



RENTAL APPLICATION PACKET

Tenant Information

At Century Properties our goal is to offer our Residents rental properties at competitive rents as well as properties that are clean and well maintained.

For your convenience, we have provided information on this web site to make your application, move-in, and stay as stress-free as possible. The application form below can be printed and filled out to help expedite the application/rental process or you can submit and pay for an application on line through CheckPoint at (insert web site link)

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 age, race, color, religion, gender, sexual preference, disability, familial status, marital status, national origin, ancestry, source of income, or any other form of arbitrary discrimination.

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 mean more than one party may be 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/property managers or satisfactory rental and/or mortgage references for at least the two years immediately preceding submission of your application to rent. If you have ever been evicted or sued for any lease violation, or had your tenancy terminated due to a lease violation, we may reject your application. Negative rental history includes but is not necessarily limited to the following:

1. late payment of rent or other fees associated with a rental agreement
2. failure to pay late charges
3. violation of any provision of a rental agreement
4. issuance of any form of a notice to quit
5. history or practice of disturbances of the peace or alleged violation of law
6. deductions taken by former landlord from security deposit

c. **Credit history:** Your credit record must currently be satisfactory. If your credit history shows any derogatory information, we may reject your application. Derogatory information includes but is not necessarily limited to the following:

1. open collection accounts
2. open bankruptcy
3. unpaid collection accounts which are not medical

4. collection "write offs" within the last seven years
5. more than three late payments in the last twelve months preceding submission of the application to rent
6. more than six late payments in the last twenty-four months preceding submission of the application to rent
7. no credit history
8. unsatisfied money judgments
9. tax liens
10. foreclosure

d. **Verifiable Identification:** You must present identity information that is verifiable.

e. **Criminal Background:** The owner is entitled to deny tenancy when it is determined that the applicant's record, history pattern or practice of bad conduct or behavior, and/or habits, whether the information is derived from a criminal background check or from another reliable source, may be reasonably expected to have a detrimental effect on other residents and/or their family members, guests, visitors and invitees, vendors, staff or employees of the management company, and /or the responsibility of the applicant to meet financial tenancy obligations. The factors under consideration may include but are not necessarily limited to a record, history, pattern, practice and/or habits, and reliable reports of criminal conduct or bad behavior including but not necessarily limited to criminal convictions involving fraud, theft, embezzlement, trespass, disturbance of neighbors, destruction of property, injuries to persons or animals, or a record of living or housekeeping habits at prior residences or any other location which may adversely affect the health safety or welfare of other tenants or others as described herein, and/or a history of drug-related criminal activity, violent criminal related activity, or other criminal activity involving crimes which would adversely affect the health, safety or welfare of other tenants, guests, employees, vendors and/or adversely affecting property rights.

f. **Rental Process:** Expressing threatening or abusive behavior or language during the application process will cause a denial of your application.

g. **Application:** You must provide information on your rental application that is complete, accurate and truthful.

6. **Application process:** We evaluate every application in the following manner:

a. We process only one application for a 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 page 5 of application). You must answer each question on the application.

c. A nonrefundable application fee of \$30.00 per adult **must** be received in certified funds (cash, money order, cashiers check) before that application will be processed first.

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. Application processing generally takes 24 to 48 hours.

g. Once approved 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 residence. Funds 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.

The management company is hereby requested and authorized to speak with or communicate with all the parties and entities identified on the **Rental Application**. I hereby hold Century Properties, the owner of the property managed by Century Properties, and any and all persons and/or agencies free and harmless of any liability for providing written or verbal information and/or discussing the quality of my tenancy and/or the **Rental Application**.

Applicant Signature: _____ **Date:** _____

Property Address: _____

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To complete your application, we will need the following documentation submitted with the completed Rental Application:

1. Copy of Driver's License or current photo identification card or passport
2. Copy of Social Security Card
3. Current copy of paycheck stubs
4. Last year's W-2
5. If self employed, copy of last two years' Income Tax returns (first two pages & Schedule C)
6. Verification of other income:
 - A.F.D.C. verification
 - SSI or SSA verification
 - Child Support court documents
7. If any (3 thru 6) are not able to be furnished, we may require other documentation prior to approval
8. \$30.00 application fee per adult
9. First month rent & security deposit must be paid by cashier's check or money order only, upon approval

This Rental Application is subject to all of the terms and provisions of the document entitled Rental Policies and Procedures. Failure to produce required documentation can cause your application to be rejected. If we determine further documentation is needed, we will contact you.

I, the undersigned applicant, authorize Century Properties, to obtain a consumer credit 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 Century Properties, and any other procurer or furnisher of information, from any liability whatsoever in the use, procurement, or furnishing 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.

Century Properties, the management company, is hereby requested and authorized to speak with or communicate with all the parties and entities identified on the Rental Application. I hereby hold this management company, and any and all persons and/or agencies free and harmless of any liability for providing written or verbal information and/or discussing the quality of my tenancy with the management company or any person or entity from whom information is being sought regarding my Rental Application. I hereby give express permission and consent to the management company to provide a copy of this Rental Application to parties and entities from whom information is being sought. I further give express permission and consent to any all parties and entities from whom information is being sought to provide copies of my entire tenancy file to the inquiring management company. There are no limitations or restrictions regarding what may be discussed or revealed to this inquiring management company.

I further agree that the Rental Application shall remain Century Properties 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.

Date: _____ **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. This processing fee is NON-REFUNDABLE IF CENTURY PROPERTIES PROCESSES THE APPLICATION.

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

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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		



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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 (cannot exceed \$30 per applicant, which may be adjusted annually with the CPI as of 1-1-98)\$ _____

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/lease agreement, the applicant shall pay all sums due, including required security deposit of \$ _____, before occupancy.

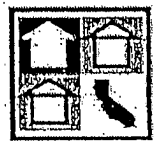
_____ Date _____ Applicant (signature required)

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.



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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		
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Date in		Date out	Owner/Agent Name			Owner/Agent Phone number	
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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	



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

Automobile: Make: _____ Model: _____ Year: _____ License #: _____
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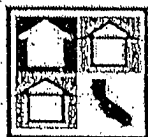
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