

APPLICATION TO RENT (Individual applications required from each adult occupant) All sections must be completed.

Project Name: _____ **Apt #** _____ **Phone:** _____ **Date:** _____

Last Name		First Name		Middle Name		Social Security Number or ITIN	
Other names used in the last 10 years				Home Phone Number ()		Mobil/Cell Phone Number ()	
Date of Birth		Photo ID/Type	Number	Issuing government	Exp. date	Other ID	
1	Present Address		City		State		Zip Code
	Date In	Date Out	Owner Mgr. Name		Owner Mgr. Phone No. ()		
	Reason for Moving						Current Rent \$ /month
2	Previous Address		City		State		Zip code
	Date In	Date Out	Owner Mgr. Name		Owner Mgr. Phone No. ()		
	Reason for Moving						
Proposed Occupants List all in Addition to Yourself	Complete Name		Age	Complete Name		Age	
A	Current Employer			Present Occupation Or source of income			
	Employer Address				Dates of Employment	Phone ()	
				Name of your Supervisor			
B	Previous Employer			Previous Occupation			
	Employer Address				Dates of Employment	Phone ()	
				Name of your Supervisor			
Current Monthly Gross Income		Income Sources				Amount	
\$ _____ per month		1 _____	2 _____	3 _____	\$ _____	\$ _____	\$ _____
						TOTAL \$ _____	
Name of Creditor		Address			Phone No.	Monthly Payment Amount	
1.							
2.							
Bank References		Bank Phone Number			Account Number		
1.							
2.							
Vehicles		Make & Model	Year	Color	State	License #	
1.							
2.							
Personal References		Name		Address		City	Phone
1.							
2.							
In Case of Emergency, Notify		Name		Address		City	Phone
1.							
2.							
<p>*Has any civil judgement been entered against you for the collection of debt in the past 10 years? Yes or No _____. Year _____. Have you declared bankruptcy in the past 10 years? Yes or No _____. Have you ever been evicted? Yes or No _____. Have you ever refused to pay rent? Yes or No _____. Have you ever been convicted of a felony? Yes or No _____. Have you ever been convicted of selling, distributing or manufacturing illegal drugs? Yes or No _____. 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.</p> <p>Owner/Agent will require a payment of \$ _____, which is to be used to screen applicant with respect to credit history and other background information. The amount charged is itemized as follows:</p> <ol style="list-style-type: none"> 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 \$30 per applicant, which may be adjusted annually with the CPI as of 1-1-98) \$ _____ <p>NOTICE: Pursuant to Civil Code, Section 1785.26, you are hereby notified that a negative credit report reflecting on your credit record may be submitted in the future to a credit reporting agency if you fail to fulfill the terms of your rental / credit obligations or if you default in those obligations in any way. This is the only notice that you will receive in this regard.</p> <p style="text-align: center;">PROVIDES EQUAL HOUSING OPPORTUNITY.</p>							

1st Month Rent \$ _____
 Security Deposit \$ _____
 Credit Check Fee (Not refundable) \$ _____
 (Less any move in concession) \$ _____
 (Less deposit paid with application) \$ _____
 (Refundable within 72 hours)
 Balance Due Upon Move in (Cashier's Check or Money Order) \$ _____

Security deposits can be applied towards unpaid rent _____ Security deposits can be used to clean or repair any damages _____

Applicants signature: _____ Date: _____

Co-applicants signature: _____ Date: _____

Application received by: _____ Date: _____

ATS SCREENING POLICY

AMERICAN TENANT SERVICES, INC. always processes applications without regard to applicants race, color, religion, sex, sexual orientation, age, marital status, parental status, national origin, physical handicap, physical or mental disability.

All applicants will be processed in a fast, efficient manner through Experian (TRW) and /or with UD Registry, assuring all clients the most up-to-date credit information and rental history verifications available.

In order to provide speedy and effective service, the following procedures are required:

1. Each applicant must complete the entire Rental Application form and pay a fee of no more than \$45.00. The fee varies with location of the property. When there is more than one prospective tenant over the age of 18 who plans to live in the apartment, each one must pay a separate application fee.
2. All applicants must show proof of income and must have an income equal to approximately three times the amount of the rent. Proof of income must be attached to an application before it can be processed. As described in ICI Rental Policy and at number 8 below, under specified circumstances the requirement of three times the rent may be waived. *See Section 8 below for income qualifications for HUD-Section 8 recipients.
3. Proof of income may be shown in the following ways:
 - a. If you are an employee, a current pay stub. No stubs will be accepted which are more than two weeks old.
 - b. If you are self-employed, an income tax return, 1099 form which you have filed within the present calendar year or your three (3) most recent checking account statement. If these documents do not establish proof of income additional information may be requested.
 - c. If you are retired, statement of retirement, social security; if you are on automatic deposit, a current bank statement will verify deposits.
 - d. If you are on government aid, proof of eligibility.
 - e. If you are HUD qualified, HUD certificate or Voucher.
4. Applicants will be denied who:
 - (a) show insufficient income and/or
 - (b) have major items of derogatory credit (negative Experian (TRW) report, outstanding unpaid debt which is overdue), and/or
 - (c) an unfavorable tenant history (unlawful detainer, evictions, negative report from previous/current landlord)
 - (d) have felony convictions or misdemeanors, which involve moral turpitude (I.E.; selling, manufacturing or distribution of a controlled substance, prostitution, theft, etc.) The date and nature of the offense will be taken into account. DEFFERED ADJUDICATION FOR ANY SUCH OFFENSE, OR PROBATION FOR A FELONY ARE CONSIDERED REASONS FOR DENIAL.

As described in ICI Rental Policy and set forth at number 8 below, under specified circumstances, one of these requirements may be waived.

5. Applicants may use a "guarantor" in the event that their income is not sufficient, or they have short employment histories, or they have minor items of derogatory credit, or no verifiable credit history, or they have little or no tenant history. Guarantors must pay a separate application fee and qualify under the same standards which apply to applicants.

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6. American Tenant Services will notify the manager and the prospective tenant within 48 hours whether the tenant has been approved or denied.
7. All denied applicants will be notified by ATS in writing of the reason for their denial. The denial will be sent within 48 hours provided the applicant has given the proper address and information. The written denial will contain addresses and phone numbers for TRW and the Unlawful Detainer Registry in case the applicant disputes material reported.
8. ATS will reconsider the applicant if additional information can be provided to prove credit worthiness. For example:
 - A. Applicants whose income is less than approximately three times the amount of the rent may be considered on a combination of the following factors: (1) their income is stable and verifiable (for example, Social Security or Pension Income), (2) they have few or no debts, (3) they have an established, long-term credit history, which is good (4) they have excellent rental references for the past three years.
 - B. If an applicant has a good, verifiable rental history and a good, verifiable income, ICI will consider applicants who have filed a bankruptcy provided proof of discharge is supplied.
 - C. Where other qualifications are strong, ICI will review evictions more than five years old.
 - D. *HUD-Section 8 Recipients must qualify with gross income guidelines as set by each property, not to exceed 3 x market rents.

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ICI RENTAL POLICY

All vacant or on-notice units are offered on a first-come first-served basis to qualified applicants without discrimination, regardless of applicants' race, color, religion, sex, sexual orientation, age, marital status, parental status, national origin, physical handicap, mental disability.

Qualified Applicants

1. To be considered a "qualified applicant," a prospective tenant must show an acceptable credit history, a good tenant history, and earn approximately three times the amount of rent. HUD and Section 8 applicants must meet income qualifications as set by each property, not to exceed 3 x the rent. All applicants must have no felony convictions or misdemeanors which involve moral turpitude (I.E.; selling, manufacturing or distributing of a controlled substance, prostitution, theft, etc). The date and nature of the offense will be taken into account. DEFERRED ADJUDICATION FOR ANY SUCH OFFENSE, OR PROBATION FOR A FELONY ARE CONSIDERED REASONS FOR DENIAL. Proof of income is required.

The Application

2. Each prospective tenant must complete an application to rent and pay an application fee of no more than \$45.00 depending on the location of the property. American Tenant Services will process the application. When there is more than one prospective tenant over 18 years of age who plans to live in the apartment, each one must pay a separate application fee.

Approved Application

3. If American Tenant Services approves an application, it will so notify property within 48 hours. Applicants must pay all deposits within 24 hours of the time of the approval, in order to hold the unit until the date of occupancy.
4. If applicant fails to pay the deposit within the 24 hours provided, they will lose that available unit. Approved applicants will be offered the next available unit of their choice when the deposit is made.

Guarantors

5. An applicant who fails to provide proof of sufficient income, has short employment history, has little, unverifiable credit, minor items of derogatory credit, or short rental history may apply or reapply with a qualified family member or qualified responsible party as a "guarantor" on the application to rent, even if the "guarantor" will not live on the premises.
6. The "guarantors" must then be qualified by the same guidelines as a prospective tenant, sign the rental agreement, and be legally responsible for the lease until the tenant leaves the premises.
7. Each "guarantor" must pay a separate application fee.

As described in the ICI Rental Policy and as set forth at number 11 below, under specified circumstances, one of these requirements may be waived.

8. Applicants may use a "guarantor" in the event that their income is not sufficient, or they have short employment histories, or they have minor items of derogatory credit, or no verifiable credit history, or they have little or no rental history. Guarantors must pay a separate application fee and qualify under the same standards, which apply to applicants.
9. American Tenant Services will notify the manager within 48 hours whether the tenant has been approved or denied.
10. All denied applicants will be notified by ATS in writing of the reason for their denial. The denial will be sent within 48 hours provided the applicant has given the proper address and information. The written denial will contain addresses and phone numbers for ATS, Experian (TRW), and the Unlawful Detainer Registry in case the applicant disputes material reported.

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11. ATS will reconsider the applicant if additional information can be provided to prove credit worthiness. For example:
 - A. Applicants whose income is less than approximately three times the amount of the rent may be considered on a combination of the following factors. (1) their income is stable and verifiable (for example, Social Security or Pension Income), (2) they have few or no debts, (3) they have established, long-term credit history which is good, (4) they have excellent rental references for the past three years.
 - B. If an applicant has a good, verifiable rental history and a good verifiable income, ICI will consider applicants who have filed bankruptcy provided proof of discharge is supplied.
 - C. Where other qualifications are strong, ICI will review evictions more than five years old.

Waiting List Policy

12. In the event there are no available units to rent, the property rental staff or manager will place prospective tenants' names on a waiting list, provided that the prospective tenants have told the manager that they meet the requirements stated above.
13. The waiting list shall be maintained on site at all times and contain information regarding the name of the prospect with both home and work telephone numbers. The list shall be maintained for a period of not less than 60 days. Attempts will be made to contact persons on this list to fill vacancies as they occur on a first-come first-serve basis.
14. The waiting list form will be available for inspection at all times.

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