

Instructions for Application to Rent

Use this Form When:

To obtain the necessary information to legally screen a prospective Resident. The Application to Rent is useful in the unlawful detainer and collection processes, and aids in the defense of fair housing complaints.

Your goal is to verify that the Resident:

- 1) Can and will pay the rent timely;
- 2) Take care of the property;
- 3) Not disturb the other Residents

The Law

California Civil Code 1950.6 sets the maximum amount that an Owner/Agent may charge for a credit check fee. That amount as January 2011 is \$42.41 per applicant. This amount is adjusted based on the Consumer Price Index (CPI). Please contact the Association for the current amount. However, the charge must be a reasonable amount to cover the Owner/Agent's expenses in verifying the Rental Application. It is not to be a profit center for the Owner/Agent.

Rental Policy

1. Establish uniform, reasonable rental policy standards.
2. Be Consistent with ALL Applicants.
3. Owner/Agent may ask what kind of job the Applicant has, monthly income, and other information that shows an Applicant's ability to pay the rent.
4. It is illegal for the Owner/Agent to discriminate or harass the Applicant because of race, color, religion, sex, sexual orientation, marital status, national origin, ancestry, familial status, source of income, or any disability or whether Applicant has persons under the age of 18 living in Applicant's household.
5. With the exception of source of income, the Owner/Agent may not ask questions in writing or orally about Applicant's race, color, religion, sex, sexual orientation, marital status, national origin, ancestry, familial status, any disability, or whether the Applicant has persons under the age of 18 living in the household. Although the Owner/Agent may not discriminate on the basis of source of income, the Owner/Agent is allowed to ask the Applicant about the level of income and source of income. Also, the Owner/Agent should not ask questions about age or medical condition.
6. Lastly (and this is not an exhaustive list), the Owner/Agent may not ask about Applicant's immigration or citizenship status.

Filling Out the Form

- Each adult Applicant (18 years and older) must complete an Application to Rent.
- Every question must be fully and completely answered.
- Upon completion, ask for TWO forms of identification to verify identity.
- Each Applicant must sign the Application to Rent.

Verification of Information

1. Run the Applicant's credit information.
2. Verify the Applicant's present and past residences. You may call the present and past Owner/Agents to discuss the Applicant. Ask whether the security deposit was returned, whether they were evicted, whether the Owner/Agent's served the Applicant with any Notices.
3. Verify the Applicant's place of employment. Ask for the personnel department. Determine that the Applicant is employed with that company.
4. Ask the same questions of ALL Applicants. Be Consistent.



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Notes:

1. KEEP THE RENTAL APPLICATION. Do not discard the application even though the Applicant was rejected or withdrew the application. You may need it for fair housing purposes. It is recommended you keep all rejected applications for a period of five years.
2. If the Applicant was approved and signed an Agreement to Rent, keep the application for a period of at least five years after the Resident has vacated.
3. You may require Residents to update their Rental Application form. Residents change cars, jobs, emergency contacts, telephone numbers and the like. If you need to contact the Resident due to an emergency, old application information is not going to help.

Caution: This form has been prepared by the San Diego County Apartment Association. As with all legal notices consult with an attorney to determine whether this form is appropriate for your specific needs. Moreover consult an attorney if you require assistance in completing the form or changes to the form are necessary in your particular situation.



Application to Rent

For the rental property located at: _____ (“Premises”).

APPLICANT (Each Applicant over the age of 18 must complete their own application form and be approved for tenancy):

Last Name:	First Name:	Middle Name:	
Cell Phone:	Work Phone:	Home Phone:	
Current Address:			
Date of Birth:	Social Security# or ITIN:	Driver’s License # / Exp. Date:	Other Government Id No.:
Email:	Other Names Used In the Last 10 Years:		

CURRENT INCOME:

\$ _____	<input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Yearly	Source:	Proof of Income: <input type="checkbox"/> Yes <input type="checkbox"/> No.
\$ _____	<input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Yearly	Source:	Proof of Income: <input type="checkbox"/> Yes <input type="checkbox"/> No.
Other Income Sources:			

EMPLOYMENT INFORMATION:

<u>CURRENT EMPLOYMENT</u>	
Employer:	Address:
Phone:	Supervisor’s Name:
Current Title:	Current Pay Rate: \$ _____ Per <input type="checkbox"/> Week <input type="checkbox"/> Month (Check one)
Employed From:	To:
Are you currently employed with the above company? <input type="checkbox"/> Yes <input type="checkbox"/> No	* We will be contacting current employer to verify the accuracy of all of the above-stated information.
<u>PRIOR EMPLOYMENT</u>	
Employer:	Address:
Phone:	Supervisor’s Name:
Title:	Current Pay Rate: \$ _____ Per <input type="checkbox"/> Week <input type="checkbox"/> Month (Check one)
Employment From:	To:
Reason for leaving:	



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ADDITIONAL OCCUPANTS: *(All persons 18 or over must fill-out their own application, unless otherwise allowed by law).*

First, Middle, Last Name:	Date of Birth:	Relationship To Applicant:
First, Middle, Last Name:	Date of Birth:	Relationship To Applicant:
First, Middle, Last Name:	Date of Birth:	Relationship To Applicant:

RESIDENCE INFORMATION:

<u>CURRENT RESIDENCE</u>	
Address: (Street address, City, State & Zip):	
Tenancy From: _____ To: _____	Last rent paid: \$ _____ /Month
Owner/Manager's Name:	Owner/Manager's Phone #:
Are you currently residing here? <input type="checkbox"/> Yes <input type="checkbox"/> No	Did you ever pay your rent late or fail to pay your rent, while you were residing here? <input type="checkbox"/> Yes <input type="checkbox"/> No
Were you ever given a notice stating that you are violating the rental agreement or rules while you were residing here? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What is your Reason for Leaving?	
<u>PREVIOUS RESIDENCE(S)</u> <i>[Please List for the Last Five (5) Years (Attach Additional Pages If Needed)]</i>	
Address (Street address, City, State & Zip):	
Dates of Tenancy: From: _____ To: _____	Rent paid at End of Tenancy: \$ _____ /Month
Owner/Manager's Name:	Owner/Manager's Phone #:
Are you currently residing here? <input type="checkbox"/> Yes <input type="checkbox"/> No	Did you ever pay your rent late or fail to pay your rent, while you were residing here? <input type="checkbox"/> Yes <input type="checkbox"/> No
Were you ever given a notice stating that you are violating the rental agreement or rules while you were residing here? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What was your Reason for Leaving?	
<u>PREVIOUS RESIDENCE #2</u>	
Address (Street address, City, State & Zip):	
Dates of Tenancy: From: _____ To: _____	Rent paid at End of Tenancy: \$ _____ /Month
Owner/Manager's Name:	Owner/Manager's Phone #:
Are you currently residing here? <input type="checkbox"/> Yes <input type="checkbox"/> No	Did you ever pay your rent late or fail to pay your rent, while you were residing here? <input type="checkbox"/> Yes <input type="checkbox"/> No
Were you ever given a notice stating that you are violating the rental agreement or rules while you were residing here? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What is your Reason for Leaving?	



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CREDIT INFORMATION *(Please list all your financial obligations and assets):*

<u>Bank Account type</u> <i>(Checking or Savings)</i>	<u>Account Number</u>	<u>Name of Bank</u>	<u>Branch or Address of Bank</u>	<u>Balance</u>
1.				\$
2.				\$
3.				\$
<u>Credit Accounts</u> <i>(Name of Creditor)</i>	<u>Account Number</u>	<u>Address</u>	<u>Phone Number</u>	<u>Monthly Payment</u>
1.				\$ /Mo.
2.				\$ /Mo.
3.				\$ /Mo.
<u>Other Obligations:</u>	<u>Monthly Amount Owed:</u>	<u>Lienholder/Bank:</u>	<u>Creditor's Phone #</u>	<u>Total Amount Owed:</u>
1. Car Payment	\$ /Mo.			\$
2. Child Support	\$ /Mo.			\$
3. Alimony	\$ /Mo.			\$
4. Other:	\$ /Mo.			\$

VEHICLE INFORMATION:

I will have _____ <i>(insert number)</i> vehicles parked at the Premises. Description of Automobiles of Applicant:					
1.	Make:	Model:	Year:	License No.:	Color:
2.	Make:	Model:	Year:	License No.:	Color:
Other Vehicles (motorcycle, etc). Please describe: _____					
1.	Make:	Model:	Year:	License No.:	Color:

PERSONAL REFERENCES:

<u>Name:</u>	<u>Address</u>	<u>Phone Number</u>	<u>Relationship</u>
1.			
2.			
3.			

PET INFORMATION:

<u>Name:</u>	<u>Type/Breed:</u>	<u>Height/Weight:</u>	<u>License No.:</u>



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EMERGENCY CONTACT INFORMATION (In case of Emergency, notify:)

<u>Name:</u>	<u>Address</u>	<u>Phone Number</u>	<u>Relationship</u>
1.			
2.			

GENERAL INFORMATION: *(Check the box next to the answer that applies)*

- Do you smoke? YES NO
- Have you ever been a party to a lawsuit? (If so, describe below) YES NO
- Have you ever filed for bankruptcy? (If so, describe below) YES NO
- Do you have any liquid-filled furniture or do you intend to use liquid-filled furniture in the Premises? (If so, describe below) YES NO
- Have you ever been convicted for a crime against persons or property? YES NO
- Have you ever been evicted for non-payment of rent or any other reason or asked to leave a prior residence? YES NO

If you answered "YES" to any of the above questions, please explain below (Use additional pages and attach if necessary):

CREDIT CHECK/SCREENING FEE RECEIPT: Owner/Agent received the amount of \$ _____ ("Application Screening Fee"), which will be used to cover the cost of obtaining information about Applicant; including the cost of obtaining personal reference checks, consumer credit reports, criminal background checks and other similar information, such as tenant screening service reports regarding past unlawful detainer litigation. This Application Screening Fee includes the following costs:

1. Cost to purchase personal reference checks, consumer credit reports and/or other tenant screening service reports regarding prior unlawful detainer actions: \$ _____
2. Processing costs (including the reasonable value of time spent by Owner/Agent and/or his agent in obtaining, reviewing & verifying the information obtained): \$ _____

Applicant represents that all information given and statements made on this application are true and correct. Applicant hereby authorizes Owner/Agent to verify and investigate by whatever means possible all facts and references stated herein, including but not limited to, current and previous landlords and employers, and personal references. Applicant hereby authorizes Owner/Agent to obtain Unlawful Detainer, Credit Reports, Telechecks, and/or criminal background reports. Applicant agrees to furnish additional credit and/or personal references upon request. Applicant understands that incomplete or incorrect information provided in the application may cause a delay in processing and/or may result in denial of tenancy. Applicant acknowledges that Owner/Agent will rely on the information provided herein, and that any material misstatement(s) will, at Owner/Agent's option, be a material and non-curable breach of any subsequent rental agreement and grounds for immediate eviction.

Signature of Applicant: _____

Date: _____

