❒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 <u>not</u> 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.



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| 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 ❒ Week ❒ Month ❒ 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 | |
| ***(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** |
| | | | |
| | | | |



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| Name of Applicant: |
|---|
| |

| PART 3 – ASSETS & LIABILITIES (CONTINUED) | | | |
|---|---|---|---|
| **Please list ALL of your financial obligations below.** | | | |
| **Name of Creditor** | **Address** | **Phone Number** | **Monthly Pmt. Amount** |
| | | (  ) | |
| | | (  ) | |
| | | (  ) | |
| | | (  ) | |
| | | (  ) | |

| 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. | | | | |

[Continued on Next Page]



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| 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<br>If yes, explain: | | |
| Have you ever been evicted or asked to move? ❒ No ❒ Yes<br>If yes, explain: | | |
| Do you have pets? ❒ No ❒ Yes<br>If yes, describe: | | |
| Do you have a waterbed? ❒ No ❒ Yes<br>If yes, describe: | | |
| How did you hear about this rental? | | |

[Continued on Next Page]



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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:**

B&T Tenant/Employment Screening
***Name of Agency***

1527 19th Street, Suite 426, Bakersfield, Ca 93301
***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.



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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** | **Option 2: Alternative Evidence of Ability to Pay** ***(This option is ONLY available to government rent subsidy recipients)*** |
|---|---|
| **If you either:**<br>• **Do NOT have a government rent subsidy OR**<br>• **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**<br><br>**Applicant: read and check the box below.**<br><br>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.<br><br>❒ | **If you both:**<br>• **DO have a government rent subsidy AND**<br>• **Are choosing to submit alternative evidence of your ability to pay rent to be considered instead of your credit history**<br><br>**Applicant: read and check the box below.**<br><br>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.<br><br>Application will not be considered complete until Applicant submits their verifiable alternative evidence of the ability to pay.<br><br>❒ |

**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)**



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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)* |
|---|---|
| $ 40.00 | $ 40.00 |

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)* |
|---|---|
| $ 30.00 | $ 30.00 |

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)* |
|---|---|
| $ 10.00 | $ 10.00 |



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| 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)* | **Allocation of screening fee payment** *(Applicable for Applicants who selected **Option 2** in Part 8 of this Application)* |
|---|---|
| $ 40.00 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. | $ 40.00 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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Name of Applicant:

**RECEIPT FOR TENANT SCREENING AND/OR CREDIT CHECKING FEES**

**On _____, Landlord received $** 40.00 **_____ 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, $** 0 **_____ was paid directly to a third party,**

N/A **_____, 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 $ 30.00
2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) $ 10.00
3. Total fee charged (cannot exceed the amount fixed by law) $ 40.00

**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: _____

_____ ❒ by _____
***Landlord*** ***Individual Signing for Landlord***

M.D. Atkinson Co., Inc. Agent for Landlord. Date: _____
***Management Co. (If Applicable)***



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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.



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