

**Applicants must be pre-approved prior to viewing property.**

Applications are taken on a first come first serve bases.

**Incomplete application(s) will not be accepted.**

**ALL applicants 18 and over must complete an application. Nonrefundable \$50 processing fee per applicant**

**FALSIFICATION OF INFORMATION IS GROUNDS FOR DENIAL**

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

This includes an investigative consumer report and obtaining: credit & eviction reports, social security verification, fraud warnings, tenant and employment history, background check. Screening is through one or more national credit reporting agencies.

Requirements: The following pertains to each applicant over 18.

- ✓ **2 forms of government issued ID:** Driver's License, Passport, State ID, Military ID, Foreign Government ID
- ✓ Social security card OR receipt from Social Security OR legal document with social security verification, ITIN
- ✓ Combined gross monthly income must be 3 times the monthly rent
- ✓ 3 years of consecutive employment history with 3 months at current job  
3 months of current/consecutive bank statements, 2 most recent pay stubs  
2 CONSECUTIVE-MOST RECENT TAX RETURNS
- If you "do not" get paycheck stubs YOU ARE CONSIDERED SELF EMPLOYED.**  
Applicant must provide: Last 2 years personal tax returns, not business returns  
**Bank statements WILL NOT be used in lieu of tax returns**
- ✓ **IF you "are not" employed or self-employed.**  
Applicant must provide: 3 years of legal verifiable income history such as:  
Pension statement, social security documentation, bank statements, housing voucher, 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, Zelle statements are required.
- ✓ Good credit/payment history
- ✓ If applicable Bankruptcy must be 2 years prior. **Discharge and list of creditors must accompany application or applicant will be considered incomplete.**

All units require a 1 year lease.

All units are non-smoking.

Applications will be denied if the above requirements are not met, for false information or incomplete. Applicants that are denied can reapply for an available listing after 90 days.

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.

Alternative evidence of ability to pay for government rent subsidy recipients is optional in lieu of credit report. If you choose to submit alternative evidence of ability to pay rent to be considered instead of credit history, initial here \_\_\_\_\_. By initialing, applicant understands that this is in lieu of the credit report, all other reports will be obtained. By not initialing, applicant understands a credit report will be obtained. Applications will not be considered complete until applicant submits verifiable alternative evidence of ability to pay.

Rental listing prices and information are subject to change. Example: specials, rental rates, security deposits, units placed for sale or removed from the 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.

**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<br>( )   |          | Home phone number<br>( )        |  |
| Date of birth   |          | E-mail address |  |  |          | Mobile/Cell phone number<br>( ) |  |
| 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<br>\$ /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:<br>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<br>( )   |          |                                 |  |
| 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<br>( )   |          |                                 |  |
| City, State, Zip  |          |                |  | Name of your supervisor/human resources manager  |          |                                 |  |
| Other income source _____ Amount \$ _____ Frequency _____ |          |                |  |  |          |                                 |  |
| Other income source _____ Amount \$ _____ Frequency _____ |          |                |  |  |          |                                 |  |



| 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) \_\_\_\_\_



## 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.

