

# 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?							
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.
		( )	
		( )	
		( )	
		( )	
		( )	
		( )	
		( )	
<b>In case of emergency, notify:</b>		<b>Address: Street, City, State, Zip</b>	<b>Relationship</b>
1.			<b>Phone</b>
2.			
<b>Personal References:</b>		<b>Address: Street, City, State, Zip</b>	<b>Length of Acquaintance</b>
1.			<b>Occupation</b>
2.			<b>Phone</b>

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/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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## Fair Housing Statement and Rental Lease outline – Wedgewood Properties, Inc.

Wedgewood Properties does business in accordance with the Federal Fair Housing Law, and does not discriminate against any person of Race, Color, Religion, Sex, Handicap, Family Status or National Origin.

### Rental Applications –

- Everyone over the age of 18 must complete a rental application
- Application fee is \$40 per applicant, non-refundable; cash, cashier's check or money order. NO personal checks.
- We run credit applications in our office within 48 hours.
- Copy of a recent (within the last 3 months) pay check stub, or tax returns
- Must have phone numbers of current and previous landlords, last 5 year.
- Tenants must have documented income to be considered for rent.

### Move-In Criteria –

- Credit scores above 600 score, higher for some properties.
- All move-in money must be Money Orders or Cashier Checks
- One full months rent and security deposit is required before keys will be given
- Full contract must be signed by all applicants before keys will be given
- Tenant must move in within three weeks after being approved for rental unit
- (1)bedroom-3 people, (2)bedroom- 5 people, (3)bedroom – 7 people

### Security Deposit criteria –

- Standard Security deposit is one month's full rent.
1. **Within 48 hours** of approval the full **security deposit** is to be paid by Money Order or Cashier's Check. At this time a lease will be drawn up for signing.
  2. **Security Deposit:**  
Must be a SEPARATE MONEY ORDER or CASHIER'S CHECK: minimum  
**Security Deposit required is equal to one month's rent.**

Pet policy – Most of our owners do not allow any pets.

Rent is due on the 1<sup>st</sup> of the month, late on the 3<sup>rd</sup>, a late charge is automatically charged at midnight on the 3<sup>rd</sup>.

Payment must be in the following manner:

Less than \$1,000 – 1 check or 1 money order  
\$1,000 to \$1,999 – 1 check or 2 money orders  
over \$2,000 – 1 check or 3 money orders

We do not accept CASH, except for credit reports

All checks must have the tenant's rental property address on them including unit number, hand written is ok. If missing, a \$15.00 charge is applied to the tenant.

**Pro-rated rent** will be applied in the second month of occupancy and is **payable the 1<sup>st</sup>** of the following month. **A full month's rent must be collected upon move in.**

