



2101 Tennessee Street • Vallejo, CA 94590
Phone (707) 554-6696 • Fax (707) 554-0559

PLEASE READ THESE REQUIREMENTS

STEP ONE:

Drive by the outside of the properties in which you are interested.
If unit is occupied, do not disturb the tenant.
Decide which property you would like to view the inside of.

STEP TWO:

Fill out the form below and give it to one of our staff to review. If you appear to meet the requirements, we will then set up an appointment for you to view the inside of the property.

STEP THREE:

- ★ **\$25 NON-REFUNDABLE Credit Check Fee** for each application. Must be cash or money order, no personal checks. A separate application must be filled out for each person (18 years or older) applying.
- ★ Applicants **MUST** be at least 18 years old to apply.
- ★ Present a valid **California Drivers License**, California I.D. or Military I.D. and a social security card with application.
- ★ Most current **paycheck stub** for Gross Verifiable Income: 3 times the monthly rent.
- ★ Verifiable Employment: Minimum 3 months with current employer.
- ★ Applications **WILL NOT BE TAKEN** without all the above documents.

I HAVE READ AND UNDERSTAND THE REQUIREMENTS LISTED ABOVE.

Signed: _____

Dated: _____

Print Name: _____

Phone/Cell # _____

Address: _____

How Long at this Address? _____

Section 8: YES NO (CIRCLE)

Have you ever been evicted? _____

Do you have any bad credit? _____

When are you ready to move in? _____

GROSS Monthly Income: _____

How did you hear about us? _____

If referred by a friend, whom should we thank? _____

STEP FOUR

If approved, the deposit and first months rent must be paid with a money order or cashiers check, within 5 business days. **NO CASH OR PERSONAL CHECKS.** Vacant units will be held no more than one week with paid deposit. Deductions will be taken from deposit if you decide not 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		FIRSTNAME		MIDDLENAME		SOCIAL SECURITY NUMBER	
OTHER NAMES USED IN THE LAST 10 YEARS				WORK PHONE NUMBER		HOME PHONE NUMBER ()	
DATE OF BIRTH		EMAIL				MOBILE/CELL PHONE NUMBER ()	
DRIVER'S LICENSE NO.		EXPIRATION		STATE		OTHER ID	
1 PRESENT ADDRESS			CITY			STATE ZIP CODE	
DATE IN		DATE OUT		OWNER/AGENT NAME		OWNER/AGENT PHONE NO. ()	
REASON FOR MOVING							
2 PREVIOUS ADDRESS			CITY			STATE ZIP CODE	
DATE IN		DATE OUT		OWNER/AGENT NAME		OWNER/AGENT PHONE NO. ()	
REASON FOR MOVING							
3 NEXT PREVIOUS ADDRESS			CITY			STATE ZIP CODE	
DATE IN		DATE OUT		OWNER/AGENT NAME		OWNER/AGENT PHONE NO. ()	
REASON FOR MOVING							

PROPOSED OCCUPANTS	NAME		NAME	
	LIST ALL IN ADDITION TO YOURSELF			

WILL YOU have pets?	DESCRIBE	WILL YOU HAVE liquid filled furniture?	DESCRIBE
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I am am not a member of the Armed Forces (including the National Guard and Reserves).

A	Present occupation or source of income		Employer name	
	How long with this employer		Supervisor's Phone # ()	
	Name of your supervisor		City, State ZIP	
B	Prior occupation		Employer name	
	How long with this employer		Supervisor's Phone # ()	
	Name of your supervisor		City, State ZIP	

Current gross income \$	PER	<input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year	Check One Please list ALL of your financial obligations below and on following page
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Name of your bank	Branch or Address	Account Number
		checking
		savings



Name of creditor	Address	Phone Number	Mo. pymt. amt.
		()	
		()	
		()	
		()	
		()	
		()	

In case of emergency, notify:	Address	Phone	City	Relationship
1.		()		
2.		()		
Personal References:	Address	Phone	Length of Acquaintance	Occupation
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 \$13.00
2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) \$37.50
3. Total fee charged (cannot exceed \$30 per applicant, which may be adjusted annually with the CPI as of 1-1-00) \$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 agreement or lease, 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.

