

All units are non-smoking and require a 1-year lease
Applications are taken on a first come first serve bases

Applicants must submit completed application(s) and be pre-approved prior to viewing property

ALL applicants 18 and over must complete an application. Incomplete applications are not accepted

FALSIFICATION OF INFORMATION IS GROUNDS FOR DENIAL

Due to increasing identify theft and false documentation, it has forced us to update our requirements and fee.

We will access and verify your credit and rental history, perform a criminal background check and eviction history through one or more national credit reporting agencies.

The following requirements pertain to each applicant, no exceptions.

Requirements: The following pertains to each applicant, no exceptions.

- ✓ **A government issued:** Driver's License OR passport OR photo ID
- ✓ Social security card OR receipt from Social Security OR legal document with social security verification
- ✓ Combined gross monthly income must be 3 times the monthly rent
- ✓ Minimum 3 years of consecutive employment history with 3 months at current job
3 months of current/consecutive bank statements, 2 most recent pay stubs
- If you do not get paycheck stubs YOU ARE CONSIDERED SELF EMPLOYED.** Applicant must provide:
Last 2 years personal tax returns FILED WITH THE IRS, no business returns
Bank statements WILL NOT be used in lieu of tax returns
- ✓ **IF source of income above (employed or self-employed) does not apply to you:**
Applicant must provide 3 years of legal verifiable income history.
Example: social security documentation, bank statements, award letters, grants,
- ✓ Minimum 3 years verifiable rental or homeownership history.
If renting from an individual, six consecutive months of either: canceled checks/cashiers checks/money order receipts are required.
- ✓ All applicants applying must have good credit. No slow pays, charge off's, liens, collections etc.
Medical collections excluded. **Applicants with negative credit will be denied.**
- ✓ If applicable Bankruptcy must be 2 years prior. Discharge and list of creditors must accompany application.

Rental listing prices and information are subject to change before updated listings are printed. Example: specials, rental rates, security deposits, units placed for sale or removed from market for reasons beyond our control. Rental listings are accurate to the best of our knowledge.

I have read, understand and agree to the terms above. I understand that the \$50 processing fee per applicant is NON-REFUNDABLE. I understand that I will be denied if I do not meet any of the above requirements OR have falsified my application.

SIGNATURE _____

DATE _____

1. If my application is approved, I agree to pay the security deposit within 24 hours of approval with a cashier's check or money order.
2. I agree to pay the first month's rent by cashier's check or money order within 72 hours from the date the security deposit is paid.
3. If the deposit or rent is due on a weekend or holiday, I agree to pay it on the day prior to the weekend or holiday at which time rent and lease will begin.
4. No keys will be released until all applicants have signed the lease agreement and all funds due upon move in have been paid, including pet deposit if applicable.

I have read, understand and agree to the terms above.

SIGNATURE _____

DATE _____

KARPE REAL ESTATE CENTER SUPPORTS 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.

CREDIT REPORT AND EMPLOYMENT VERIFICATION

***THIS FORM AUTHORIZES KARPE REAL ESTATE CENTER TO VERIFY
EMPLOYMENT AND CONDUCT A CREDIT INVESTIGATION***

NAME:

LAST NAME FIRST NAME MIDDLE NAME

ADDRESS:

STREET NUMBER STREET NAME APARTMENT #

CITY STATE ZIP CODE

DATE OF EMPLOYMENT:

SOCIAL SECURITY #:

AVERAGE HOURS PER PAY PERIOD:

CURRENT POSITION:

***PLEASE SIGN THIS FORM TO ASSIST US IN VERIFYING YOUR
REFERENCES, SO WE MAY PROMPTLY PROCESS YOUR APPLICATION.***

SIGNATURE

DATE

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 out						Current rent \$ /Month			
2. Previous address				City		State		Zip	
Date in		Date out		Owner/Agent Name			Owner/Agent Phone number		
Reason for moving out									
3. Next previous address				City		State		Zip	
Date in		Date out		Owner/Agent Name			Owner/Agent Phone number		
Reason for moving out									
Proposed Occupants: List all in addition to yourself	Name			Name					
	Name			Name					
	Name			Name					
Do you have pets?		Describe			Do you have a waterbed?		Describe		
How did you hear about this rental?									
A. Current Employer Name				Job Title or Position			Dates of Employment		
Employer address				Employer/Human Resources phone number ()					
City, State, Zip				Name of your supervisor/human resources manager					
Current gross income		Check one							
\$		Per		<input type="checkbox"/> Week		<input type="checkbox"/> Month		<input type="checkbox"/> Year	
B. Prior Employer Name				Job Title or Position			Dates of Employment		
Employer address				Employer/Human Resources phone number ()					
City, State, Zip				Name of your supervisor/human resources manager					
Other income source		Amount \$		Frequency					
Other income source		Amount \$		Frequency					



Unauthorized Reproduction of Blank Forms is Illegal.



Name of your bank	Branch or address	Account Number

Please list ALL of your financial obligations below.

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, authorizes verification of the above items and agrees to furnish additional credit references upon request. Applicant authorizes the Owner/Agent to obtain reports that may include credit reports, unlawful detainer (eviction) reports, bad check searches, social security number verification, fraud warnings, previous tenant history and employment history. 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.

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)



**Unauthorized Reproduction
 of Blank Forms is Illegal.**



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.



California Apartment Association Approved Form
www.caanet.org
Form 3.0 – Revised 1/12 - ©2012 – All Rights Reserved
Page 3 of 3

**Unauthorized Reproduction
of Blank Forms is Illegal.**

