



## Manzanita Application Policy

Manzanita is an equal opportunity rental agency that complies with the Federal Fair Housing Act along with state and local fair housing laws. We will not discriminate against anyone because of race, color, religion, sex, marital status, creed, age, physical or mental handicap, familial status or national origin.

All adults 18 years of age or older, that will be living on the property must fill out an application and pay a **\$40 non-refundable fee**. In addition we will check all previous rental and employment history for each applicant along with credit, criminal and eviction background checks.

Fair housing guidelines against overcrowding allow for 2 persons for each bedroom and 1 person for common area. For an example a 2 bedroom apartment would allow 5 people.

All income from each applicant will be totaled and must be a minimum of two to three times the amount of rent for the property, which they are applying for.

We will verify all rental history and ask that you have at least two years of satisfactory rental history.

Employment will also be verified for those employed. If you are unemployed but have another source of income you must provide proof of that income.

Criminal and eviction history will also be checked and if you have an eviction on your record your application could be denied.

**When submitting applications please provide the following:**

**Application(s) filled out completely in its entirety**

**\$40 for each application submitted in the form of cash, cashier's check or money order.**

**Copies of your most recent pay stubs and/or other proof of income source.**

**Copies of Drivers license/identification card for each applicant.**

The undersigned declares that the information on this rental application is true and correct, and understands that false statements may result in rejection of this and any future applications for housing, which we manage. The undersigned does further understand that all persons of firms named freely give any requested information concerning me and I hereby waive all right to action for any consequences resulting from such information. By signing below, I authorize the investigation and release of the information on all statements contained herein, including but not limited to a credit check, to Manzanita Ventures and/or the owner of any property which I am applying to occupy. I further understand and agree that Manzanita Ventures will rely upon this Rental Application as an inducement for entering into a rental agreement or lease and I warrant that the facts contained in this Application are true. If any facts prove to be untrue, Manzanita Ventures and/or Owner may terminate my tenancy immediately and collect from me any damages incurred including attorney fees resulting there from, reimbursement of leasing fee, etc. It is also a requirement that all applicants have seen the full interior and exterior of a property before applying for the property. By signing below I am certifying that I **viewed the full interior and exterior with the Landlord and/or the leasing agent at Manzanita Ventures. Failure to do so will result in a denial of your application.**

Once an application has been approved by Landlord and deposit has been paid in full, the property will be removed off of the market. The 1<sup>st</sup> month's rent must be paid in full prior to taking possession of the property. Initialing this page constitutes that applicant understands and accepts the terms of this page.

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





# 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 \_\_\_\_\_  
Rent: \$ \_\_\_\_\_ per \_\_\_\_\_ Proposed move-in date \_\_\_\_\_ ("Premises")

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? <input type="checkbox"/> No <input type="checkbox"/> 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? <input type="checkbox"/> No <input type="checkbox"/> Yes Reason for leaving this address _____
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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 _____
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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.**

- Applicant will provide screening information and fee directly to Landlord/Manager/Agent's authorized screening service at \_\_\_\_\_
- Applicant has paid a nonrefundable screening fee of **\$40.00** \_\_\_\_\_, 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).)  
 \$ **18.00** \_\_\_\_\_ for credit reports prepared by **Checkpoint in Sacramento California** \_\_\_\_\_;  
 \$ \_\_\_\_\_ for \_\_\_\_\_ (other out-of-pocket expenses); and  
 \$ **22.00** \_\_\_\_\_ 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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Application

# Rental Verification Form



Date: \_\_\_\_\_ Attn: \_\_\_\_\_ Landlords Fax Number: \_\_\_\_\_

The following applicant has applied for residency at one of our properties.  
Please verify the information provided below and fax to: (209) 825-0835

Name of Applicant: \_\_\_\_\_

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

City, State & Zip: \_\_\_\_\_

**Applicant hereby authorizes verification of all information set forth in the application for rental, including release of information by landlord (past or present)**

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

## Section to be completed and signed by landlord

Company / Landlord Name: \_\_\_\_\_

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

City, State & Zip: \_\_\_\_\_

Date of Tenant Occupancy: \_\_\_\_\_ Length of Occupancy: \_\_\_\_\_

Any Late Payments: ( ) Yes ( ) No If Yes How Many: \_\_\_\_\_ How Often: \_\_\_\_\_

Any Non-Sufficient Funds: ( ) Yes ( ) No If Yes How Many: \_\_\_\_\_ How Often: \_\_\_\_\_

Any Pets: ( ) Yes ( ) No

Current Rental Price: \$ \_\_\_\_\_

Current Rental Status: ( ) Delinquent on Payments ( ) Current on Payments

If Delinquent, How Long: \_\_\_\_\_

Current Condition Of Property: ( ) 1 ( ) 2 ( ) 3 ( ) 4 ( ) 5 (1 Being Poor — 5 Being Great)

Employment Verification

PHONE NUMBER # 209-8250825

FAX NUMBER # 209-825-0835



I AUTHORIZE MY EMPLOYER TO RELEASE INFORMATION TO MANZANITA VENTURES

EMPLOYEE'S SIGNATURE \_\_\_\_\_

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

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

TO BE FILLED OUT BY EMPLOYER

EMPLOYER'S NAME: \_\_\_\_\_

EMPLOYER'S ADDRESS \_\_\_\_\_  
\_\_\_\_\_

HIRE DATE: \_\_\_\_\_

HOURS PER WEEK \_\_\_\_\_

EMPLOYMENT STATUS

FULL \_\_\_\_\_

PART-TIME \_\_\_\_\_

RATE OF PAY OR SALARY \_\_\_\_\_

REPRESENTATIVE SIGNATURE \_\_\_\_\_

PRINTED NAME AND TITLE: \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

DATE: \_\_\_\_\_