



## APPLICATION TO RENT/SCREENING FEE

(C.A.R. Form LRA, Revised 6/18)

### I. APPLICATION TO RENT

**THIS SECTION TO BE COMPLETED BY APPLICANT. A SEPARATE APPLICATION TO RENT IS REQUIRED FOR EACH OCCUPANT 18 YEARS OF AGE OR OVER, OR AN EMANCIPATED MINOR.**

1. Applicant is completing Application as a (check one) ☐ tenant, ☐ tenant with co-tenant(s) or ☐ guarantor/co-signor.

Total number of applicants \_\_\_\_\_

2. **PREMISES INFORMATION**

Application to rent property at \_\_\_\_\_ ("Premises")

Rent: \$ \_\_\_\_\_ per \_\_\_\_\_ Proposed move-in date \_\_\_\_\_

3. **PERSONAL INFORMATION**

A. **FULL NAME OF APPLICANT** \_\_\_\_\_

B. Date of Birth \_\_\_\_\_ (For purpose of obtaining credit reports. Age discrimination is prohibited by law.)

C. 1. Driver's License No. \_\_\_\_\_ State \_\_\_\_\_ Expires \_\_\_\_\_

2. See section II, 2 for Social Security Number/Tax Identification Numbers. Such number shall be provided upon request from Landlord/Manager/Agent.

D. Phone Number: Home \_\_\_\_\_ Work \_\_\_\_\_ Other \_\_\_\_\_

E. Email \_\_\_\_\_

F. Name(s) of all other proposed occupant(s) and relationship to applicant \_\_\_\_\_

G. Pet(s)(Other than service or companion animals)(number and type) \_\_\_\_\_

H. Auto: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License No. \_\_\_\_\_ State \_\_\_\_\_ Color \_\_\_\_\_

Other vehicle(s): \_\_\_\_\_

I. In case of emergency, person to notify \_\_\_\_\_

Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

J. Does applicant or any proposed occupant plan to use liquid-filled furniture? ☐ No ☐ Yes Type \_\_\_\_\_

K. Has applicant been a party to an unlawful detainer action or filed bankruptcy within the last seven years? ☐ No ☐ Yes

If yes, explain \_\_\_\_\_

L. Has applicant or any proposed occupant ever been asked to move out of a residence? ☐ No ☐ Yes

If yes, explain \_\_\_\_\_

M. Has applicant or any proposed occupant ever been convicted of or pleaded no contest to a felony? ☐ No ☐ Yes

If yes, explain \_\_\_\_\_

(After completing a credit review, Landlord may consider the nature of the felony and the length of time since it occurred.)

4. **RESIDENCE HISTORY**

Current address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

Name of Landlord/Manager \_\_\_\_\_

Landlord/Manager's phone \_\_\_\_\_

Do you own this property? ☐ No ☐ Yes

Reason for leaving current address \_\_\_\_\_

Previous address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

Name of Landlord/Manager \_\_\_\_\_

Landlord/Manager's phone \_\_\_\_\_

Did you own this property? ☐ No ☐ Yes

Reason for leaving this address \_\_\_\_\_

5. **EMPLOYMENT AND INCOME HISTORY**

Current employer \_\_\_\_\_

Current employer address \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

Supervisor \_\_\_\_\_

Supervisor phone \_\_\_\_\_

Employment gross income \$ \_\_\_\_\_ per \_\_\_\_\_

Other income info \_\_\_\_\_

Previous employer \_\_\_\_\_

Prev. employer address \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

Supervisor \_\_\_\_\_

Supervisor phone \_\_\_\_\_

Employment gross income \$ \_\_\_\_\_ per \_\_\_\_\_

Other income info \_\_\_\_\_





Property Address: \_\_\_\_\_ Date: \_\_\_\_\_

## 6. CREDIT INFORMATION

Name of creditor	Account number	Monthly payment	Balance due

  

Name of bank/branch	Account number	Type of account	Account balance

## 7. PERSONAL REFERENCES

Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_ Length of acquaintance \_\_\_\_\_ Occupation \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_ Length of acquaintance \_\_\_\_\_ Occupation \_\_\_\_\_

## 8. NEAREST RELATIVE(S)

Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_ Relationship \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Applicant understands and agrees that: (i) this is an application to rent only and does not guarantee that applicant will be offered the Premises; (ii) Landlord or Manager or Agent may receive more than one application for the Premises and, will select the best qualified applicant, and (iii) Applicant will provide a copy of applicant's driver's license or other acceptable identification upon request.

Applicant represents the above information to be true and complete, and hereby authorizes Landlord or Manager or Agent to: (i) verify the information provided; and (ii) obtain a credit report on applicant and other reports, warnings and verifications on and about applicant, which may include, but not be limited to, criminal background checks, reports on unlawful detainers, bad checks, fraud warnings, and employment and tenant history. Applicant further authorizes Landlord or Manager or Agent to disclose information to prior or subsequent owners and/or agents with whom applicant has had, or intends to have, a rental relationship.

**If application is not fully completed, or if section II, 2 is applicable and the application is received without the full screening fee: (i) the application will not be processed, and (ii) the application and any portion of the screening fee paid will be returned.**

Applicant \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Return your completed application and any applicable fee not already paid to: \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## II. SCREENING FEE

**THIS SECTION TO BE COMPLETED BY LANDLORD, MANAGER OR AGENT.**

1. ☐ Applicant will provide screening information and fee directly to Landlord/Manager/Agent's authorized screening service at \_\_\_\_\_.

**OR 2.** ☐ Applicant has paid a nonrefundable screening fee of \$ \_\_\_\_\_, applied as follows: (The screening fee may not exceed \$30.00, adjusted annually from 1-1-98 commensurate with the increase in the Consumer Price Index. A CPI inflation calculator is available on the Bureau of Labor Statistics website, [www.bls.gov](http://www.bls.gov).)

\$ \_\_\_\_\_ for credit reports prepared by Microbuilt ;  
\$ \_\_\_\_\_ for \_\_\_\_\_ (other out-of-pocket expenses); and  
\$ \_\_\_\_\_ for processing.

Applicant Social Security Number/Tax Identification Number: \_\_\_\_\_

The undersigned has read the foregoing and acknowledges receipt of a copy.

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

If 2 is selected, the undersigned has ☐ has not received the screening fee indicated above.

Landlord or Manager or Agent Signature \_\_\_\_\_ DRE Lic. # \_\_\_\_\_  
Date \_\_\_\_\_

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**LRA REVISED 6/18 (PAGE 2 OF 2)**

**APPLICATION TO RENT/SCREENING FEE (LRA PAGE 2 OF 2)**

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Rental Forms





# A-Z REAL ESTATE

www.a-zrealestate.net

Rental Management

Ph: 209-484-4468

## RENTAL REQUIREMENTS

There is a **NON-REFUNDABLE** \$35.00, **CASH ONLY** application fee for each Applicant. The fee will cover the handling of your application and the cost of obtaining your credit report. Each adult, age 18 and older that will reside in the property must fill out and sign an application along with providing valid government issued identification.

THE FOLLOWING ARE THE **MINIMUM** REQUIREMENTS THAT AN APPLICANT MUST FULFILL TO QUALIFY TO RENT A PROPERTY MANAGED BY **A-Z REAL ESTATE**.

**Please Note:** It will delay the processing of your application if supporting documentation to verify income is not provided, any information such as landlord and employer telephone numbers are missing, or employers and landlords do not return calls.

**CREDIT REPORTING:** A credit report will be obtained for each applicant. Creditors must be paid on time. Bankruptcies within the last five (5) years will be reviewed on application. Guarantors will be reviewed and must make 3 times the rent in gross monthly income.

- **INCOME VERIFICATION:** All income must be lawful and verifiable. Acceptable forms of verification include, but are not limited to the following:
  - For employees: Request for Income Verification Form must be completed by the employer, faxed and signed by the employer and the most recent pay stubs must be attached.
  - For self-employed: IRS 1040 (first two pages of the last two year's tax returns) and schedule C (profit and loss statement of the last two (2) year's tax returns).
  - Child Support: Copy of filed & stamped court order. Must show history of payment received for a minimum 12 month period
  - Award letters, court documentation.
  - Cash or letters from your employer are not verifiable income.
- **RENTAL REFERENCES:** Rental references are considered unverifiable if, after three working days, your landlord has not returned A-Z Real Estate's phone calls or Tenant Referral Form.

<b>CREDIT</b>	Good established credit history for at least 12 months. NO recent bankruptcies will be reviewed.
<b>INCOME</b>	Gross income <u>must</u> be three (3) times the amount of one month's rent. No exceptions.
<b>RENTAL REFERENCES</b>	A combined 12 months of favorable and verifiable rental references must be provided. NO evictions

- **THE APPLICATION:** *All areas on the application MUST be filled in, including past residences and employment.* Where a question does not apply or you are unable to locate the information you need to write “NONE” or “N/A”, as applicable. Missing or incomplete information may delay or prevent verification, permitting another application to be approved before yours. A-Z Real Estate has occupancy standards of maximum 2 people per room plus 1.
- **PROCESSING:** Applications are processed as quickly as possible, please allow up to 3 business days. **Applications will not be pre-screened.** Once an application screening has been completed, you will be notified of the result via telephone or mail. An approved application **DOES NOT** guarantee you the unit. An approved application will only determine your eligibility to rent the unit you have applied for.
- **VERIFICATION:** Should A-Z Real Estate be unable to verify any of the information on the application or if any of the statements are found to be false, the application will be denied. If an application is denied, you may begin the application process after a period of six (6) months has passed.
- **DECISION:** If your application is approved and your move-in date is determined, you will be required to pay the Security Deposit and any Pet Deposits at the signing of the lease. The 1<sup>st</sup> month’s rent is due on or before move-in day. Pro-rated rent amounts will be determined at the signing of the lease. Should your application be denied, you will receive a notice in the mail stating why the application was denied and contact information regarding your credit report.
- **PET DEPOSITS:** A pet deposit of \$500.00 is required for each pet, depending on the unit’s pet allowance. The following breeds, whether purebred or crossbred are **PROHIBITED:** Pit-bull, Rottweiler and Doberman. Upon request, applicants must submit a pet application. A service animal is not considered a pet.
- **LEASE AGREEMENT:** The lease agreement states that all rents are due on the first day of each month and delinquent after the fifth day of each month. In the event that the rent is not paid by the fifth day of the month, tenant agrees to pay a late charge of \$50.00 or other amount determined on the lease. Subletting or renting out rooms in the rental property is prohibited.
- **RENTER’S INSURANCE:** is required with a minimum of a \$100,000 policy. Renter’s Insurance policies are designed to cover YOU in the event of loss to your personal property and protect you in the event you are responsible for injury or property damage to others in your rented Apartment, Home or Condo. Renters Insurance is relatively inexpensive. The average cost of renter’s insurance begins about \$20 a month for around \$40,000 worth of property coverage and \$300,000 worth of liability coverage. **RATES AND COVERAGES MAY VARY.**

I, \_\_\_\_\_ irrevocably authorizes A-Z Real Estate to keep a copy  
(Print your name here)

of the application and all documents submitted.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
(Your signature is your agreement to the above.)



# LANDLORD REFERENCE FORM

A-Z REAL ESTATE

[julie@a-zrealestate.net](mailto:julie@a-zrealestate.net)

Julie Eichman- Broker

209-484-4468

**TO CURRENT/PREVIOUS LANDLORD:** The renter named below has applied for a rental. As managing agents, we need your help in answering the following questions; your answers will be used to help determine the renter's eligibility. Thank you for your cooperation.

Applicant's Signature

Date

Co-Applicant's Signature

Date

My/Our signature(s) as (an) applicant(s) authorize the release of the above information.

Renter's Name: \_\_\_\_\_ Landlord's Name: \_\_\_\_\_

Renter's Address: \_\_\_\_\_ Landlord's Address: \_\_\_\_\_

## The following is to be completed by Landlord:

1. When did they rent this property? From: \_\_\_\_\_ To: \_\_\_\_\_  
Month/Day/Year Month/Day/Year

2. Do they still live here now? \_\_\_\_\_

3. Name of persons who signed lease (including owner or managing agent) \_\_\_\_\_

4. Who lived at this address? \_\_\_\_\_

5. Are you related to them or anyone in their household by blood or marriage or the operation of the law? \_\_\_\_\_

6. What type of structure is this property? House \_\_\_\_\_ Apartment \_\_\_\_\_ Room \_\_\_\_\_

7. What was their **monthly rent**? \$ \_\_\_\_\_ Was it paid on time? Yes \_\_\_\_\_ No \_\_\_\_\_ #NSF \_\_\_\_\_ #3 day notices \_\_\_\_\_

8. What was their **security deposit**? \$ \_\_\_\_\_ Amount refunded to them? \$ \_\_\_\_\_

9. Why did they move? \_\_\_\_\_

10. Did they give proper notice before moving out? Yes \_\_\_\_\_ No \_\_\_\_\_

11. What were their overall housekeeping habits? \_\_\_\_\_

12. Was the property left in rentable condition after they moved? Yes \_\_\_\_\_ No \_\_\_\_\_

13. Was the property damaged during their stay? Yes \_\_\_\_\_ No \_\_\_\_\_

14. Did they have pets? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, what type? \_\_\_\_\_

15. Did they get along with their neighbors? \_\_\_\_\_

16. Were they responsible for paying their own heat and lights? Yes \_\_\_\_\_ No \_\_\_\_\_

17. Do you own this rental property address listed above? Yes \_\_\_\_\_ No \_\_\_\_\_

18. If no, who is the owner? \_\_\_\_\_

19. Would you rent to them again? Yes \_\_\_\_\_ No \_\_\_\_\_

20. Additional Comments: \_\_\_\_\_

Name of Person Completing Form

Title

Date

## EMPLOYMENT VERIFICATION

### THIS SECTION TO BE COMPLETED BY MANAGEMENT AND EXECUTED BY TENANT

TO: (Name & address of employer)

Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: \_\_\_\_\_  
Applicant/Tenant Name

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Unit # (if assigned)

I hereby authorize release of my employment information.

\_\_\_\_\_  
Signature of Applicant/Tenant

\_\_\_\_\_  
Date

The individual named directly above is an applicant/tenant of a rental company that requires verification of income. The information provided will remain confidential to satisfaction of that stated purpose only. Your prompt response is crucial and greatly appreciated.

\_\_\_\_\_  
Project Owner/Management Agent

**Email Form To:**

**A-Z REAL ESTATE**  
Julie Eichman-Broker/Owner  
julie@a-zrealestate.net  
Ph: 209-484-4468

### THIS SECTION TO BE COMPLETED BY EMPLOYER

Employee Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Presently Employed: Yes \_\_\_\_\_ Date First Employed \_\_\_\_\_ No \_\_\_\_\_ Last Day of Employment \_\_\_\_\_

**Current** Wages/Salary: \$ \_\_\_\_\_ (check one)

☐ hourly ☐ weekly ☐ bi-weekly ☐ semi-monthly ☐ monthly ☐ yearly ☐ other \_\_\_\_\_

Average # of regular hours per week: \_\_\_\_\_ Year-to-date earnings: \$ \_\_\_\_\_ from: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ through: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Overtime Rate: \$ \_\_\_\_\_ per hour Average # of overtime hours per week: \_\_\_\_\_

Shift Differential Rate: \$ \_\_\_\_\_ per hour Average # of shift differential hours per week: \_\_\_\_\_

Commissions, bonuses, tips, other: \$ \_\_\_\_\_ (check one)

☐ hourly ☐ weekly ☐ bi-weekly ☐ semi-monthly ☐ monthly ☐ yearly ☐ other \_\_\_\_\_

List any anticipated change in the employee's rate of pay within the next 12 months: \_\_\_\_\_; Effective date: \_\_\_\_\_

If the employee's work is seasonal or sporadic, please indicate the layoff period(s): \_\_\_\_\_

Additional remarks: \_\_\_\_\_

\_\_\_\_\_  
Employer's Signature

\_\_\_\_\_  
Employer's Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer [Company] Name and Address

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Fax #

\_\_\_\_\_  
E-mail