

Tempranillo Apartments
2445 E. Copper Ave. Fresno CA 93730
Phone: 559-981-3522
Emails: Tempranillo@ApartmentRentalsLLC.com

Our Rentals are open to all persons regardless of:

Race, color, religion, sex, disability, national origin, age, marital status, source of income, sexual orientation and any other factors that are deemed a protected class.

To process your application for one of our rentals, we will need the following supporting documents to be supplied with the application. **Any incomplete application will not be processed.**

1. All persons 18 years of age and older will need to complete an application in its entirety.
2. A \$45 application fee is required for each application in the form of a money order and/or cashier's check.
3. We must be able to verify at least one year of rental history from an unbiased source. If privately owned or related by blood and or marriage to any previous landlord, you may be subject to a larger security deposit.
4. A minimum requirement of 1 year on the job is required. Employment must be consistent.
5. Proof of income. You must be able to prove that you have consistent income from the same source which is 2.5x (times) the rental rate for at least 1 full year. This proof can be pay stubs, award letters or regularly deposited income from your income source. Bank statements may be required upon request.
6. Copy of Government Issued ID.
7. Social Security Card / ITIN
8. Brief explanation of any lapse in rental history and derogatory credit. Bankruptcies must be discharged. No prior eviction history.
9. Brief explanation of any lapse in rental history and derogatory credit. Bankruptcies must be discharged. No prior eviction history. No utility, rental or check cashing collections.
10. All ESA paperwork MUST be submitted with the application.

If you have any questions, please don't hesitate to contact us at 559-981-3522

*Failure to provide any information above will hinder the application process.

For your protection and ours, Renters Insurance is required for all of our properties.

- ☐ Tenant
☐ Guarantor

Name of Applicant: _____

APPLICATION TO RENT

All sections must be completed. Individual applications are required from each occupant 18 years of age or older, unless instructed otherwise by Landlord. If any occupant over the age of 18 is not intended to be a signatory to the Rental/Lease Agreement, please contact Landlord regarding their policy prior to completing this Application.

(To be completed by Landlord) Applicant is applying to rent the premises designated as:

Unit. No. (if applicable) _____ Located at _____

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	
Landlord email address							
Reason for moving out						Current rent \$ /Month	
Previous address				City		State Zip	
Date in	Date out	Landlord Name				Landlord phone number	
Landlord email address						Rent at move-out \$ /Month	
Reason for moving out							
Next previous address				City		State Zip	
Date in	Date out	Landlord Name				Landlord phone number	
Landlord email address						Rent at move-out \$ /Month	
Reason for moving out							

(Landlord, check if included) ☐ Rental Applicant Reference Form (CA-014) is attached and incorporated into this application. The applicant verification portion of the Rental Applicant Reference Form must be completed and signed by the applicant for this application to be considered complete.



- ☐ Tenant
☐ Guarantor

Name of Applicant:

PART 1 – PERSONAL INFORMATION & ADDRESS HISTORY (CONTINUED)

Proposed Occupants: List all in addition to yourself	Name	Name
	Name	Name
	Name	Name
	Name	Name

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	
Employer/Human Resources email		

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

(Landlord, check if included) ☐ Rental Applicant Employer Verification (CA-015) is attached and incorporated into this application. The applicant verification portion of the Rental Application Employer Verification form must be completed and signed by the applicant for this application to be considered complete.

Income from Other Sources

Other income source _____ Amount \$ _____ Frequency _____

Other income source _____ Amount \$ _____ Frequency _____

PART 3 – ASSETS & LIABILITIES

Name of your financial institution	Branch or address	Account Number	Type of Acct



- ☐ Tenant
☐ Guarantor

Name of Applicant:

3 - ASSETS & LIABILITIES (CONTINUED)

Please list ALL of your financial obligations below.

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

4 - EMERGENCY CONTACT(S)

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

5 - REFERENCES

Personal References:	Address: Street, City, State, Zip	Length of Acquaintance	Occupation	Phone
1.				
2.				

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☐ Tenant
☐ Guarantor

Name of Applicant:

PART 6 – MISCELLANEOUS INFORMATION

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?

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- ☐ 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:

Agency 1:

Name of Agency

Address of Agency

Agency 2 (if applicable):

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

Applicant: read and check the box 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.

☐

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.

Applicant: read and check the box 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.

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

☐

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. Applicant authorizes Landlord to obtain the reports indicated in Part 8 of this Application. Applicant further consents to allow Landlord to disclose tenancy information to previous or subsequent Landlords.

Date

Applicant (signature required)



☐ Tenant
☐ Guarantor

Name of Applicant:

TO BE COMPLETED BY LANDLORD – SCREENING FEE DISCLOSURE AND ITEMIZATION

Landlord ☐ does ☐ does NOT require payment of a screening fee. If payment of a screening fee is not required, this portion of the Application may be left blank.

Landlord will require payment of a fee, which is to be used to screen Applicant. The total amount of the fee is specified below. As required by California Civil Code Section 1950.6, Landlord's screening process complies with at least one of the policies indicated below (*check one*):

☐ **First Qualified, First Approved.** Landlord's written screening criteria are provided together with this Application. Completed applications are considered in the order received, and the first applicant who meets Landlord's screening criteria will be made an offer to rent. Applicants are not charged a screening fee unless or until their application is actually considered. In the case of payment of a screening fee tendered by cash, check, or money order at the time the Application is submitted, such payment will not be deposited or cashed, as applicable, unless this Application is actually considered. In the case of payment of a screening fee tendered by credit or debit card, payment may be authorized and a hold placed at the time the Application is submitted but such payment will not be charged unless this Application is actually considered. In the event Landlord inadvertently charges screening fees to multiple applicants as the result of concurrent submissions, Landlord will refund the screening fee within 7 days to any applicant whose application is not considered, except as otherwise agreed by applicant. Landlord is not required to refund a screening fee to an applicant whose application is denied, after consideration, because the applicant does not meet the landlord's established, written screening criteria.

☐ **Refund to Denied Applicants.** Landlord will return the entire screening fee to any applicant who is not made an offer to rent, regardless of the reason, within 7 days of selecting an applicant for tenancy or 30 days of when the application was submitted, whichever occurs first.

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):

Costs to obtain, process and verify screening information inclusive of credit history (Applicable for Applicants who selected Option 1 in Part 8 of this Application)	Costs to obtain, process and verify screening information NOT including credit history (Applicable for Applicants who selected Option 2 in Part 8 of this Application)
\$	\$



☐ Tenant
☐ Guarantor

Name of Applicant: _____

3. Allocation of screening fee payment:

Allocation of screening fee payment
(Applicable for Applicants who selected **Option 1** in Part 8 of this Application)

\$_____ of the screening fee shall be paid directly to Landlord and \$_____ shall be paid directly to _____

_____, which provides screening services, including but not limited to obtaining screening reports, on Landlord's behalf.

Allocation of screening fee payment
(Applicable for Applicants who selected **Option 2** in Part 8 of this Application)

\$_____ of the screening fee shall be paid directly to Landlord and \$_____ shall be paid directly to _____

_____, which provides screening reports (other than credit history) on Landlord's behalf.

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

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☐ 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 seeks to rent from Landlord the premises located at:

(Street Address)

Unit # (if applicable) _____

_____, CA _____
(City) (Zip)

(Complete only if applicable) In addition, \$ _____ was paid directly to a third party,
_____, which provides screening services, including but not limited
obtaining screening reports, on Landlord's behalf.

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

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



- ☐ Tenant
☐ Guarantor

Name of Applicant:

CALIFORNIA APARTMENT ASSOCIATION CODE FOR EQUAL HOUSING OPPORTUNITY

We, the members of the California Apartment Association, support the spirit and intent of all local, state and federal fair housing laws for all residents without regard to protected characteristics including race, color, religion, age, sex, sexual orientation, gender, gender identity, gender expression, genetic information, marital status, military or veteran status, national origin, ancestry, immigration status, familial status, source of income, disability of that person or whether that person is the victim of domestic violence, dating violence, sexual assault, stalking, human trafficking, or abuse of an elder or a dependent adult, or any combination of these characteristics.

We believe 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:

1. 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.
2. 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.
3. 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."
4. 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 _____

Address _____ Unit # _____

City _____ State _____ Zip _____

Phone number (____) _____ Email _____

Fax number (____) _____

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



EMPLOYMENT VERIFICATION FORM

- This form is used to obtain information regarding the employment history of Applicants for rental housing. The information provided by the current or former Employer may be used solely for the purpose of evaluating the application 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 Employment Verification Form to the Landlord listed below.
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 employment reference

Name of Landlord _____

Address _____ Unit # _____

City _____ State _____ Zip _____

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

3. Applicant's employment information:

☐ Present **OR** ☐ Prior Occupation (check one)

Employer Name _____

Employer Address _____

City _____ State _____ Zip _____

Supervisor's/HR Manager's Name _____ Employer/HR Phone number (____) _____

Employer/HR email _____

Beginning and Ending Dates of Employment _____

Current Gross Income (if applicable) \$ _____

TO BE VERIFIED BY CURRENT OR FORMER EMPLOYER

4. Employment information verification

Is the information provided in Section 3 above correct?

Employer Name	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employer Address	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Supervisor's/HR Manager's Name	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employer/HR Phone Number	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Beginning and Ending Dates of Employment	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current Gross Income (if applicable)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If No, please explain: _____

Verification provided by:

Name: _____

Title: _____

Phone: (____) _____

Verification obtained by:

☐ Phone ☐ Mail ☐ Fax ☐ Email

