

Village View Apartments
2851 Redwood Pkwy., Vallejo, CA 94591
Office 707-643-9466 Fax 707-643-9172

BASIC QUALIFICATIONS FOR RESIDENCY

If you do not have a government rent subsidy OR do have a government subsidy but are not choosing to submit alternative evidence of your ability to pay rent to be considered instead of credit history.

INCOME: household income must combine to make at least **3.0** times the monthly rent.

Each applicant over the age of 18 must complete an application and they will be listed on the lease as a lease holder.

CRITERIA: Evictions need to be paid off and 7 years old, Bankruptcies need to be 2 years old.

Any unpaid collections from a Utility, Landlord or Management company

And your application will be denied.

PETS: No cats or dogs are allowed!

CREDIT: Transunion FICO score of 650 is required for every applicant. If credit score is under 650 (600-650) you may be approved with an increased deposit equal to the rent
If your credit score is below 600 or you do not have credit your application will be denied.

VERIFICATION OF RENTAL APPLICATION

- Past and Current Residency will be verified. You will need to provide at least 2 years of rental history (no rental history the security deposit will be increased by \$500) No rental history and low credit is automatically 2 times the deposit.
- Employment/Income will be verified: you will need to provide current paycheck stubs, or profit & loss or W2 if self-employed.
- If you have been employed for less than a year then you will need to provide letter of contract from your company and paystubs.

ALTERNATIVE EVIDENCE OF ABILITY TO PAY:

This option is Only available to government subsidy recipient

- Past and Current Residency will be verified. You need to provide 1 year rent ledger from your current place of residence (a minimum of 2 years rental history required) No rental history OR bad rental history and your application may be denied. If you have more than 3 late payments then application will be denied.
- Employment/Income will be verified: you will need to provide current paycheck stubs and or Social Security payments and provide 3 months of bank statements that will show their income ratio to equal 3.0 times their rental portion.
- If you have been employed for less than a year then you will need to provide letter of contract from your company.
- We will give you reasonable time to get your "alternative evidence of ability to pay"; we have deemed that 14 days from the date of submitting your application with us as "Reasonable Time".
- **Application will not be considered complete until applicant submits their verifiable alternative evidence of ability to pay**

PRINT NAME AND SIGN

DATE

An application / processing fee (\$55 for each applicant) is required for everyone over the age of 18. **This will need to be in the form of a cashiers check or money order made payable to: Village View Investors.** Please provide 2 forms of ID (Government issued ID such as drivers license, state ID or passport and social security card and or tax ID number (ITN).

WE ARE AN EQUAL OPPORTUNITY HOUSING PROVIDER

☐ Tenant
☐ Guarantor

Name of Applicant: _____

APPLICATION TO RENT

Apt.# : _____

Move in Date: _____

(All sections must be completed)

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

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
Reason for moving out				Current rent \$ /Month	
Previous address		City		State	Zip
Date in	Date out	Landlord Name			Landlord phone number
Reason for moving out				Rent at move-out \$ /Month	
Next previous address		City		State	Zip
Date in	Date out	Landlord Name			Landlord phone number
Reason for moving out				Rent at move-out \$ /Month	
Proposed Occupants: List all in addition to yourself	Name			Name	
	Name			Name	
	Name			Name	



☐ Tenant
☐ Guarantor

Name of Applicant:

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	
Current gross employment income amount: \$	(check one) Per <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> 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	

Income from Other Sources

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

PART 3 – ASSETS & LIABILITIES

Name of your bank	Branch or address	Account Number	Type of Acct

Please list ALL of your financial obligations below.

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



☐ Tenant
☐ Guarantor

Name of Applicant:

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.				

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?



☐ Tenant
☐ Guarantor

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:

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
☐ Guarantor

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

Read and initial 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. Applicant consents to allow Landlord to disclose tenancy information to previous or subsequent Landlords.

Applicant's Initials: _____

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

Read and initial 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. Applicant consents to allow Landlord to disclose tenancy information to previous or subsequent Landlords.

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

Applicant's Initials: _____

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.



☐ Tenant
☐ Guarantor

Name of Applicant:

To Be Completed By Landlord – Screening Fee Disclosure and Itemization

Landlord will require payment of a fee, which is to be used to screen Applicant. The total amount of the fee is as follows:

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

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

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

\$

The undersigned Applicant 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.

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

Date

Applicant (signature required)



☐ Tenant
☐ Guarantor

Name of Applicant: _____

RECEIPT FOR TENANT SCREENING AND/OR CREDIT CHECKING FEES

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

(Street Address)

Unit # (if applicable) _____

_____, CA _____
(City) (Zip)

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 \$ _____

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

\$ _____

3. Total fee charged (cannot exceed the amount fixed by law)

\$ _____

For Landlord Use Only

Screening fees paid by: ☐ Cash ☐ Personal Check ☐ Cashier's Check ☐ Money Order

☐ Credit Card # (Last 4 digits only) _____ MC/VISA/AMEX Expiration Date: _____

Landlord ☐ by _____
Individual Signing for Landlord

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



☐ Tenant
☐ Guarantor

Name of Applicant:

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.



RENTAL APPLICANT REFERENCE FORM

- This form is used to obtain information regarding the rental history of applicants for rental housing.
- The Landlord requesting this information must receive authorization from the Applicant before obtaining the information. Such authorization is granted if Applicant's signature is provided in Section 1. Copies of this form and of the Applicant's signature are acceptable. The Applicant may be contacted to verify the authenticity of this request. **Please mail, fax, or email this form to the person listed in section 2 as soon as possible (within 24-48 hours)**

TO BE COMPLETED BY APPLICANT

1. Authorization by rental Applicant for the release of information

I hereby authorize the release of the information requested on this Rental Applicant Reference Form. I hereby acknowledge that the Landlord can make copies of this executed page in order to obtain the information requested.

Name _____ Phone number (____) _____

Signature _____ Date _____

TO BE COMPLETED BY LANDLORD

2. Person requesting the rental reference

Name of Landlord Village View Apartments

Address 2851 Redwood Parkway Unit # _____

City Vallejo State CA Zip 94591

Phone number (707) 643-9466 Email villageview.redwood@gmail.com (preferred)

Fax number (707) 643-9172

3. Applicant's rental information

Name of rental community (if any) _____

Address of rental unit _____ Unit # _____

City _____ State _____ Zip _____

Name of Landlord _____

Phone number (____) _____ Fax number (____) _____

Move-in date: Month _____ Year _____ Move-out date: Month _____ Year _____ or ☐ current resident



TO BE COMPLETED BY FORMER OR CURRENT LANDLORD

CAUTION: Do not include information about non-payment of "COVID-19 rental debt," which is unpaid rent or any other unpaid financial obligation of the resident under the tenancy that came due between March 1, 2020, and September 30, 2021.

4. Rental Reference Information

Residency

- a. Did Applicant live at your property during the period indicated above? ☐ Yes ☐ No
- b. If no, what were the dates of occupancy? From (month/year): _____ / _____ To (month/year): _____ / _____

Rent Payments:

- c. What was the last effective monthly rent? \$ _____
- d. How many times during the past 12 months did Applicant pay the rent late? ☐ 0 ☐ 1-2 ☐ 3-5 ☐ 6 or more
- e. Was any check from Applicant returned due to non-sufficient funds (NSF)? ☐ Yes ☐ No
- f. Did you ever file for an unlawful detainer against Applicant for unpaid rent? ☐ Yes ☐ No

If yes, what was the result? _____

- g. Does Applicant owe any amount for delinquent rent? ☐ Yes ☐ No

Other Financial Obligations of Tenancy (i.e., utilities, parking fees, damage to the unit):

- h. How many times during the past 12 months did Applicant pay other financial obligations of tenancy late? ☐ 0 ☐ 1-2 ☐ 3-5 ☐ 6 or more
- i. Was any check from Applicant for other financial obligations of tenancy returned due to non-sufficient funds (NSF)? ☐ Yes ☐ No
- j. Did you ever file an unlawful detainer action (eviction) against Applicant for unpaid financial obligations of tenancy other than rent? ☐ Yes ☐ No

If yes, what was the result? _____

- l. Does Applicant owe any amount for other financial obligations of tenancy? ☐ Yes ☐ No

Other Three-Day Notices

- m. Did you ever serve a Three-Day Notice to Applicant other than for non-payment of rent or other financial obligations of the resident under the tenancy? ☐ Yes ☐ No
- n. If yes, please explain: _____

Termination of Tenancy by Applicant

- o. If tenancy was terminated by Applicant, did Applicant provide notice for ending tenancy according to the terms of the rental agreement? ☐ Yes ☐ No

Information provided by: Name _____

Phone number (_____) _____ Email _____

Information obtained by: ☐ Phone ☐ Mail ☐ Email ☐ Fax



Village View Apartments

2851 Redwood Pkwy., Vallejo, CA 94591

Office 707-643-9466 Fax 707-643-9172

GUARANTOR QUALIFICATIONS FOR RESIDENCY

Guarantor will be liable for the rent and other monies under rental /lease agreement.

Guarantor will be used when the applicant has no credit or bad credit or lacking financial ability to meet rental requirements.

CRITERIA: Evictions need to be paid off and 5 years old, Bankruptcies need to be 2years old.

CREDIT: Transunion FICO score for **all** applicants must average out to 625 or above. **If average score is below 625 the guarantor will not be accepted and application will be denied.**

INCOME: Combined income needs to meet 3.0 times the rent.

DEPOSIT: Minimum deposit will be equal to rent OR up to 2 times minimum deposit

APPLICATION PROCESS:

Guarantor will need to fill out an application and pay the application fee of \$50 and be present when applying. **This will need to be in the form of a cashier's check or money order made payable to: Village View Investors**

Guarantor will need to provide a government issued ID and provide verification of income when applying.

If Guarantor has any unpaid or outstanding collection accounts are from Utility, Landlord or Management Company, the guarantor will be denied.

SIGNATURE

DATE

SIGNATURE

DATE

WE ARE AN EQUAL OPPORTUNITY HOUSING PROVIDER