



**FPI Management Inc.**

**The Lofts \_\_\_\_\_ APARTMENTS**  
**APPLICATION CRITERIA**

Thank you for choosing \_\_\_\_\_ The Lofts \_\_\_\_\_ Apartments as your new potential home. We look forward to serving you. Below is a list of our rental qualifications. Please supply us with all the information listed below. All requested information must be received in order to process and evaluate whether your application for rental at our community qualifies for approval. In addition, we ask that you complete the rental application honestly and accurately in its entirety.

**All applicants must meet the itemized criteria below to be considered for tenancy:**

- A. All applicants must fill out their application legibly and accurately. Incomplete or falsified applications will be denied.
- B. Roommates/Co-Residents: In the event there are multiple applications to reside in the same apartment, the information from all applicants will be combined during the verification process. A rental application must be completed for each person age 18 or older.
- C. All applicants must show proof of a state or federal issued photo ID, which must be verified with the information on the rental application. If an applicant's ID cannot be verified it is grounds for rejection.
- D. All requested information or documentation must be supplied within 72 hours from the date of the holding deposit. Failure to supply or failure to timely supply the requested information is grounds for rejection. A rejected applicant may not reapply for a period of six months.
- E. Credit history may not include derogatory credit. A copy of the credit history will be obtained through an outside agency. In order for applicants to receive consideration, applicants **must have at least two positive accounts** and there must be **more positive accounts than negative accounts**. No accounts in a "charge off" status. Lack of credit history may result in an increased deposit.
- F. All applicants must have an income at of least  3  times the rent. Written verification or proof of all income such as current month bank statement, last 2 current paycheck stubs or last year's tax returns must be provided. If you have income from child support, disability, or retirement, you must provide proof of them. Continuous employment of at least  1  year(s) is required.
- G. All applicants must have  1  year(s) good rental history, and/or have good mortgage payment history, written verification from the landlord and/or previous landlord maybe required. If renting for the first time, an additional deposit may be required depending on your particular situation.

- H. Any applicant with a public record of an unlawful detainer action or an eviction,, owing another landlord or apartment community money and/or having negative rental history will automatically be denied. NO EXCEPTIONS!
- I. The following occupancy guidelines will be applied:  
 One bdrm: 3 person maximum Two bdrm: 5 person maximum  
 Three bdrm: 7 person maximum
- J. Bankruptcies: Bankruptcy must be no less than 2 years old and have been discharged. There can be no new negative credit and the bankruptcy cannot have affected previous landlords. Following the discharge the applicant must have positive, independent rental history. The applicant will be considered under these conditions.
- K. Applicants may be rejected for conviction of fraud, theft, drugs, assault and batter or a violent crime, misdemeanor, or for other convictions of illegal activity.
- L. Applicants may be rejected for behavior displayed during tour or application process that would constitute a violation of lease policies. Applicant must display the ability to comply with lease policies.
- M. All applications will be processed and reviewed. Depending on each individual situation, credit will be taken into consideration with all of the rental qualifications listed above. Additional deposits may be required depending on your particular situation. Unfortunately, we cannot guarantee that your application will be approved. The application may take up to 3 days to process.
- N. Denied applicants or conditional approvals will be notified in writing of the reason for denial or conditional approval.
- O. All applications will be reviewed and a consumer credit report, public search and/or a investigative consumer report, that discloses the consumer's character, general reputation, personal characteristics and mode of living, will be obtained and a copy of any such report(s) will be provided to the applicant.

Please sign below acknowledging that you have read the above rental qualification procedure.

Applicant Signature	Date	Apt # applying for _____
Applicant Signature	Date	
Applicant Signature	Date	

FPI Management, Inc.  
 G:\Word\Application Criteria (CA-Conventional only)  
 April 2009 supersedes May 2006

**RECEIPT FOR RESIDENT SCREENING**

Applicant:	Applicant Address:
Owner/Agent (Apartment Community) The Lofts	Address: 3351 Duckhorn Drive, Sacramento, Ca 95834
Phone Number: 916.419.3699	Fax Number: 916.419.8301

Owner/Manager requested the following reports on the dates listed below and these reports may constitute "investigative consumer reports" and/or "consumer credit reports" as defined by California Law. These reports may provide information regarding the consumer's character, general reputation, personal characteristics, mode of living and/or credit worthiness. These reports are being processed by the reporting agency ("agency") indicated below:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> On-Site Manager, Inc.<br>P.O. Box 1514<br>Los Altos, CA 94023-1514<br>(877) 222-0384 | <input type="checkbox"/> First American Registry<br>1140 Rockville Pike, PMB 1200<br>Rockville, MD 20852<br>(800) 999-9350 |
|--|--|

Requested	Type of Report
X	Unlawful Detainer (Eviction) Search)
X	Consumer Credit Report

If you would like a copy of the report(s), please check the box below, and return it to the Owner/Manager at the address listed above. The report(s) will be sent to you within three business days of their receipt by Owner/Manager.

Yes, please send me a copy of the reports listed above.

Send Reports to Address (if different than above):		
City:	State:	ZIP Code:

Return this form to: The Lofts  
3351 Duckhorn Drive, Sacramento, Ca 95834 (Apt. Community Address)

**NOTICE TO CONSUMER<sup>1</sup>**

California Civil Code Section 1786.16(a)(3), states that a consumer shall be notified in writing regarding any report which may be construed as an "investigative consumer report" that is requested for the purpose of evaluating the consumer's ability to hire a dwelling unit.

California Civil Code Section 1786.22, states in summary that the agency listed above shall supply files and information relating to these investigations during normal business hours and on reasonable notice. Files maintained shall be made available for the consumer's visual inspection either: (1) by certified mail, pursuant to a written request, with proper identification, for copies to be sent to a specified addressee; (2) by telephone, if the consumer has made a written request, with proper identification for telephone disclosure, and the toll charge, if any, is prepaid by or charged directly to the consumer; or (3) in person, upon furnishing proper identification. "Proper identification" shall mean identification generally deemed sufficient to identify a person, including a valid driver's license, social security account number, military identification card and credit card. Only if the consumer is unable to identify himself with the foregoing information may the agency require additional information concerning the consumer's employment, personal or family history. The agency shall provide a written explanation of any coded information contained in the files maintained on a consumer that is to be distributed whenever a file is provided to a consumer for visual inspection. The agency shall provide trained personnel to explain to the consumer any information furnished to the consumer by the agency. The consumer shall be permitted to be accompanied by one other person of his choosing, who shall also furnish reasonable identification. The agency may require the consumer to furnish a written statement granting permission to the agency to discuss the consumer's file in such person's presence. There may be a fee associated with said disclosure.

A fee of \$\_\_\_\_\_ has been received from above applicant on \_\_\_\_\_ for an offer to rent. The above payment is to be used for processing the resident screening, including any investigative consumer report and/or consumer credit report.

No Application Fee Charged

Cost of investigative consumer report, consumer credit report and reference verification	\$ <u>13.95</u>
Labor cost of employees for application processing and verifications	\$ <u>21.05</u>
Total Fee	\$ <u>35.00</u>

Applicant has given **written authorization** to run a consumer and/or credit report, including a search of any other public information to evaluate their application to live at The Lofts Apartments, and use the information contained therein for **no other purpose**, as limited by **federal law**. Applicant has provided for verification acceptable forms of the identification to confirm applicant's identity.

Applicant \_\_\_\_\_

Management Representative \_\_\_\_\_

<sup>1</sup> Owner/Manager does not waive the issue of whether this notice is its legal obligation, but provides such notice to protect the legal right, if any, of the consumer thereto

# FPI RENTAL APPLICATION

Apartment Community Name The Lofts

*A separate application is required from each occupant 18 years of age or older.*

Applicant - Last	First	Initial	Drivers License #	Social Security #	Date of Birth
Other Residents			Relationship	Social Security #	Age

**Residence History**

Current Address	Address, City, State, Zip				Phone
	Move-In Date	Projected Move-Out Date	Monthly Payment		Own/Rent/Lease
	Landlord or Mortgage Co.		Address, City, State, Zip		Phone
	Reason for Moving				
Previous Address	Address, City, State, Zip				Phone
	Move-In Date	Move-Out Date	Monthly Payment		Own/Rent/Lease
	Landlord or Mortgage Co.		Address, City, State, Zip		Phone
	Reason for Moving				
Will you have any pets?	Describe pet:		Will you have any liquid furniture?	Describe furniture:	

**Employment History**

Current Employer	Employer Name		Address, City, State, Zip		Phone
	Supervisor Name	Start Date	Salary per Year, Month, Hour (Circle One)		Position/Occupation
Previous Employer	Employer Name		Address, City, State, Zip		Phone
	Supervisor Name	Start Date	Salary per Year, Month, Hour (Circle One)		Position/Occupation
(Circle One)	Additional Income (Alimony, Child Support or other) Please Explain:				

**Vehicles**

Auto #1 - Make	Model	Year	Color	License	State
Auto #2 - Make	Model	Year	Color	License	State

**Banking and Credit References**

Loans and Charge Accounts (Dept. stores, credit cards, etc.)

Credit Reference	Account #	Address, City, State, Zip	Telephone No.
Not Needed	Not Needed	Not Needed	Not Needed
Not Needed	Not Needed	Not Needed	Not Needed
Not Needed	Not Needed	Not Needed	Not Needed
Not Needed	Not Needed	Not Needed	Not Needed
Name of Bank or Savings & Loan (Branch)	Checking Account #	Address, City, State, Zip	Telephone No.
Not Needed	Not Needed	Not Needed	Not Needed
Not Needed	Savings Account #	Not Needed	Not Needed
Not Needed	Not Needed	Not Needed	Not Needed
Have you ever filed for Bankruptcy?	When?	Have you ever been evicted or asked to move?	Describe:

**Emergency Contact**

Name of Nearest Relative/Contact	Relationship	Address, City, State, Zip	Phone
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**Personal References**

Name of Personal Reference	Length of Acquaintance	Address, City, State, Zip	Phone

**APPLICATION PROCESSING FEE \$ 35.00**

In compliance with the FAIR CREDIT REPORTING ACT, this is to inform you that a credit investigation involving the statements made on this application for tenancy of this apartment community is being initiated. I further authorize FPI Management, Inc. to obtain credit reports, character reports and rental history as needed to verify all information put forth in this application. Management reserves the right to terminate at its election if any person knowingly or willingly makes fraudulent statements on this application. It is illegal and against our policy to discriminate against any person because of race, religion, color, sex, national origin or disability.

I understand that I acquire no rights in an apartment until a fully executed rental agreement has been completed and all monies due have been paid. I certify that to the best of my knowledge, all statements are true and complete.	
Applicant	Date

## RESIDENT SCREENING VERIFICATION

Current Landlord [ ] Previous Landlord [ ] Other: \_\_\_\_\_

\_\_\_\_\_  
Current or Former Landlord  
 RE: (Name): \_\_\_\_\_  
 Address: \_\_\_\_\_

Dear Sir or Madam:

Our Resident Selection Policy obliges us to verify certain information about all applicants submitting an application to rent our apartment community. We ask for your cooperation in supplying information on the resident history of the applicant listed above.

Your prompt return of this information will be appreciated. You may fax it to us at 916.419.8301 (fax number).

Sincerely,

Management Representative Signature	Date	The Lofts Apartment Community Name	916.419.3699 Phone Number
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I hereby authorize the release of the information requested below.

Signature of Applicant	Date	Signature of Applicant	Date
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Are you a relative or friend of the applicant?  YES  NO

Date of Applicant's tenancy: From: \_\_\_\_\_ To: \_\_\_\_\_

Does (did) the applicant have a lease/rental agreement?  YES  NO

**1. Rent Payment**

- a. Amount of monthly rent: \$ \_\_\_\_\_
- b. Has (had) he/she ever paid late?  YES  NO
- c. Has (had) he/she had an NSF check?  YES  NO
- d. Have (had) you ever started or completed eviction proceedings for nonpayment?  YES  NO
- e. Does the applicant still owe you money?  YES  NO
- f. Did the applicant give a 30-day notice?  YES  NO

**2. Caring for the Apartment**

- a. Does (did) the applicant keep the apartment clean, safe and sanitary?  YES  NO
- b. Beyond normal wear and tear, has (had) the applicant damaged the apartment?  YES  NO  
 If so, please describe: \_\_\_\_\_ Cost to repair? \_\_\_\_\_
- c. Has (had) the applicant paid for the damage(s)?  YES  NO
- d. Will (did) you keep any of the security deposit? \$ \_\_\_\_\_  YES  NO

**3. General**

- a. Is (was) the applicant listed on the lease/rental agreement for the apartment?       YES       NO
  - b. Does (did) the applicant permit persons other than those on the lease/rental agreement to live in the apartment on a regular basis?       YES       NO
  - c. Has (had) the applicant, household members or guests damaged or vandalized the common areas?       YES       NO
  - d. Does (did) the applicant, household members or guests interfere with the rights and quiet enjoyment of other residents?       YES       NO
  - e. Has (had) the applicant, household members or guests engaged in any criminal activity, including drug-related criminal activity, in the apartment or on the grounds?       YES       NO
  - f. Has (had) the applicant, household members or guests acted in a physically violent and/or verbally abusive manner toward neighbors, Landlord, or management staff?       YES       NO
  - g. Would you re-rent this applicant?       YES       NO
  - h. Have you ever given this applicant notice to move?       YES       NO
  - i. What was the applicant's reason for moving? \_\_\_\_\_
  - j. Did this applicant rent from you, or just stay with you? \_\_\_\_\_
  - k. Do you have any additional comments about this applicant? \_\_\_\_\_
- 

\_\_\_\_\_  
Landlord or Management Representative

\_\_\_\_\_  
Date



FPI Management, Inc.

**Pet Acceptance Criteria**

FPI Management will accept pets within the following guidelines.

Pets accepted:

Dogs \* under 25 pounds  
                     inches in height

Cats \* must be indoor pets  
must be declawed  
must be neutered

Other Pets All other animal types must be caged. Reptile and fish tanks can not exceed 25 gallons without payment of a pet deposit. Tanks exceeding 25 gallons must be in a downstairs apartment.

Deposit requirements:

\$ 500.00 refundable upon vacating the premises within the state laws  
of California

Good Health Certificate from a veterinarian is required to be provided to the apartment community.

All pets must be licensed within the current municipality. Proof of license must be provided to the apartment community.

A picture of all pets will be maintained by the rental office for identification purposes.

FPI Management reserves the right to restrict breeds. Pets must be viewed by the Community Director prior to approval to have a pet. FPI Management reserves the right to decline or revoke permission to have a pet that caused disturbances or is a safety threat.

The Lofts                      APARTMENTS  
**PET APPLICATION**

**SCREENING/REGISTRATION:**

Pet owners must complete a Pet Application form before an application to rent can be processed. **A current photograph of the pet is required.**

**PET REGULATIONS:**

Resident agrees that if any pets are kept on or about the premises during any part of occupancy, Resident shall be responsible, over and above the security deposit, for all costs incurred as a result of damages caused by said animal(s), including but not limited to the cleaning, repairing, or replacing of carpets, drapes, blinds, lawn, trees, shrubs, fences, walls, doors, and screens. Said costs shall be billed and due in 30 days or will be paid upon vacating. Failure to immediately pay for damages caused by the pet will cause termination of the privilege to have a pet.

Name of pet owner(s): \_\_\_\_\_

Address of property for which you are applying: 3351 Duckhorn Drive, Sacramento, Ca 95834

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

**PET INFORMATION:**     Dog                     Cat                     Fish                     Other

Please list all pets separately:

Pets Name	Age	Breed	Weight*	GenderSpay/Neuter?

\*Pets in excess of 25 lbs. are prohibited.

No more than 2 pets in the apartment will be allowed.

	DATE
Weight	_____
Spayed/Neutered	_____
Rabies	_____
Distemper	_____
Required photograph provided	_____

<i>Management Use Only</i>	
EVIDENCE PROVIDED?	
( )	_____
( )	_____
( )	_____
( )	_____
( )	_____

Applicant represents all information on this pet application to be true and accurate and understands that the owner/manager will rely upon said information when accepting/rejecting the application. Applicant understands there is a minimum of \$500.00 pet deposit per animal. Applicant has read and understands the pet regulations and agrees that applicant and members of applicant's household and/or guests will fully comply.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

( ) Approved ( ) Rejected by:

Management Representative \_\_\_\_\_

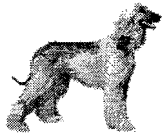
Date: \_\_\_\_\_



# Sample of Restricted Breeds

Please note size and color may vary within breeds

And not all breeds are depicted below.



Afghan Hound



Akita



Australian Cattle Dog



Basenji



Basset Hound



Bedlington Terrier



Burmese Mount. Dog



Bloodhound



Boxer



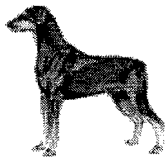
Bulldog



Chow



Dalmatian



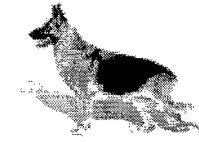
Doberman



Elkhound



Foxhound



German Shepherd



Great Dane



Greyhound



Husky and Malamute



Keeshond



Pit Bull



Pointer



Rottweiler



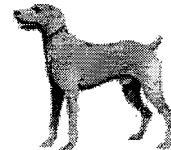
Mastiff Breeds  
Including Dog de Bordeaux



St Bernard



Saluki



Weimaraner