe TYPE:		BREED:		Will you have a waterbed?	
Describe						Describe	
How did you hear about this rental?							
A. Present occupation or source of income				Employer name			
Dates of employment		Supervisor's phone number ( )		Employer address			
Name of your supervisor				City, State, Zip			
B. Prior occupation				Employer name			
Dates of employment		Supervisor's phone number ( )		Employer address			
Name of your supervisor				City, State, Zip			
Current gross income \$		Per		Check one <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year		Please list ALL of your financial obligations below.	
Name of your bank		Branch or address				Account Number	



Name of Creditor	Address	Phone Number	Monthly Pymt. Amt.	
		( )		
		( )		
		( )		
		( )		
		( )		
		( )		
		( )		
<b>In case of emergency, notify:</b>	<b>Address: Street, City, State, Zip</b>	<b>Relationship</b>	<b>Phone</b>	
1.				
2.				
<b>Personal References:</b>	<b>Address: Street, City, State, Zip</b>	<b>Length of Acquaintance</b>	<b>Occupation</b>	<b>Phone</b>
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 of 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/ Agent to disclose tenancy information to previous or subsequent Owners/Agents.

Owner/Agent will require a payment of \$ 25.00 , which is to be used to screen Applicant with respect 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 \$ 15.00
2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) \$ 10.00
3. Total fee charged \$ 25.00

The undersigned 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)

**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.



California Apartment Association Approved Form  
www.caanet.org  
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of Blank Forms is Illegal.

## TENANT HISTORY REQUEST

**\*\*Applicant, please complete areas within the box only\*\***

**Applicant to complete:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Unit#: \_\_\_\_\_  
Landlord/Management Agency: \_\_\_\_\_  
Landlord/Management Agency Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

**Landlord/Management Agency to Complete the following:**

We are writing for a verification of residency on the above named individual.

1. # of persons on lease: \_\_\_\_\_ Monthly rental amount: \_\_\_\_\_ Utilities included: \_\_\_\_\_
2. Date lease began: \_\_\_\_\_ Date lease expires: \_\_\_\_\_ Evicted, if so when: \_\_\_\_\_
3. Is the tenant current on his/her rent? \_\_\_\_\_ If not, how late/times late? \_\_\_\_\_ / \_\_\_\_\_
4. Have there been any complaints of noise? \_\_\_\_\_
5. Has there been any pets found on the premises? \_\_\_\_\_
6. Has this tenant been responsible for any property damage? \_\_\_\_\_ If yes please explain:  
\_\_\_\_\_
7. Have there been any lease violations? \_\_\_\_\_ If yes please explain: \_\_\_\_\_
8. Has this tenant kept the premises clean? \_\_\_\_\_ Would you rent to this tenant again? \_\_\_\_\_

**Landlord/Agent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicants Signature**

*I hereby grant permission for release of information from credit agencies, banks and present and prior landlords which is necessary to process the lease.*

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Village Property Management  
**Commonly Asked Questions**

**Once I turn in my application, when will I hear back if I have been approved for residency?** Our typical turn around time is 2-3 days.

**Do I need to turn in a rental application for each adult that plans to reside with me?** Yes. We require a completed rental application for each adult.

**What is the amount of the application processing fee?**  
\$25 per applicant. Personal checks or money orders are made payable to Village Property Management. *We do not take credit cards or cash.*

**Can I hold/reserve the place I want to rent?**  
Yes, by providing a minimum of \$100.00 when you submit your rental application(s), we will process your application as first in line and we will not seek anyone else's interest in the place until we have an answer for you.

**What if I change my mind?**  
If we offer you tenancy and you choose not to take the place, you will forfeit (lose) any and all monies you have put down to hold/reserve the place. If you are not approved, we will return the money (less application processing fee, \$25 per applicant) to you within 21 days from the date of receiving our answer.

By signing below you agree with the information as provided above.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Print Name

## **Agency Relationship Disclosure**

Today you are viewing property with a Village Property Management Representative. The Representative has information on all properties we have available. He can confirm only information from the Listing Brochure as it relates to amenities, pricing, specials and accommodations.

Representative does not have the authority to negotiate rent nor state what can or cannot be done with property as to the changes or alterations you may desire. Furthermore, offers, pricing, confirming what utility services are offered, confirming services or amenities provided as part of the rental must all be confirmed and agreed to in writing by an Officer of Village Property Management prior to a rental commitment being made to you.

No representations are made beyond what is listed on the Listing Brochure. Your Representative is happy to take your questions or comments related to property and submit them to an Officer of VPM for review and response.

By signing below you acknowledge the statements and limitations of Representative above and agree to hold harmless Village Property Management, its employees and contractors for any erroneous information shared to you verbally that may contradict the reality of services offered, whether implied or assumed. This Disclosure covers all properties shown to you by a Village Property Management Representative now and in the future.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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Rental Prospect's Signature

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Print Name

FOR YOUR RECORDS

## RESIDENT SELECTION POLICY

This Resident Selection Policy is applied to everyone applying for living accommodations with a Village Property Management managed property and is done so without regard to race, religion, national origin, familial status, handicap, age, sex or sexual orientation\*

### REQUIRED VERIFICATION FOR ACCEPTANCE:

1. Satisfactory landlord references required.
2. Satisfactory credit report required.
3. Employment and income is verified. (*Proposed monthly rent must not exceed more than 30-40% of monthly gross income.*)
4. Satisfactory background report required.
5. Satisfactory tenancy report required (checking for eviction history)

### RENTAL PAYMENT:

1. Rent is Due on the 1<sup>st</sup> of each month
2. Delinquent rent subject to late charges and eviction as prescribed by applicable law.

### What you as applicant will need to furnish as part of the application process:

1. Rental application
2. Signed Tenant History Request form
3. Photocopy of Identification Card
4. Photocopy of social security card
5. Photocopies of 1 month worth of most recent pay stubs OR if new at job, 2 months worth of most recent bank statements and a Job Offer letter from employer
6. Check or money order for credit check processing fee of \$25 (per applicant). Make payable to Village Property Management

\*As permitted under H.U.D. guidelines and California Housing laws where applicable.