

Tenant
 Guarantor

Name of Applicant: _____

APPLICATION TO RENT

(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		Landlord Name		Landlord phone number	
Reason for moving out						Current rent \$ /Month	
2. Previous address			City		State		Zip
Date in		Date out		Landlord Name		Landlord phone number	
Reason for moving out						Rent at move-out \$ /Month	
3. 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			
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 Applicant: _____

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. 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? _____



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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.

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 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.

Landlord 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 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.

Date

Applicant (signature required)



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RECEIPT FOR TENANT SCREENING AND/OR CREDIT CHECKING FEES

On _____, Landlord received \$ _____ from the undersigned, hereinafter called "Applicant,"
(Date)

who offers to rent from Landlord the premises located at:

_____, Unit # (if applicable) _____
(Street Address)

_____, 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: <input type="checkbox"/> Cash <input type="checkbox"/> Personal Check <input type="checkbox"/> Cashier's Check <input type="checkbox"/> Money Order	
<input type="checkbox"/> Credit Card # (Last 4 digits only) _____	MC/MISA/AMEX Expiration Date: _____

The Woodlands _____ by _____, Westco Equities, Inc. Agent for Landlord
Landlord Individual Signing for Landlord Management Co. (If Applicable)

Date

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.



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CRIMINAL ACTIVITY ADENDUM

Have you or any member of your household ever been convicted of a felony, or pled guilty or “no contest” to a felony, whether or not resulting in a conviction?

Yes ___ No ___

Have you or any member of your household ever been convicted of, or pled guilty or “no contest” to, engaging in the illegal manufacture, sale, distribution, use, or possession of an illegal drug or controlled substance, whether or not resulting in a conviction?

Yes ___ No ___

Have you or any member of your household ever been convicted of, or pled guilty or “no contest” to, a criminal complaint involving sexual misconduct, whether or not resulting in a conviction?

Yes ___ No ___

Have you or any member of your household ever been convicted of, or pled guilty or “no contest” to, engaging in acts of violence or threats of violence, including, but not limited to, unlawful activity involving weapons or ammunition, whether or not resulting in a conviction?

Yes ___ No ___

All questions must be answered. If you have answered “yes” to any question, please provide an explanation below. Include the date, circumstances, and the nature of the incident.

CONSENT & VERIFICATION

I understand that my occupancy is contingent upon meeting management’s resident selection criteria and housing program requirements. All information supplied here or elsewhere will be used to determine my household’s eligibility for housing. I authorize the verification of all such information. I consent to allow owner/agent to disclose my information obtained to previous, current, or subsequent owners/agents, law enforcement, and any others owner/agent deems appropriate.

I further understand that providing any false, fraudulent, misleading, or incomplete information can cause a delay in processing and may be grounds for denial of tenancy; or in the event that I become a tenant, or I am an existing tenant, would be considered a material breach of my rental agreement and can be used as grounds to immediately terminate my tenancy. I further understand that criminal and/or other background searches may be performed at any time, including, but not limited to, the time of lease renewal and/or recertification, and may be used to determine my household’s eligibility for continued housing.

Any “yes” response on this addendum may lead to rejection of my application or the immediate termination of my tenancy for cause if I am a current resident. I declare that all information and answers supplied during the process of applying, recertification, or lease renewal, by me, or on my behalf, including, but not limited to, the answers to the above-noted questions, are true and correct.

Signature _____ Date _____

WESTCO EQUITIES, INC.
RENTAL POLICY STATEMENT

Rev. 06/2018

Dear Prospective Tenant:

Thank you for considering our community for your future residence! The following guidelines have been established so that all applicants will receive the same consideration in determining their eligibility:

1. There is a non-refundable fee of \$30.00 for every application. Every potential tenant age 18 and older must complete an application and pay the fee, **NO EXCEPTIONS.**
2. Application fees, security deposits, and first month's rent cannot be paid by personal check. Prior to your move in all fees must be paid in full with a money order or cashier's check.
3. Our owners follow the California Apartment Association Code, Equal Opportunity guidelines and code of ethics which are printed on the reverse side of the application. Owner/Management will not discriminate against and potential resident by reason of their race, religion, nationality, ancestry, gender, sexual preference, familial status or physical handicap, and any discrimination prohibited by law.
4. **Each adult must fill out an application in its entirety.** Incomplete applications will take longer to process or not at all. Do not leave out phone numbers, complete addresses etc. Falsified information on any application shall be cause for rejection. The rental application is being used to determine if the prospective resident can and will pay rent, will not disturb neighbors and will take care of the property.
5. **All** income sources, employment, personal character references and credit rating will be verified for each applicant.
6. Applicant(s) monthly net income sources (i.e. take home pay, Social Security check, etc.) Must be **three (3) times the amount of the rent.** For income verification, please provide copies of your last (3) paystubs, most current paystubs. **Also all applicants must have 2 years of employment history & rental history and have no evictions.**
7. **No pets are permitted on a property that has a No Pet Policy, with the exception of legal guide dogs and/or legal assisted living pets. Please be advised that there are qualifications that must be met for an animal to qualify as a legal guide/assisted living pet. Temporary "pet sitting" is not permitted on a property that has a no pet policy. If the complex has a Pet Acceptance Policy, the pet is only allowed after you have received written permission from the management and the additional pet deposit has been paid in full.** If you have a pet or intent to acquire a pet in your home during your residency, you should discuss this with management prior to signing your agreement. Bringing an unauthorized pet in your home will be cause for termination of your residency.
8. The Security Deposit amount is \$_____. It must be paid in full by money order or cashier's check only.
9. Prior to occupancy each resident shall be required to sign a rental agreement and/or lease, copy of which will be available at resident's request.
10. All prospective applicants must be legally qualified and competent to execute a rental contract. All applicants must **show a current California ID or current driver's license and social security card or valid passport.** Failure to provide this information will terminate your application.
11. Prospective tenant applications will be considered in the order of receipt of completed application. Incomplete applications will be closed and the next completed application will be processed. Again- it is very important -- **complete the application in its entirety and provide the requested documentation to avoid delay.**
12. Each potential tenant **18 years or over (even if they are your dependents or relatives MUST COMPLETE A SEPERATEAPPLICATION and pay the \$30.00 processing fee.**
13. It is recommended by Westco Equities, Inc., and /or the property owners that you maintain Renter's Insurance.

I declare that I have read and understood the aforementioned. Signed this _____ day of _____, year _____.

Applicant Printed Name

Application Signature

Indicate how you heard of us: Craigslist <http://www.west-co.com/> Apartment Guide.com Other: _____