

APPLICATION CHECK OFF SHEET

*****Coldwell Banker Property Management MUST have a completed application, along with the items listed below, for each proposed applicant over the age of 18. If we do not receive all items on this list below, along with a completed application, the application is considered incomplete and will not hold the property*****

- _____ 1) Income must Meet 2.5 times the monthly rent.
- _____ 2) Agent instruction Sheet/Verification of I.D.
- _____ 3) Application for each occupant over the age of 18 years.
- _____ 4) Legible copy of each occupant’s current driver’s license and photos of any pets.
- _____ 5) Tenant Information Form.
- _____ 6) Signed “Property in its AS IS Condition” form.
- _____ 7) Credit Authorization Form/Cashier’s Check or Money Order-\$41.00 per applicant.
- _____ 8) Rental Reference Form
- _____ 9) Signed Verification of Employment Form (If self-employed please submit a Schedule C and current tax return, pages 1&2 only and please ensure a signature on page 2)
- _____ 10) 30 Days of your most recent pay stubs.
- _____ 11) Two (2) month’s bank statement, please block out all but last 2 digits of account.
- _____ 12) Please make sure that all required signatures have been signed on the application.

Note: If you have collections, please send a letter of explanation with application. It can take up to 4 business days to fully process and up to 7 days for a background check. We will do our best to evaluate/review application prior to running credit/background to save you, the prospective tenant, a \$41.00 fee. Applications are processed in the order they are received. ONLY COMPLETE APPLICATIONS WILL BE PROCESSED BY THE OFFICE.

All properties are to be accepted in their current “AS IS” condition (excluding health and safety items).

Landlord WILL NOT make last minute accommodations or changes at lease signing or on move in. Any requests for changes, cleaning, or repairs MUST be submitted with the initial application.

Coldwell Banker Property Management Contact Information:

E-mail: propertymanagers@coldwellbankerab.com

Office Phone:(951) 679-5494

I HAVE READ THE ABOVE AND AGREE TO THE TERMS ON THIS PAGE

X _____ X

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 _____							



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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.



Tenant Information Form

Do you have pets? Yes: _____ No: _____

If yes, please provide a picture of your pet(s) and the following information with your application:

Weight: _____ Breed: _____

What is your proposed move in date? _____

PROPERTY IN ITS "AS IS" CONDITION

If there are any repairs, changes, or requests that are a condition of your application now is the time to request these items. We strongly recommend that you examine/inspect the property prior to application approval to protect your holding deposit.

THIS DOES NOT APPLY TO ANY HEALTH AND SAFETY ITEMS. ALL HEALTH AND SAFETY ITEMS MUST BE CORRECTED BY LANDLORD.

I request the following changes/repairs as a condition to my approval:

(Requests are presented to the landlord but not guaranteed)

Signature: _____ Date: _____

Signature: _____ Date: _____

OR

By signing below, I confirm that I have no requests and accept the property in its "as is" condition (excluding health and safety items). Upon approval, I acknowledge that by completing and submitting the "Holding Deposit Agreement", should I fail to take possession of the property, my holding deposit is subject to deduction.

Signature: _____ Date: _____

Signature: _____ Date: _____

Agent Instruction Sheet

Please ensure that the “Applicant” has provided a copy of their current valid driver’s license to the undersigned agent. Signature of agent verifies applicant’s identity.

Agent Signature: _____ Date: _____

Print Agent’s Name: _____

Name of Selling Office: _____

Selling Office Address: _____

Selling Office Phone #: _____

Broker BRE License #: _____

Agent ‘s Phone #: _____

Agent’s BRE License # : _____

Agent’s Public ID : _____

Agent’s E-mail : _____

NOTE: As the tenant’s representative you will be required to assist tenant in making sure the application is complete and submitted to: coldwellbankerpropertymanagement@aol.com

If tenant’s application is accepted you will need to schedule an appointment with your client to assist them with the Lease Agreement and signing. You will be provided with a move in inspection (CAA Form 16.0) to complete with your client on the day of or prior to lease commencement date.

Thank You!

Coldwell Banker, ABR Property Management

AGENT'S REPRESENTING THE TENANTS HAVE THE FOLLOWING RESPONSIBILITIES:

- Make sure the application for your tenants is submitted by “YOU” the agent – it is your responsibility to communicate with your client throughout the course of the application process.
- Please do not have your client contact us directly. They will be redirected to you.
- Make sure the application your submitting is complete. Utilize the front check off sheet. If it is not complete, the staff is directed to let the agent know immediately and your application will lose position and be shredded.
- Once you have communicated approval for your client you must within 24 hours submit the holding/security deposit via cashier's check. (Please check with property management for the amount and further instruction)
- Once you obtain a deposit, you must have the tenant sign the Holding Deposit Agreement and make sure that you have reviewed the MLS sheet with your clients so that they are aware of any Renter's Insurance requirements, etc.
- Property Management will prepare the lease and send it to you so that you can explain and obtain signatures from the applicant.
- You are to conduct a move in inspection with your approved applicant using the Car Form MIMO.

Thank you,

Coldwell Banker ABR Property Management

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 Coldwell Banker Property Management

Address 31620 Railroad Canyon Road Unit # _____

City Canyon Lake State CA Zip 92587

Phone number (951) 679-5494 Fax number (951) 566-9183

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

Coldwell Banker Property Management

Name of Owner/Agent _____
Address **31620 Railroad Canyon Road** Unit # _____
City **Canyon Lake** State **CA** Zip **92587**
Phone number (**951**) **679-5494** Fax number (**951**) **566-9183**

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

