

TENANTS INFORMATION

FOR OFFICE USE ONLY			
Property Address _____			
AMOUNTS DUE BEFORE OCCUPANCY			
First Month's Rent	\$	_____	Lease Term: _____
Security Deposit	\$	_____	Move in Date: _____
FICA Scores		_____	Pets? Y <input type="checkbox"/> N <input type="checkbox"/> If Yes, how many? _____
Application Fee	\$	_____	Paid? Y <input type="checkbox"/> N <input type="checkbox"/> Approved Y <input type="checkbox"/> N <input type="checkbox"/>

1. All prospects must complete a Credit Application before approval to rent can be given. A credit report will be run on each applicant. Please keep in mind that you can apply to any property offered for rent by A&L Property Management. **Each applicant must remit a \$30.00 non-refundable fee with his/her application. This fee covers our administration costs associated with processing your application and fees incurred in obtaining a current credit report. A&L Property Management will always obtain a current credit report in addition to any credit report provided by the applicant(s).** Credit and personal references will be checked to insure suitable character. **PROSPECTS WHO HAVE BEEN EVICTED OR WHO ARE CURRENTLY BEING EVICTED CANNOT BE ACCEPTED. PLEASE SUBMIT PAY STUBS WITH APPLICATION.**
2. Upon approval, if the applicant desires to HOLD a specific property and have it taken off the market, they will need to provide a **GOOD FAITH DEPOSIT OF \$500.00 (in the form of a money order or bank-originated cashier's check), which shall be applied to the balance due upon occupancy.** Should rental become unavailable under any circumstances, prior to occupancy, deposit shall be refunded. **Should applicant back out of the agreement before occupancy, deposit shall NOT be refunded and shall apply to rents lost because of applicant's decision not to occupy.**
3. All rents must be paid before approved tenant can be given a key or allowed to move anything into rental, storage area, or garage. **First rent payment must be paid with a money order or cashier's check.**
4. **Rent is due on or before the 1st day of the month. A late charge of 6% of the month's rent received after the 5th of the month will be strictly enforced. NOTICE: as required by law, you are hereby notified that a negative credit report may be submitted to a credit agency if you fail to fulfill the terms of your credit obligation.**
5. There are to be no tenants who conduct illegal activities such as prostitution, use or sale of illegal drugs, gambling, or conduct a commercial business from a rental.
6. No waterbeds will be allowed unless tenant shows a certificate of waterbed insurance and an increased security deposit is paid. No pets will be allowed without prior written approval and payment of an increased deposit of \$250.00 per pet.
7. There is to be no discrimination of any type or manner, either overt or subtle, as to a prospects' race, creed, religion, color, national origin, sex, marital status, or physical handicaps.
8. Property is to be left in the same condition upon vacancy as it was upon tenancy, excepting normal wear and tear. All carpets are to be cleaned professionally by a truck mounted unit, upon vacancy, at tenant's expense.
9. The Security Deposit will be returned, as prescribed by law, within 21 days after vacancy of rental and the return to the business office of A&L Property Management of all keys and garage door remote control transmitters pertaining to the property.
10. All homes are not identical and will vary from one another with respect to location, features, and condition. Though all homes will be cleaned (including carpeting) prior to move-in, and any habitability items will be corrected, the condition of the rental property (including its various features, appliances, construction, insulation, condition of inside and outside paint and wallpaper, roof, utility services available, heating and air conditioning available or not, yard, landscaping, fences, etc.) at the time you preview the property will be the same as the time you take possession. **If something is unsatisfactory, please consider a different property that more closely meets your needs. Do not assume that corrections you have in mind, but you have not been agreed to in writing by the owner, will be made between the time you preview the property and the time you move in. Only habitability issues will be addressed by the Owner after the tenant has moved in. No re-painting, no wallpaper changes/repairs, no carpet condition issues, etc. will be considered. If you feel the property isn't right for you in its existing condition, please don't rent it.** It is the applicant's responsibility to research and confirm any costs of utilities that may concern you, such as electric, propane, water, etc., and we encourage you to do so.

SIGNED: _____

DATE: _____

SIGNED: _____

DATE: _____

Signature designates that this letter has been received and read by the applicant(s) carefully and understood by person(s) signed. Please remit application fee with both forms completed and signed.

RENT APPLICATION

<u>APPLICANT 1</u>	<u>APPLICANT 2</u>
FULL NAME – _____	FULL NAME – _____
INCLUDE ALL NAMES YOU'VE USE(D): _____	INCLUDE ALL NAMES YOU'VE USE(D): _____
Social Security # _____	Social Security # _____
Home Phone _____	Home Phone _____
Work Phone _____	Work Phone _____
Cell Phone _____	Cell Phone _____
Driver License # _____	Driver License # _____
Is there a co-signer on Lease? _____	

<u>ADDITIONAL OCCUPANT(S)</u>		
Full Name	Age	Relationship to Applicant
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

<u>RENTAL HISTORY</u>	
Current Address: _____	Current Rent: _____
City: _____	Zip Code: _____
Dates Living at Address: _____	Reason for Leaving: _____
Landlord/Management: _____	Landlord's/Manager's Phone: _____ (Must include Phone Number)
Previous Address: _____	Rent Amount: _____
City: _____	Zip Code: _____
Dates Living at Address: _____	Reason for Leaving: _____
Landlord/Management: _____	Landlord's/Manager's Phone: _____ (Must include Phone Number)
Previous Address: _____	Rent Amount: _____
City: _____	Zip Code: _____
Dates Living at Address: _____	Reason for Leaving: _____
Landlord/Management: _____	Landlord's/Manager's Phone: _____ (Must include Phone Number)

<u>VEHICLE INFORMATION</u>			
#1	Year/Make/Model _____	Color _____	License Plate # _____
#2	Year/Make/Model _____	Color _____	License Plate # _____

EMPLOYMENT HISTORY	
APPLICANT 1	APPLICANT 2
Current Employer: _____	Current Employer: _____
Address: _____	Address: _____
Supervisors' Name: _____	Supervisors' Name: _____
Supervisors' Phone: _____	Supervisors' Phone: _____
How long with Employer: _____	How long with Employer: _____
Position or Title: _____	Position or Title: _____
Previous Employer: _____	Previous Employer: _____
Address: _____	Address: _____
Supervisors' Name: _____	Supervisors' Name: _____
Supervisors' Phone: _____	Supervisors' Phone: _____
How long with Employer: _____	How long with Employer: _____
Position or Title: _____	Position or Title: _____

INCOME INFORMATION	
APPLICANT 1	APPLICANT 2
Gross monthly income (before deductions) \$ _____	Gross monthly income (before deductions) \$ _____
Amounts of other monthly income (specify source) \$ _____	Amounts of other monthly income (specify source) \$ _____
Total monthly household income (sum of two above) \$ _____	Total monthly household income (sum of two above) \$ _____

CREDIT AND FINANCIAL INFORMATION			
<u>Bank/Financial Accounts</u>	<u>Account Number</u>	<u>Bank/Institution</u>	<u>Branch</u>
Checking Account	_____	_____	_____
Savings Account	_____	_____	_____
Money Market or Similar	_____	_____	_____

CREDIT ACCOUNTS & LOANS				
<u>Type</u>	<u>Name of Creditor</u>	<u>Account Number</u>	<u>Amount Owed</u>	<u>Monthly Payments</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

MISCELLANEOUS			
Pets: How many? _____			
Type: _____	Breed: _____	Color/lbs: _____	Age: _____
Type: _____	Breed: _____	Color/lbs: _____	Age: _____
Do you smoke? Y <input type="checkbox"/> N <input type="checkbox"/>	Inside - <input type="checkbox"/> Outside - <input type="checkbox"/>	Have you ever been Evicted?	Y <input type="checkbox"/> N <input type="checkbox"/>
Have you ever been Sued? Y <input type="checkbox"/> N <input type="checkbox"/>	If you answered yes, please explain: _____	Have you ever filed for Bankruptcy?	Y <input type="checkbox"/> N <input type="checkbox"/>
Describe water-filled property you will have in your rental: _____			

A&L PROPERTY MANAGEMENT
 3420 Coach Lane Suite #12, Cameron Park, CA 95682
 (530) 676-7004 or (916) 939-7004 Fax (530) 676-6412

REFERENCES

APPLICANT 1

Personal Reference: _____
 Relationship: _____
 Address: _____
 City/State/Zip: _____
 Phone: _____

APPLICANT 2

Personal Reference: _____
 Relationship: _____
 Address: _____
 City/State/Zip: _____
 Phone: _____

Personal Reference: _____
 Relationship: _____
 Address: _____
 City/State/Zip: _____
 Phone: _____

Personal Reference: _____
 Relationship: _____
 Address: _____
 City/State/Zip: _____
 Phone: _____

EMERGENCY CONTACTS

Emergency Contact: _____
 Relationship: _____
 Address: _____
 City/State/Zip: _____
 Phone: _____

Emergency Contact: _____
 Relationship: _____
 Address: _____
 City/State/Zip: _____
 Phone: _____

ADDITIONAL INFORMATION

When would you like to take occupancy? _____

How long of a lease term are you looking for? 12 months 6 months Month to Month

I certify that all the information given above is true and correct and understand that my lease or rental agreement may be terminated if I have made any misrepresentation in this application. I authorize verification of any of the information and references provided in this application. In addition to all sums due prior to occupancy. I agree to pay a **nonrefundable** fee of \$30.00, which shall be used to obtain a report on me from a credit-reporting agency.

SIGNED: _____

DATE: _____

SIGNED: _____

DATE: _____

FOR OFFICE USE ONLY

Comments: _____

Receipt for Tenant Screening and/or Credit Checking Fee's

On the date below Owner/Agent received \$ _____, from the undersigned, hereinafter called "Applicant", who offers to rent from Owner/Agent the premises located at:

_____ Unit # (of applicable) _____
(Street Address)

_____ CA, _____
(City) (Zip)

Payment:

- Cashiers Check # _____
- Money Order
- Cash

Above payment is to be used to screen "Applicant" with regards to credit history and other background information. The amount charged is itemized as follows:

- | | |
|---|--------------------------|
| 1. Actual Cost of credit report, unlawful retainer, (eviction) search, and/or other screening reports | \$5.00 each x 5= \$25.00 |
| 2. Cost to obtain, process and verify screening information (may include staff time and soft costs) | <u>\$5.00</u> |
| 3. Total fee charged | \$30.00 |
- (Cannot exceed \$30 per applicant, which may be adjusted annually with the CPI as of 1-1-98)*

Applicant authorizes verification of information supplied by applicant via methods which may include, but not limited to, tenant screening and credit checking.

Applicant

Date

Owner/Agent

Date

CERTIFICATION TO CONSUMER REPORTING AGENCY

This notice is to certify that A & L Property Management is in compliance with the Fair Credit Reporting Act and California Civil Code Section 1786.16 and will comply with Section 1786.40 (if the taking of adverse action is a consideration) and has received written authorization from

_____ (Applicant).
(Please print name)

Owner/Agent _____ Date _____

NOTICE OF REQUESTED REPORTS

1. On _____ Owner/Agent requested the report(s) below, which provide information regarding the consumer's character, general reputation, personal characteristics and mode of living.

- a. Criminal Background (Surrounding County Courts)
- b. Unlawful Detainer (Surrounding County Courts)
- c. Rental History (Present or Prior Landlords)
- d. Income Verification (Pay Stubs & current Employer information)
- e. Credit report (Trans Union)

Under section 1786.22 of the California Civil Code, you may view the file maintained about you at the consumer reporting agency named above during normal business hours. You may also obtain a copy of this file upon submitting proper identification and paying the cost of duplication services, by appearing at the consumer reporting agency identified above in person or by mail. You may also receive a summary of the file by calling the consumer reporting agency. 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.

2. If you would like a copy of the credit report, please check the box below, fill in your contact information, and **return it to the Owner/Agent at the address listed above. The report will be sent within three business days of receipt.**

I request a copy of the Credit report mentioned above.

Applicant Contact Information:

(Applicant Name)

(Phone)

(Address)

(Fax)

(City)

(eMail)