

# Rental Application for Residents and Occupants

Each co-applicant and each occupant 18 years old or over must submit a separate application.



Date when filled out: \_\_\_\_\_

**ABOUT YOU**

Full name (exactly as on driver's license or govt. ID card) \_\_\_\_\_

Your street address as shown on your driver's license or govt. ID card: \_\_\_\_\_

Driver's license # and state: \_\_\_\_\_  
OR govt. photo ID card #: \_\_\_\_\_

List any previous names or aliases you have used within the last \_\_\_\_\_ years. \_\_\_\_\_

Your Social Security #: \_\_\_\_\_  
Birthdate: \_\_\_\_\_

Your current home address (where you now live): \_\_\_\_\_

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

Phone: (\_\_\_\_) \_\_\_\_\_ Current monthly rent: \$ \_\_\_\_\_

Name of dwelling where you now live: \_\_\_\_\_

Current owner or manager's name: \_\_\_\_\_

Their phone: \_\_\_\_\_ Date moved in: \_\_\_\_\_

Why are you leaving your current residence? \_\_\_\_\_

Your previous home address: \_\_\_\_\_

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

Dwelling name: \_\_\_\_\_

Name of above owner or manager: \_\_\_\_\_

Their phone: \_\_\_\_\_ Previous monthly rent: \$ \_\_\_\_\_

Date you moved in: \_\_\_\_\_ Date you moved out: \_\_\_\_\_

**YOUR FINANCIAL INFORMATION**

**IF EMPLOYED**

Present employer: \_\_\_\_\_

Address: \_\_\_\_\_

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

Work phone: (\_\_\_\_) \_\_\_\_\_

Position: \_\_\_\_\_

Your gross annual income is over: \$ \_\_\_\_\_

Date you began this job: \_\_\_\_\_

Supervisor's name and phone: \_\_\_\_\_

**OTHER FINANCIAL RESOURCES/INCOME**

List any other income from self-employment, retirement, investments, social security, savings, welfares, alimony, child support or any other potential financial information you want considered: \_\_\_\_\_

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

Address: \_\_\_\_\_

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

Work phone: (\_\_\_\_) \_\_\_\_\_

Position: \_\_\_\_\_

Gross annual income was over: \$ \_\_\_\_\_

Dates you began and ended this job: \_\_\_\_\_

Previous supervisor's name and phone: \_\_\_\_\_

**YOUR CREDIT HISTORY**

Your bank's name, city, state: \_\_\_\_\_

List major credit cards: \_\_\_\_\_

Have you ever owned a home?  Yes  No

Past credit problems you want to explain. (Use separate page.) \_\_\_\_\_

**YOUR RENTAL/CRIMINAL HISTORY**

You represent the answer is "no" to any item that is not checked.

Have you or any occupant listed in this Application ever:  been evicted or asked to move out?  broken a rental agreement?  declared bankruptcy?  been sued for rent?  been sued for property damage?  been convicted of a felony? Please indicate the year, location and type of each felony of which you were convicted. We may need to discuss more facts before making a decision.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**OTHER OCCUPANTS** Names of all persons who will occupy the unit without signing the lease. Continue on separate page if more than three.

Name: \_\_\_\_\_

DL or govt. ID card #: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Name: \_\_\_\_\_

DL or govt. ID card #: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Name: \_\_\_\_\_

DL or govt. ID card #: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Social Security #: \_\_\_\_\_

**YOUR VEHICLES** List all vehicles to be parked by you or any occupants (including cars, trucks, motorcycles, trailers, etc.). Continue on separate page if more than two.

Make and color of vehicle: \_\_\_\_\_

Year: \_\_\_\_\_ License #: \_\_\_\_\_ State: \_\_\_\_\_

Make and color of vehicle: \_\_\_\_\_

Year: \_\_\_\_\_ License #: \_\_\_\_\_ State: \_\_\_\_\_

**OTHER INFORMATION**

Will you or any occupant have an animal?  yes  no

Kind, weight, breed, age: \_\_\_\_\_

Do you or does any occupant smoke?  yes  no How were you referred?

Internet  Stopped by  Rental publication: \_\_\_\_\_

Name of rental agency or locator service: \_\_\_\_\_

Agent's name: \_\_\_\_\_

Friend (name): \_\_\_\_\_  Newspaper (name): \_\_\_\_\_

Other: \_\_\_\_\_

**EMERGENCY** Emergency contact person over 18, who will not be living with you:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Work phone: (\_\_\_\_) \_\_\_\_\_

Home phone: (\_\_\_\_) \_\_\_\_\_

Relationship: \_\_\_\_\_

If you die or are seriously ill, missing, or in a jail or penitentiary according to an affidavit of, [check one or more]:  the above person,  your spouse, or  your parent or child, we may allow such person(s) to enter your dwelling to remove all contents, as well as your property in the mailbox, storerooms, and common areas. If no box is checked, any of the above are authorized at our option. If you are seriously ill or injured, you authorize us to send for an ambulance at your expense. We're not legally obligated to do so.

**AUTHORIZATION** I or we authorize (name of owner or complex) \_\_\_\_\_

**Rancho Hills Apartments, Inc.**

to obtain reports from consumer reporting agencies before, during, and after tenancy on matters relating to a lease by the above owner to me and to verify, by all available means, the information in this application, including income history and other information reported by employer(s) to any state employment security agency. Work history information may be used only for this Rental Application. Authority to obtain work history information expires 365 days from the date of this Application.

Applicant's signature \_\_\_\_\_

You must also sign the Application Agreement on the next page of this Application.

Applicant must also sign on the next page of this Application.

**Contemplated Lease Contract Information**

*To be filled in only if the Lease Contract is not signed by resident(s) at time of application for rental.*

The National Apartment Association Lease Contract to be used must be the latest version published by the association unless an earlier version is initialed by resident(s) and attached to this Application. The blanks in the Lease Contract will contain the following information:

- Names of all residents who will sign Lease Contract \_\_\_\_\_  
\_\_\_\_\_ ;
- Name of Owner/Lessor **Rancho Hills Apartments, Inc.** \_\_\_\_\_ ;
- Property name and type of dwelling (bedrooms and baths) **Rancho Hills Apartments** \_\_\_\_\_ ;
- Complete street address \_\_\_\_\_  
City/State/Zip **Vista, CA 92081** \_\_\_\_\_ ;
- Names of all other occupants not signing Lease Contract (persons under age 18, relatives, friends, etc.) \_\_\_\_\_ ;
- Total number of residents and occupants \_\_\_\_\_ ;
- Beginning date and ending date of Lease Contract \_\_\_\_\_ ;
- Total security deposit \$ \_\_\_\_\_ ; Animal deposit \$ \_\_\_\_\_ ;
- Other fees \$ \_\_\_\_\_ ;
- Total monthly rent for dwelling unit \$ \_\_\_\_\_ ;
- Rent to be paid at (check one)  on-site manager's office or  at **24 hr. Rent Drop Box** \_\_\_\_\_ ;
- Prorated rent for:  first month or  second month \$ \_\_\_\_\_ ;

- Monthly rental due date \_\_\_\_\_ **1** \_\_\_\_\_ ;
- Late charges due if rent is not paid on or before the **3rd** \_\_\_\_\_ ;
- Late charge \$ **50.00** \_\_\_\_\_ ;
- Returned Check Charge: \$25.00;
- Additional Returned Check Charge: \$35.00;
- (Check one):  furnished or  unfurnished;
- Utilities paid by owner (check all that apply):  electricity,  gas,  water,  wastewater,  trash,  cable TV,  master TV antenna;
- You are (check one):  required to purchase personal liability insurance or  not required to purchase personal liability insurance;
- Agreed reletting charge \$ \_\_\_\_\_ ;
- Your move-out notice will terminate Lease Contract on (check one):  last day of month, or  exact day designated in move-out notice;
- Special provisions regarding parking, storage, etc.: (see attached page if necessary): **N/A** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Application Agreement**

1. **Lease Contract Information.** The Lease Contract contemplated by the parties is attached or, if no Lease Contract is attached, the Lease Contract will be the current Lease Contract noted above. Special information and conditions must be explicitly noted on an attached Lease Contract or in the Contemplated Lease Contract Information above.
2. **Application Fee (nonrefundable).** You have delivered to our representative an application fee in the amount indicated below, and this payment partially defrays the cost of administrative paperwork. *It's nonrefundable.*
3. **Application Deposit (may or may not be refundable).** In addition to any application fee, you have delivered to our representative an application deposit in the amount indicated below. *The application deposit is not a security deposit.* However, it will be credited toward the required security deposit when the Lease Contract has been signed by all parties; OR it will be refunded under paragraph 10 if you are not approved; OR all or a portion of it will be retained by us as liquidated damages if you fail to sign or attempt to withdraw under paragraph 6 or 7. The amount of the application deposit is \$ **100.00**.
4. **Approval When Lease Contract Is Signed in Advance.** If you and all co-applicants have already signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of our approval, sign the Lease Contract, and then credit the application deposit of all applicants toward the required security deposit.
5. **Approval When Lease Contract Isn't Yet Signed.** If you and all co-applicants have not signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of the approval, sign the Lease Contract when you and all co-applicants have signed, and then credit the application deposit of all applicants toward the required security deposit.
6. **If You Fail to Sign Lease Contract After Approval.** Unless we authorize otherwise in writing, you and all co-applicants must sign the Lease Contract within 3 days after we give you our approval in person or by telephone or within 5 days after we mail you our approval. You will be obligated to pay to us a charge of 1/30th of the daily rental value of the premises from the time the unit was withheld from the market if you fail to sign the Lease Contract after its approval. You agree that it would be impracticable or extremely difficult to fix the actual damage to us and that the charge is a reasonable estimate of the actual damages that the parties reasonable believe would occur as a result of late payment. We will keep this amount from the application deposit to satisfy this amount.
7. **If You Withdraw Before Approval.** You and any co-applicant may not withdraw your application or the application deposit. *If you or any co-applicant withdraws an Application or notifies us that you've changed your mind about renting the dwelling unit, we'll be entitled to retain all or a portion of the application deposits as liquidated damages, and the parties will then have no further obligation to each other.*

8. **Completed Application.** An Application will not be considered "completed" and will not be processed until all of the following have been provided to us (unless checked):  a separate Application has been fully filled out and signed by you and each co-applicant;  an application fee has been paid to us;  an application deposit has been paid to us. *If no item is checked, all are necessary for the Application to be considered completed.*
9. **Non-approval.** We will notify you whether you've been approved within 10 days after the date we receive a completed Application. Your Application will be considered "disapproved" if we fail to notify you of your approval within 10 days after we have received a completed Application. Notification may be in person or by mail or telephone unless you have requested that notification be by mail. You must not assume approval until you receive actual notice of approval. The 10-day time period may be changed only by separate written agreement.
10. **Refund after Non-approval.** If you or any co-applicant is disapproved or deemed disapproved under paragraph 9, we'll refund all application deposits within 30 days of such disapproval. Refund checks may be made payable to all co-applicants and mailed to one applicant.
11. **Extension of Deadlines.** If the deadline for signing, approving, or refunding under paragraphs 6, 9, or 10 falls on a Saturday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next day.
12. **Notice to or from Co-applicants.** Any notice we give you or your co-applicant is considered notice to all co-applicants; and any notice from you or your co-applicant is considered notice from all co-applicants.
13. **Keys or Access Devices.** We'll furnish keys and/or access devices only after: (1) all parties have signed the contemplated Lease Contract and other rental documents referred to in the Lease Contract; and (2) all applicable rents and security deposits have been paid in full.
14. **Receipt of Nonrefundable Application Fee.** The total amount of payment used by us to screen your credit card history and other background information is \$ **30.00**. This amount is itemized as follows:
  1. Cost of credit report, eviction search, and/or other screening reports \$ **10.74**
  2. Cost to process information (including staff time/labor) \$ **19.26**
  3. Total fee charged (not to exceed \$42.00, which may be adjusted annually in accordance with the CPI as of January 1, 1998) \$ **30.00**
15. **Signature.** Our representative's signature is consent only to this Application Agreement. It does not bind us to accept applicant or to sign the proposed Lease Contract.

**Acknowledgment.** You declare that all your statements on the first page of this Application are true and complete. You authorize us to verify same through any means. If you fail to answer any question or give false information, we may reject the application, retain all application fees and all or a portion of the application deposit as liquidated damages for our time and expense, and terminate your right of occupancy. Giving false information is a serious criminal offense. In lawsuits relating to the application or Lease Contract, the prevailing party may recover all attorney's fees and litigation costs from the losing party. We may at any time furnish information to consumer reporting agencies and other rental housing owners regarding your performance of your legal obligations, including both favorable and unfavorable information about your compliance with the Lease Contract, the rules, and financial obligations.

**If you're seriously ill or injured, what doctor may we notify? (We're not responsible for providing medical information to or calling doctors or emergency personnel.)**  
 Doctor's name: \_\_\_\_\_ Doctor's phone: (\_\_\_\_\_) \_\_\_\_\_  
 Important medical information about you in an emergency: \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Owner's Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

FOR OFFICE USE ONLY	
1. Name or address of dwelling (street, city): <b>Rancho Hills Apartments, Inc.</b>	Unit # or type: _____
2. Person accepting application: _____	Phone: (_____) _____
3. Person processing application: _____	Phone: (_____) _____
4. Date that applicant or co-applicant was notified by <input type="checkbox"/> telephone, <input type="checkbox"/> letter, or <input type="checkbox"/> in person of <input type="checkbox"/> acceptance or <input type="checkbox"/> nonacceptance: _____ (Deadline for applicant and all co-applicants to sign lease is three days after notification of acceptance in person or by telephone, five days if by mail.)	
5. Name of person(s) who were notified (at least one applicant must be notified if multiple applicants): _____	
6. Name of owner's representative who notified above person(s): _____	

