

# Application to Rent Property

**Please include the following documents with your completed application:**

Incomplete applications will not be processed.

- 1.) Copy of a photo ID (Driver's license, Passport, CA ID, etc.)
- 2.) Copy of your two most recent pay stubs.  
If self-employed, include the first two pages of your most recent 1040 or 1040A and a copy of your Schedule C.
- 3.) \$35 application fee (cash will be accepted) or \$37.50 application fee if you pay on-line at [www.RentInfo365.com/apply](http://www.RentInfo365.com/apply)

**How to submit your completed application:**

Applications and all supporting documents should be emailed to [Apply@rentinfo365.com](mailto:Apply@rentinfo365.com) or faxed to 916-771-4587. Applications may also be delivered 24-hours per day to the drop-slot in our building at 730 Sunrise Ave, Suite 120, Roseville, CA 95661.

**Application fees may be paid on-line or in person.**

***Receipt for Non-Refundable Application Fee***

**Amount paid \$** \_\_\_\_\_

**Received by:**

**Office Representative** \_\_\_\_\_

**Name**

\_\_\_\_\_  
**Date**

|                              |          |            |
|------------------------------|----------|------------|
| <b>For office use only:</b>  |          |            |
| Application Fee Paid\$ _____ | LC _____ | Date _____ |

# Rental Application Policy and Procedures

1.) **Equal Housing Opportunity:** We do business in accordance with the federal fair housing laws. It is illegal to discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin.

2.) **Occupancy guidelines:** To prevent undue stress on plumbing and other building systems, we restrict the number of people who may reside in a unit to two per bedroom plus one. In determining these restrictions, we adhere to all applicable fair housing laws. For example: maximum occupancy of a 2-bedroom property would be 5 persons.

3.) **Rental criteria:** To qualify for a unit you must meet the following criteria:

- Your combined monthly documented and verifiable income must be at least three times the monthly rent amount
- You must have satisfactory rental history for the past two years
- You must have a satisfactory credit history. A credit score of 650 or higher is preferred; however, a credit score of 620-650 may be accepted with an additional deposit or a co-signer. Persons with past evictions or who owe funds to previous landlords will not be considered.

\*\*\* Please see individual property advertisement for any additional qualification requirements\*\*\*

4.) **Application process:** We evaluate each application as follows:

- Each adult (18 years or older) must submit a completed and signed rental application
- Each applicant must submit a non-refundable application fee
- Applications are considered in the order of “First Received – First Completed - First Qualified.” Incomplete applications may be superseded by complete applications
- The application process generally takes 24 to 48 hours depending upon how quickly your references provide information to our office.

5.) **Back up Applications:** If you apply for a property which already has a pending application, you will be held as back-up applicant. If the first application is rejected, we will begin processing your application. If the first applicant is accepted, your application fee will be refunded.

6.) **Smoking Policy:** “No smoking of any substance is allowed on the Premises or in common areas, if applicable. All properties may be subject to a local non-smoking ordinance.”

**The undersigned hereby understands and agrees to the above criteria.**

**Applicant Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Application to Rent Property**

*Please fill out one application per adult over 18. Incomplete applications will not be processed.*

**Property Address:** \_\_\_\_\_ **Desired Move-in Date:** \_\_\_\_\_

**Applicant: First Name:** \_\_\_\_\_ **Middle Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **Cell Phone No.:** \_\_\_\_\_ **Alt. Phone** \_\_\_\_\_  
**SSN:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **DOB:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ **Driver's License No.:** \_\_\_\_\_  Male /  Female  
**Current Address:** \_\_\_\_\_ **City/State/Zip** \_\_\_\_\_  
 Own /  Rent How Long? \_\_\_\_\_ **Current Landlord:** \_\_\_\_\_ **Phone No.:** \_\_\_\_\_  
**Rent Amount \$** \_\_\_\_\_ **Reason for moving:** \_\_\_\_\_  
**Make/Model/Year of Vehicle:** \_\_\_\_\_ **License Plate #** \_\_\_\_\_

**Employment:** Currently Employed:  Yes /  No Self Employed:  Yes /  No  
**Employer's Name:** \_\_\_\_\_ **Job Title** \_\_\_\_\_  
**Supervisor's Name** \_\_\_\_\_ **Employer's Phone No.:** \_\_\_\_\_  
**Monthly Gross Income** \_\_\_\_\_ **Employment Start Date:** \_\_\_\_\_  
**Other Monthly Income Source** \_\_\_\_\_ **Amount** \_\_\_\_\_  
**Source** \_\_\_\_\_ **Amount** \_\_\_\_\_ **Source** \_\_\_\_\_ **Amount** \_\_\_\_\_

**Past Rental History**

**Address:** \_\_\_\_\_ **City/State/Zip** \_\_\_\_\_  
 Own /  Rent How Long? \_\_\_\_\_ **Landlord's Name:** \_\_\_\_\_ **Phone No.:** \_\_\_\_\_  
**Rent Amount \$** \_\_\_\_\_ **Reason for moving:** \_\_\_\_\_  
**Approximate dates of occupancy:** \_\_\_\_\_ to \_\_\_\_\_

**Other Pertinent Information**

**Emergency Contacts**

**Name:** \_\_\_\_\_ **Relationship** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_  
**Name:** \_\_\_\_\_ **Relationship** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Have you ever been evicted?**  Yes /  No **Have you filed for bankruptcy?**  Yes /  No **What year?** \_\_\_\_\_

**List the names and ages of occupants that will be residing at this residence:**

|       |       |       |       |
|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ |
| Name  | Age   | Name  | Age   |
| _____ | _____ | _____ | _____ |
| Name  | Age   | Name  | Age   |
| _____ | _____ | _____ | _____ |
| Name  | Age   | Name  | Age   |

**WILL ANY ANIMALS LIVE AT THIS RESIDENCE?**  Yes /  No

(If yes, please complete the information below)

**ANIMALS:**

What type of animal(s) will be residing at this residence? (Please list dogs, cats, fish, birds, reptiles, rodents, etc.). Service or companion animals must be listed below:

Type & Breed: \_\_\_\_\_ Name: \_\_\_\_\_ Color: \_\_\_\_\_ Age \_\_\_\_\_  Inside /  Outside

Type & Breed: \_\_\_\_\_ Name: \_\_\_\_\_ Color: \_\_\_\_\_ Age \_\_\_\_\_  Inside /  Outside

Type & Breed: \_\_\_\_\_ Name: \_\_\_\_\_ Color: \_\_\_\_\_ Age \_\_\_\_\_  Inside /  Outside

Type & Breed: \_\_\_\_\_ Name: \_\_\_\_\_ Color: \_\_\_\_\_ Age \_\_\_\_\_  Inside /  Outside

Has any animal listed above ever showed aggressive behavior?  Yes /  No

**Please provide the following documentation for each pet listed above**

1. Current copy of vaccination records (if applicable)
2. Current picture of pet (only needed for dogs and cats)
3. Upon application approval you will be required to provide proof of proper renters insurance naming the property owner and Property Management as additionally insured.
4. Upon application approval, please schedule to bring your pet/companion animal to the Corporate office for a social evaluation. Animals who display aggression toward strangers will not be allowed at the property.

**AUTHORIZATION TO RELEASE INFORMATION:**

**Applicant Name:** \_\_\_\_\_  
Print First & Last Name

The undersigned applicant represents the above information to be true and correct and hereby authorizes verification of the information provided; including obtaining a credit report, employment verification and rental history. Applicant understands and agrees that the landlord may terminate any rental agreement entered into for any misrepresentation made above. Applicant understands that the application fee of \$35 per person over the age of 18 is non-refundable. Applicant screening fee of \$35 applies as follows: \$10 for credit report, \$15 for income verification or out-of-pocket expenses, and \$10 for processing. An additional \$2.50 convenience fee is charged if application fee is paid through PayPal.

**The undersigned has read and agrees to the foregoing:**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date