

# APPLICATION TO RENT

Tenant  
 Guarantor

(All sections must be completed) **Individual applications required from each occupant 18 years of age or older.**

Last Name		First Name		Middle Name		Social Security Number or ITIN			
Other names used in the last 10 years				Work phone number ( )		Home phone number ( )			
Date of birth		E-mail address				Mobile/Cell phone number ( )			
Photo ID/Type		Number		Issuing government		Exp. date	Other ID		
1.	Present address						City	State	Zip
	Date in		Date out		Owner/Agent Name		Owner/Agent Phone number		
	Reason for moving						Current rent \$ /Month		
2.	Previous address						City	State	Zip
	Date in		Date out		Owner/Agent Name		Owner/Agent Phone number		
	Reason for moving								
3.	Next previous address						City	State	Zip
	Date in		Date out		Owner/Agent Name		Owner/Agent Phone number		
	Reason for moving								
Proposed Occupants: List all in addition to yourself	Name			Name					
	Name			Name					
	Name			Name					
Will you have pets?	Describe				Will you have a waterbed?	Describe			
How did you hear about this rental?									
I <input type="checkbox"/> am <input type="checkbox"/> am not a member of the Armed Forces (including the National Guard and Reserves)									
A.	Present occupation or source of income						Employer name		
	Dates of employment		Supervisor's phone number ( )		Employer address				
	Name of your supervisor						City, State, Zip		
B.	Prior occupation						Employer name		
	Dates of employment		Supervisor's phone number ( )		Employer address				
	Name of your supervisor						City, State, Zip		
Current gross income		Per	Check one <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year			Please list ALL of your financial obligations below.			
Name of your bank		Branch or address					Account Number		



California Apartment Association Approved Form  
www.caanet.org  
**Form 3.0-R** – Revised 1/09 - ©2009 – All Rights Reserved  
Page 1 of 2

**Unauthorized Reproduction of Blank Forms is Illegal.**



## RECEIPT FOR TENANT SCREENING AND/OR CREDIT CHECKING FEES

On \_\_\_\_\_, Owner/Agent received \$ \_\_\_\_\_ from the undersigned, hereinafter called "Applicant,"  
(Date)  
who offers to rent from Owner/Agent the premises located at:

\_\_\_\_\_, Unit # (if applicable) \_\_\_\_\_  
(Street Address)

\_\_\_\_\_, CA \_\_\_\_\_  
(City) (Zip)

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



California Apartment Association Approved Form  
www.caanet.org  
**Form 3.0-R** – Revised 1/09 - ©2009 – All Rights Reserved  
Page 1 of 2

**Unauthorized Reproduction of Blank Forms is Illegal.**



Name of Creditor	Address	Phone Number	Monthly Pymt. Amt.	
		( )		
		( )		
		( )		
		( )		
		( )		
		( )		
		( )		
In case of emergency, notify:	Address: Street, City, State, Zip	Relationship	Phone	
1.				
2.				
Personal References:	Address: Street, City, State, Zip	Length of Acquaintance	Occupation	Phone
1.				
2.				

Automobile: Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ License #: \_\_\_\_\_

Automobile: Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ License #: \_\_\_\_\_

Other motor vehicles: \_\_\_\_\_

Have you ever filed for bankruptcy? \_\_\_\_\_ Have you ever been evicted or asked to move? \_\_\_\_\_

Have you ever been convicted of selling, distributing or manufacturing illegal drugs? \_\_\_\_\_

**Applicant represents that all the above statements are true and correct and hereby authorizes verification of the above items including, but not limited to, the obtaining of a credit report and agrees to furnish additional credit references upon request. Applicant consents to allow Owner/Agent to disclose tenancy information to previous or subsequent Owners/Agents.**

Owner/Agent will require a payment of \$ \_\_\_\_\_, which is to be used to screen Applicant with respect to credit history and other background information. The amount charged is itemized as follows:

1. Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports \$ \_\_\_\_\_
2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) \$ \_\_\_\_\_
3. Total fee charged \$ \_\_\_\_\_

The undersigned is applying to rent the premises designated as:

Apt. No. \_\_\_\_\_ Located at \_\_\_\_\_

The rent for which is \$ \_\_\_\_\_ per \_\_\_\_\_. Upon approval of this application, and execution of a rental agreement or lease, the applicant shall pay all sums due, including required security deposit of \$ \_\_\_\_\_, before occupancy.

\_\_\_\_\_ **Date** \_\_\_\_\_ **Applicant (signature required)**

**CALIFORNIA APARTMENT ASSOCIATION CODE FOR EQUAL HOUSING OPPORTUNITY**

The California Apartment Association supports the spirit and intent of all local, state and federal fair housing laws for all residents without regard to color, race, religion, sex, marital status, mental or physical disability, age, familial status, sexual orientation, or national origin.

The California Apartment Association reaffirms its belief that equal opportunity can best be accomplished through effective leadership, education, and the mutual cooperation of owners, managers, and the public.

Therefore, as members of the California Apartment Association, we agree to abide by the following provisions of this Code for Equal Housing Opportunity:

- We agree that in the rental, lease, sale, purchase, or exchange of real property, owners and their employees have the responsibility to offer housing accommodations to all persons on an equal basis.
- We agree to set and implement fair and reasonable rental housing rules and guidelines and will provide equal and consistent services throughout our residents' tenancy.
- We agree that we have no right or responsibility to volunteer information regarding the racial, creed, or ethnic composition of any neighborhood, and we do not engage in any behavior or action that would result in "steering."
- We agree not to print, display, or circulate any statement or advertisement that indicates any preference, limitations, or discrimination in the rental or sale of housing.



California Apartment Association Approved Form  
www.caanet.org  
**Form 3.0-R** – Revised 1/09 - ©2009 – All Rights Reserved  
Page 2 of 2

**Unauthorized Reproduction  
of Blank Forms is Illegal.**



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

1. Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports \$ \_\_\_\_\_
2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) \$ \_\_\_\_\_
3. Total fee charged (cannot exceed \$30 per applicant, which may be adjusted annually with the CPI as of 1-1-98) \$ \_\_\_\_\_

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

\_\_\_\_\_ **Date** \_\_\_\_\_ **Owner/Agent**

**For Owner/Agent Use Only**  
Screening fees paid by:  Cash  
 Personal Check  Cashier's Check  
 Money Order  
 Credit Card # (Last 4 digits only) \_\_\_\_\_  
MC/VISA/AMEX Expiration Date: \_\_\_\_\_



California Apartment Association Approved Form  
www.caanet.org  
**Form 3.0-R** – Revised 1/09 - ©2009 – All Rights Reserved  
Page 2 of 2

**Unauthorized Reproduction  
of Blank Forms is Illegal.**

