

California Real Estate – Property Management
 155 15th St. West Sacramento, CA 95691 Office: 916-371-2500 Fax: 916-371-2522

You must also read and sign [Rental Policy and Procedures](#) and return with Rental Application.

Address of Rental Unit:

Move In Date Desired:

Applicant's Name:

Birthdate:

Social Security #:

Driver's Lic.#:

Telephone Number (with area code) Home:

Work:

Cell:

Pager:

Applicant's Email:

Other Tenants Below

Each Tenant 18 Years and Older Must Complete and sign a Separate Application

Please list any person who may be living with you	Social Security #	Date of Birth	Relation to Applicant
1.			
2.			
3.			
4.			

Rental History

Please List Rental References for the Past Two Years

Current Street Address:

Apt. #:

City:

State:

Zip:

Monthly Rent: \$

Reason for Leaving:

Lived Here From:

to

Landlord's Name:

Landlord's Phone (with area code) Home:

Work:

Fax:

Previous Street Address:

Apt. #:

City:

State:

Zip:

Monthly Rent: \$	Reason for Leaving:			
Lived Here From:	to			
Landlord's Name:				
Landlord's Phone (with area code) Home:			Work:	
			Fax:	
Personal Information				
Have you ever been convicted of a misdemeanor or felony? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If Yes, please explain:				
Are you being, or have you ever been evicted? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If Yes, please explain:				
Personal References				
Name/Relation:		Telephone w/ area code:		Address:
1.				
Length of Acquaintance:				
2.				
Length of Acquaintance:				
3.				
Length of Acquaintance:				
Person to Notify in Case of Emergency (other than co-resident)				
Name:			Phone:	
Address:				
Vehicles				
<i>Please list any licensed vehicles including motorcycles, etc.</i>				
Make:	Year:	Color:	License #:	Owner:
1.				
2.				
3.				
4.				

Employment Information

You will need to provide written verification of income.

Employer	Job Position	Monthly Income	Length of Employment	Human Resources
Current Employer :				Name:
Address:				Phone:
				Fax:
Previous Employer:				Name:
Address:				Phone:
				Fax:

Other Income

	Monthly Income
AFDC	
SSI (Supplemental)	
Social Security	
Pension/Retirement	
Child Support/Alimony	
Other Income	
Total Combined Monthly Income	

Banking Information

1. Bank:	Address:	City:
Acct.#:	Checking: <input type="checkbox"/>	Current Balance:
	Savings: <input type="checkbox"/>	
2. Bank:	Address:	City:

Acct. #:	Checking: <input type="checkbox"/>	Current Balance:
	Savings: <input type="checkbox"/>	
Personal Information		
Have you ever file for bankruptcy? Yes: <input type="checkbox"/> No: <input type="checkbox"/>		
If yes, when:		
Please explain:		
Do you carry renter's insurance? Yes: <input type="checkbox"/> No: <input type="checkbox"/>		
Company:		Policy #:
Agent name:		Phone:
Are there smokers in your household? Yes: <input type="checkbox"/> No: <input type="checkbox"/> <i>Please ask Realty California Real Estate will allow smoking inside property.</i>		
Describe liquid filled furniture you will have:		
Do you have a satellite dish? Yes: <input type="checkbox"/> No: <input type="checkbox"/> <i>Please ask California Real Estate if Owner/HOA will allow satellite dish at property.</i>		
Pets		
Will you have pets? Yes: <input type="checkbox"/> No: <input type="checkbox"/> If yes, describe:		
Breed:	Height:	Weight:
Age:	Licensed?:	Color:
Spayed/Neutered:	Indoor <input type="checkbox"/> Outdoor <input type="checkbox"/>	Name:
Breed:	Height:	Weight:
Age:	Licensed?:	Color:
Spayed/Neutered:	Indoor <input type="checkbox"/> Outdoor <input type="checkbox"/>	Name:
More than two pets?		
<i>Please ask California Real Estate which properties will accept pets before applying for a property.</i>		

TO COMPLETE YOUR APPLICATION WE WILL NEED THE FOLLOWING DOCUMENTATION SUBMITTED WITH THE APPLICATION:

1. All 4 pages of the Rental/Lease Application
2. Copy of Driver's License or current photo identification card
3. Copy of Social Security card
4. Current copy of paycheck stub
5. Copy of last year's W2
6. If self-employed, copy of last two years income tax returns (first two pages)
7. Verification of other income:
 1. AFDC verification
 2. SSI or SSA verification
 3. Child Support court documents
 4. Proof of Section 8 or subsidized housing (if property accepts third party contracts)

Failure to produce documentation can cause your application to be rejected. If we determine further documentation is needed, we will contact you.

I authorize **California Real Estate** to obtain a consumer report, and any other information it deems necessary, for the purpose of evaluating my application. I understand that such information may include, but is not limited to, credit history, civil and criminal information, records of arrests, rental history, employment/salary details, vehicle records, licensing records, and/or any other necessary information. I hereby release **California Real Estate** and any other procurer or furnisher of information, from any liability what so ever in the use, procurement, or furnishing of information. I understand that my application information may be provided to various local, state and/or federal government agencies, including without limitation, various law enforcement agencies. I further agree that the application shall remain **California Real Estate** property and may also be shared with the property owner. I hereby certify that all statements in this application are true and complete and are made for the purpose of renting property.

Dated:

Applicant Signature:

This application must be submitted with a \$30.00 (for an individual) processing fee. Each additional person 18 years and older must submit an additional \$30.00 processing fee. The processing fee is NON-REFUNDABLE IF California Real Estate PROCESSES THE APPLICATION. ONE APPLICATION PER INDIVIDUAL.

YOUR LEASE CAN BE TERMINATED FOR GIVING FALSE INFORMATION ON THIS APPLICATION.

Please note:

You must also read and sign [Rental Policy and Procedures](#) and return with Rental Application.

Rental Policy and Procedures

1. We are an equal opportunity housing provider. We fully comply with the Federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin. We also fully comply with all state and local fair housing laws.
2. Housing availability policy: We update our list of available rental units as each unit becomes available. A rental unit that was unavailable in the morning may become available later that same day.
3. Occupancy guidelines: To prevent overcrowding and undue stress on plumbing and other building systems, we restrict the number of people who may reside in a unit. In determining these restrictions, we adhere to all applicable fair housing laws. We allow two persons per bedroom per rental unit, plus one.
4. Showings: All property showings are "open" showings. Open showings means, more than one party maybe scheduled to see the property at one time.
5. Rental criteria: To qualify for a unit you must meet the following criteria:
 - a. Income: Your combined gross monthly income should be at least three times the monthly rent and must be verifiable.
 - b. Rental history: You must have satisfactory rental and/or mortgage references from at least two prior landlords or for at least the past two years. If you have ever been evicted or sued for any lease violation, we may reject your application.
 - c. Credit history: Your credit record must currently be satisfactory. If your credit history shows any derogatory information, we may reject your application.
6. Application process: We evaluate every application in the following manner:
 - a. We process only one application for one property at a time.
 - b. Each adult (18 years or older) must submit a **completed** rental application, including the signed Rental Policy and Procedures page. All pertinent documentation **MUST** be submitted with each application (see last page of application). You must answer each question on the application.
 - c. A nonrefundable application fee of \$30 per adult, must received **before** the application is processed.
 - d. 6(b) and 6(c) must be complete prior to the application being processed. If another completed application is received, that application will be processed first.

- e. Once the application is complete, we will begin the verification process. We will verify your credit, landlord reference (and/or mortgage) and your employment and/or income verification.
 - f. This process generally takes 24 to 48 hours.
 - g. Once approved you must bring in the security deposit, in certified funds or money order, within 24 hours and sign an Offer to Rent agreement.
7. Back up Applications: If you are interested in applying for a property that has an application pending, we can accept back-up applications. You will not be asked to pay an application fee if you submit a backup application. If the first application is rejected, we will call the person(s) who submitted the first back-up application and give them the opportunity to apply and at that time collect the application fee.
8. Move-In: The first Month of rent and security deposit must be paid before the tenant(s) can take possession of the unit. Funds must be received in the form of a certified check or money order. After the security deposit & first month rent are paid, you may pay monthly rent by personal check.

Applicant Signature: _____

Date: _____

Property Address: _____

PLEASE BRING A PICTURE ID, SOCIAL SECURITY CARD AND PROOF OF INCOME WHEN TURNING IN AN APPLICATION.