

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						Rent at move-out \$ /Month	
3. Next previous address		City		State		Zip	
Date in		Date out		Owner/Agent Name		Owner/Agent Phone number	
Reason for moving out						Rent at move-out \$ /Month	
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	Type of Acct

Please list ALL of your financial obligations below.

Name of Creditor	Address	Phone Number	Monthly Pmt. 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? _____

NOTICE REGARDING CALIFORNIA INVESTIGATIVE CONSUMER REPORTING AGENCIES ACT

Owner/Agent does not intend to request an investigative consumer report regarding the Applicant

Unless the box above is checked, Owner/Agent intends to request an investigative consumer report regarding the Applicant's character, general reputation, personal characteristics, and mode of living. Under Section 1786.22 of the California Civil Code, the files maintained on you by the investigative consumer agency shall be made available to you during business hours and on reasonable notice, provided you furnish proper identification, as follows: (1) You may appear at the investigative consumer reporting agency identified below in person, (2) you may make a written request by certified mail for copies to be sent to a specified addressee, or (3) you may make a written request for a summary of the file to be provided over the telephone. The agency may charge a fee, not to exceed the actual duplication costs, if you request a copy of your file. The agency is required to have personnel available to explain your file to you, and the agency must explain to you any coded information appearing in your file. If you appear in person, a person of your choice may accompany you, provided that this person furnishes proper identification. If you are accompanied by a person of your choosing, the agency may require you to furnish a written statement granting permission to the investigative consumer reporting agency to discuss your file in the other person's presence. The agency that will prepare the report(s) identified in this section is listed below:

On-Site Manager, Inc.

Name of Agency

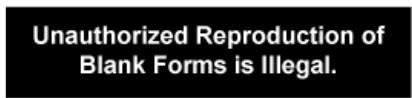
307 Orchard City Drive, Ste 110, Campbell, CA 95008

Address of Agency

If you would like a copy of the report(s) that is/are prepared, please check the box below:

I would like to receive a copy of the report(s) that is/are prepared

If the box above is checked, Owner/Agent agrees to send the report to Applicant within three (3) business days of the date the report is provided to Owner/Agent. Owner/Agent may contract with another entity to send a copy of the report.



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 \$ 30.00 , 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 | \$ <u>14.95</u> |
| 2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) | \$ <u>15.05</u> |
| 3. Total fee charged | \$ <u>30.00</u> |

The undersigned Applicant is applying to rent the premises designated as:

Apt. No. _____ Located at _____ 750 Sylvan Avenue, Mountain View, CA 94041

The rent for which is \$ _____ per month. 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.



RENTAL APPLICANT REFERENCE FORM

- This form is used to obtain information regarding the rental history of Applicants for rental housing. The information provided by the current or former Owner/Agent may be used solely for the purpose of evaluating the application for rental housing.
- The Owner/Agent requesting this information must receive authorization from the Applicant before obtaining the information. Such authorization is granted if Applicant's signature is provided in Section 1. Copies of this form and of the Applicant's signature are acceptable. The Applicant may be contacted to verify the authenticity of this request. **Please mail or fax this form to the person listed in section 2 as soon as possible (within 24-48 hours)**

TO BE COMPLETED BY APPLICANT

1. Authorization by rental Applicant for the release of information

I hereby authorize the release of the information requested on this Rental Applicant Reference Request to the Owner/Agent listed below. I hereby acknowledge that the Owner/Agent can make copies of this executed page in order to obtain the information requested.

Name _____ Phone number (_____) _____

Signature _____ Date _____

TO BE COMPLETED BY OWNER/AGENT

2. Person requesting the rental reference

Name of Owner/Agent _____ Sylvan Square Apartments

Address _____ 750 Sylvan Avenue _____ Unit # _____

City _____ Mountain View _____ State CA Zip _____ 94041

Phone number (650) _____ 961-4630 Fax number (650) _____ 961-4697

3. Applicant's rental information

Name of rental community (if any) _____

Address of rental unit _____ Unit # _____

City _____ State _____ Zip _____

Name of Owner/Agent _____

Phone number (_____) _____ Fax number (_____) _____

Move-in date: Month _____ Year _____ Move-out date: Month _____ Year _____ or current resident

TO BE COMPLETED BY FORMER OR CURRENT OWNER/AGENT

4. Rental reference information

Did Applicant live at your property during the period indicated above? Yes No

If no, what were the dates of occupancy? From (month/year): _____ / _____ To (month/year): _____ / _____

How many times during the past 12 months did Applicant pay the rent late? 0 1-2 3-5 6 or more

Was any check from Applicant returned due to non-sufficient funds (NSF)? Yes No

Did you ever file for an unlawful detainer against Applicant for unpaid rent? Yes No

If yes, what was the result? _____

Does Applicant owe any amount for delinquent rent, utilities or damage to unit? Yes No

Did Applicant provide notice for ending tenancy according to the terms of the rental agreement? Yes No

Not applicable because Applicant still resides at unit

Did you ever serve a Three Day Notice to Applicant Yes No

If yes, please explain: _____

Information provided by: Name _____ Phone number (_____) _____

Information obtained by: Phone Mail Fax



EMPLOYMENT VERIFICATION FORM

- This form is used to obtain information regarding the employment history of Applicants for rental housing. The information provided by the current or former Employer may be used solely for the purpose of evaluating the application for rental housing.
- The Owner/Agent requesting this information must receive authorization from the Applicant before obtaining the information. Such authorization is granted if Applicant's signature is provided in Section 1. Copies of this form and of the Applicant's signature are acceptable. The Applicant may be contacted to verify the authenticity of this request. **Please mail or fax this form to the person listed in section 2 as soon as possible (within 24-48 hours)**

TO BE COMPLETED BY APPLICANT

1. Authorization by rental Applicant for the release of information

I hereby authorize the release of the information requested on this Employment Verification Request to the Owner/Agent listed below. I hereby acknowledge that the Owner/Agent can make copies of this executed page in order to obtain the information requested.

Name _____ Phone number (_____) _____

Signature _____ Date _____

TO BE COMPLETED BY OWNER/AGENT

2. Person requesting the employment reference

Name of Owner/Agent _____ Sylvan Square Apartments _____

Address _____ 750 Sylvan Avenue _____ Unit # _____

City _____ Mountain View _____ State _____ CA _____ Zip _____ 94041 _____

Phone number (____ 650 ____) _____ 961-4630 _____ Fax number (____ 650 ____) _____ 961-4697 _____

3. Applicant's employment information:

Present OR Prior Occupation (check one)

Employer Name _____

Employer Address _____

City _____ State _____ Zip _____

Supervisor's/HR Manager's Name _____ Employer/HR Phone number (____) _____

Beginning and Ending Dates of Employment _____

Current Gross Income (if applicable) \$ _____

TO BE VERIFIED BY CURRENT OR FORMER EMPLOYER

4. Employment information verification

Is the information provided in Section 3 above correct?

Employer Name	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employer Address	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Supervisor's/HR Manager's Name	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employer/HR Phone Number	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Beginning and Ending Dates of Employment	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current Gross Income (if applicable)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Verification provided by:

Name: _____

Title: _____

Phone: (____) _____

If No, please explain: _____

Verification obtained by:

Phone Mail Fax



APPLICATION GUIDELINES

Uniform rental policies have been established to determine a prospective applicant's ability and willingness to pay rent on a timely basis. A thorough review of each applicant's identification, employment, income, credit history, and previous residency is required prior to approval. If our review uncovers any negative residency references or credit history and/or low income ratio, the result may be an increased security deposit or denial of the application.

Credit History: It is required to have established credit history. Negative credit reporting including but not limited to late payment, repossessions, write-offs, collection accounts, default on student loans, evictions, or civil judgments could result in an increased deposit or denial. A FICO score of 650 or more is required for qualification. Copies of credit reports obtained will be provided upon written request.

Previous Residency: Failure to provide the location and contact information for residency **for the last two years** and/or negative information reported from any previous rental could result in increased deposit or denial.

Income Verification: *Applicant must provide acceptable proof of current income* and/or ability to prove income equal or greater than **2.5 times the monthly rent**. Acceptable items of proof of income are pay stubs for the two (2) most recent pay periods of current employment; court order for periodic support from another party, or documentation of periodic government assistance. Bank statements are helpful information, but are not factored into the income ratio. If your current employment has not been long enough to receive a month's worth of income payment stubs, a copy of the offer letter on company letterhead detailing start date and salary which is signed by a person of authority is acceptable. If an applicant is self-employed, we will accept copies of Federal tax returns (Form 1040) for the past two (2) years. Any income, whether adequately proven or not, that is not recognized by or reported to the Federal government will not be recognized in calculating income of a prospective applicant.

Identification: Valid picture identification is required to determine the true identity of each applicant. Acceptable forms of identification include but are not limited to, state issued driver's license, government-issued ID card, U.S. Green Card, or Passport. Any applicant who cannot properly establish his or her identity may be denied without consideration of any other information.

False Statement: All prospective residents age 18 or older are required to complete and sign an Application to Rent. The information contained in the Application to Rent is made under penalty of perjury. Any false statement made on an Application to Rent are grounds for denial and can be punishable by imprisonment (California Penal Code, sections 118 and 126).

Occupancy: We follow the occupancy guidelines set forth by the Department of Fair Employment and Housing of "two occupants per bedroom plus one". Please note that these limits refer to all persons residing in the apartment, including children who do not submit Applications to Rent. Thus, occupancy limits are as follows:

Studio = 2 persons 1 bedroom = 3 persons 2 bedroom = 5 persons 3 bedroom = 7 persons

Co-Signers: Are accepted provided they submit an Application to Rent with appropriate fees and all information necessary for a thorough review of his or her background and credit worthiness, and sign a separate Guarantor Agreement as an addendum to the Rental Agreement.

Paperwork required for consideration of Application to Rent:

1. A signed and completed Application to Rent (one per application 18 years of age and older);
2. Complete supporting documentation with each Application to Rent (pay stubs and/or offer letter);
3. Applicant Reference Form and Employment Verification Form completed and signed;
4. \$30 credit check fee per Application to Rent (including Co-signer/Guarantor applicants) in the form of exact cash or money order – the office does not keep change. *No personal checks will be accepted for the credit check fee.* Note, once used to obtain credit report, this fee is non-refundable.
5. A signed and completed Holding Deposit Agreement (one per apartment) if unit is to be held for more than 72 hours.
6. A holding deposit (in the amount provided by Manager) in certified funds (no personal checks) made payable to Cal-Western (or CWPM). (Note, this amount is not to be combined with credit check fee.)

***** No apartment will be reserved for any applicant until all of these materials are received *****

Cal-Western Property Management and Sylvan Square Apartments does not discriminate on the basis of race, sex, color, religion, national origin, disability or familial status.

Sylvan Square Apartments

RENTAL POLICIES

- Each applicant 18 years of age and over must fill out a Rental Application completely. Please allow approximately 2-3 business days to process the application. **There is a \$30 cash fee for each applicant.** Each application will be reviewed on the basis of verifiable income, longevity of employment, present and past rental history, and credit information. We reserve the right to deny any application(s) if our reviews uncover negative references.
- **THIS IS A SMOKE-FREE, DRUG-FREE COMMUNITY.** Absolutely no smoking or drugs are allowed anywhere on the premises including apartments, walkways, parking lots, community areas.
- Sylvan Square Apartments supports Fair Housing and does not discriminate against potential residents on the basis of age, race, sex, national origin, religion, marital status, sexual preference, or physical ability.
- Rent is due on or before the first day of the month. If not received by the third of the month, late charges will be strictly enforced.
- **ABSOLUTELY NO PETS** unless otherwise agreed¹.
- Residents are advised that the property is covered by fire insurance only and does not cover resident's possessions. **ALL RESIDENTS ARE REQUIRED TO OBTAIN RENTER'S INSURANCE** to cover personal liabilities and possessions in the minimum amount of \$100,000 naming Sylvan Square Apartments as certificate holder.
- All damage to the premises, or furnishings of premises, caused by the resident or the resident's invitees, will be paid for by the resident. Damage includes, but is not limited to: broken screens and windows, clogged drains and toilets, jammed garbage disposals, and clogged or jammed dishwashers.
- All repairs or maintenance must be phoned in to the property manager as soon as problem is detected.
- Resident and resident's invitees must be in compliance with city and county ordinances as well as state and federal laws and the rules of this community at all times.
- **ABSOLUTELY NO SUBLETTING AND ASSIGNING OR TRANSFER OF RENTS.**
- Multiple renters will be held jointly and severally responsible for all terms and conditions of the rental agreement.
- The resident(s) must give a thirty-day written notice of Intent to Vacate. Until the keys are returned to the property manager, rent will continue to be charged at the daily rate.
- A security deposit is required upon approval of the application. The owner/agent may withhold from the deposit only such amounts as are necessary to remedy defaults such as, but not limited to: damage to the premises, cleaning of the premises, payment of rent, payment of late charges and legal fees. The deposit and/or an itemized letter of Disposition of Deposit will be mailed within 21 days after the keys are returned to the property manager.
- This property participates in the RUBS (Ratio Utility Billing System) program whereby water, trash and sewer services will be paid for by residents based on an allocation method and will be billed by and paid to a third party billing provider.
- Cash is not accepted for payment of monthly rent.
- **The deposit and first month's rent must be paid by money order or cashier's check payable to Cal-Western Property Management (or CWPM)– NO EXCEPTIONS. The first full month's rent is due at time of move-in.**

¹ Refers to a service animal (ex: guide dog for the non-sighted) with verifiable physician's letter and documentation.