

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 out | | | | | Current rent \$ /Month | | |
| 2. | Previous address | | | City | | State | Zip |
| Date in | | Date out | | Owner/Agent Name | | Owner/Agent Phone number | |
| Reason for moving out | | | | | | | |
| 3. | Next previous address | | | City | | State | Zip |
| Date in | | Date out | | Owner/Agent Name | | Owner/Agent Phone number | |
| Reason for moving out | | | | | | | |
| Proposed Occupants: List all in addition to yourself | Name | | | Name | | | |
| | Name | | | Name | | | |
| | Name | | | Name | | | |
| Do you have pets? | Describe | | | Do you have a waterbed? | Describe | | |
| How did you hear about this rental? | | | | | | | |
| A. | Current Employer Name | | | Job Title or Position | | Dates of Employment | |
| | Employer address | | | Employer/Human Resources phone number () | | | |
| | City, State, Zip | | | Name of your supervisor/human resources manager | | | |
| Current gross income | | Check one | | | | | |
| \$ | | Per | | <input type="checkbox"/> Week | <input type="checkbox"/> Month | <input type="checkbox"/> Year | |
| B. | Prior Employer Name | | | Job Title or Position | | Dates of Employment | |
| | Employer address | | | Employer/Human Resources phone number () | | | |
| | City, State, Zip | | | Name of your supervisor/human resources manager | | | |
| Other income source | | | | Amount \$ | | Frequency | |
| Other income source | | | | Amount \$ | | Frequency | |



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| Name of your bank | Branch or address | Account Number |
|-------------------|-------------------|----------------|
| | | |
| | | |

Please list ALL of your financial obligations below.

| Name of Creditor | Address | Phone Number | Monthly Pymt. Amt. |
|------------------|---------|--------------|--------------------|
| | | () | |
| | | () | |
| | | () | |
| | | () | |
| | | () | |
| | | () | |

| In case of emergency, notify: | Address: Street, City, State, Zip | Relationship | Phone |
|-------------------------------|-----------------------------------|--------------|-------|
| 1. | | | |
| 2. | | | |

| Personal References: | Address: Street, City, State, Zip | Length of Acquaintance | Occupation | Phone |
|----------------------|-----------------------------------|------------------------|------------|-------|
| 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, authorizes verification of the above items and agrees to furnish additional credit references upon request. Applicant authorizes the Owner/Agent 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 Owner/ Agent to disclose tenancy information to previous or subsequent Owners/Agents.

Owner/Agent will require a payment of \$ _____, which 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 \$ _____

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)



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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.



Residential Rental Criteria

1. All applicants must meet the minimum overall Matrix score of 22 and have a MINIMUM FICO score of 550. If an applicant does not have a minimum FICO score of at least 550, a qualified co-signer may be used. The co-so-signer must have a FICO score of at least 700 **AND** the co-signer must have an income of at least 4 times the monthly rent.
2. Applicants who have a total matrix score of 18, 19, 20 or 21 and have a FICO score of at least 550 may qualify if they have a co-signer. When a co-signer is used, that co-signer must have a FICO score of at least 700 **AND** they must have an income of at least 4 times the monthly rent. **NO EXCEPTIONS.**
3. Applicants who have a total matrix score of 18, 19, 20 or 21 and have a FICO score of at least 550 may also qualify if they pay additional deposits. The additional deposit(s) would equal \$100 for each point needed to reach the minimum total matrix score of 22, provided that in no event shall the prospective resident's total deposit (regular deposit and these additional deposits) exceed 2 times the monthly rent.
4. Delinquent utility bills and/or delinquent medical bills will be evaluated on a case by case basis.
5. Out-of-town job transfers (within the same industry), military personnel, individuals who are retired and/or recently-graduated trade school or university students entering employment in their area of study, as well as, homemakers will be given 6 matrix points for "Time on the Job."
6. Roommates – where one applicant meets the M.D. Atkinson Company rental criteria and the other one doesn't (when they are evaluated separately) – may add their total matrix points together and then divide by the number of roommates in order to determine if they qualify. However the income will be combined and entered onto matrix as one score.
7. All residents 18 years and older must fill out an application and must meet the qualification standards of this rental criteria. The only exception is for dependents of residents 18 years and older **who are living with legal guardian(s)** and who can verify they are full time students at local high schools and/or colleges. Those dependents must fill out an application, but do not need to meet any rental criteria on our matrix. They **are**, however, subject to the last three "Disqualifications" below.

IMMEDIATE DISQUALIFICATIONS

Any court ordered eviction, or any judgments against you for financial delinquency to any apartment complex within the past 10 years will be terms for disqualification.

Any criminal conviction for violent crimes, robbery, sex crimes, or drug-related activity within 10 years of completion of sentence will be disqualified.

Any conviction for property-related crimes including burglary, breaking & entering, vandalism, etc., within 6 years of completion of sentence will be disqualified.