



Property: _____

Tenant Agent Information

Agent: _____

Agent Cell #: _____

Agent Fax: _____

Agent Email: _____

Agent Lic: _____

Agent MLS ID: _____

Broker: _____

Broker Lic: _____

Office #: _____




Tenant Documents Checklist

- TENANTS:** _____
- COMPLETE WRITTEN & SIGNED APPLICATION FOR EACH ADULT.**
- CURRENT AND/OR PAST LANDLORD CONTACT INFORMATION FOR 24-MONTHS RESIDENCY MUST BE ON APPLICATION.**
- COPY OF EACH APPLICANT'S PHOTO IDENTIFICATION.**
- COPY OF EACH APPLICANT'S SOCIAL SECURITY CARD**
- INCOME VERIFICATION:**
 - Year to Date Pay Check (Most recent 30 days)
 - Social Security and/or AFDC award letter or copy of automatic deposit statement.
 - W2 from last year
 - Tax returns and YTD P&L.
 - Bank statements verifying deposits of income. (6 Months worth, minimum)
 - Other: _____
- ASSET VERIFICATION**
 - Checking Statements (Most recent 30 days)
 - Savings Statements (Most recent 30 days)
 - Other: _____
 - Other: _____
- APPLICANT SCREENING:**
 - Credit Report which includes:
 - Records for Judgments & Collections
 - Social Security Fraud Alert.
 - Evictions.
 - Criminal Back-Ground check.
 - Including the Sexual Offender data base
- PETS (PHOTO):**
 - Dogs x _____ Breed: _____ Weight: _____# Indoor / Outdoor
 - Dogs x _____ Breed: _____ Weight: _____# Indoor / Outdoor
 - Cats x _____ Indoor / Outdoor Box Trained: Yes / No



Rental Application Requirements & Qualifying Guidelines

1. COMPLETE WRITTEN & SIGNED APPLICATION FOR EACH ADULT (18 or over).
 2. CURRENT AND/OR PAST LANDLORD CONTACT INFORMATION
 - a. ***24-MONTHS RESIDENCEY MUST BE ON APPLICATON***
 3. COPY OF EACH APPLICANT’S PHOTO IDENTIFICATION (Gov. Issued ID)
 4. INCOME VERIFICATITON: (One or more of the following depending upon source of income).
 - W2 Employee
 - Year to Date Pay Check – covering 30 days
 - Retired / Disability
 - Social Security and/or award letter
 - Self-Employed
 - Tax returns and YTD P&L
 - OR
 - Bank statements verifying deposits of income. (6-12 Months minimum)
 5. ASSET VERIFICATION:
 - a. Most recent Bank statement showing funds available for Move-In Costs (Sec. Deposit, 1st Months’ Rent, etc...) **NO SCREEN SHOTS**
 6. PROCESSING FEE: **\$50.00** IN FORM OF CASH, MONEY ORDER OR CASHIER’S CHECK
 If needed we can also accept payment using
 
- EACH APPLICANT. THIS INCLUDES:**
- a. Credit Report which includes:
 - i. Records for Judgments & Collections
 - ii. Social Security Fraud Alert.
 - b. Evictions.
 - c. Criminal Back-Ground screening
 - i. Including the Sexual Offender data base
7. PETS (dogs & cats) Needed prior to final approval:
 - a. Dogs; furnish current and valid license & photo.
 - i. Certain breeds of dogs may not be allowed as per owners insurance company list
 - b. Cats; furnish current vaccination records.

OUR ROLE: Bring responsible tenants together with rental property owners. Once we assemble the above information, we submit to property owner or owners agent for final approval or disapproval. We act as a conduit for communication between the tenant applicant and property owner or the owners agent.

*****We will NOT accept PHOTOS of APPLICATIONS or other documents.*****



APPLICATION TO RENT/SCREENING FEE
(C.A.R. Form LRA, Revised 12/15)

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

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 for Social Security Number
D. Phone Number: Home _____ Work _____ Other _____
E. Email _____
F. Name(s) of all other proposed occupant(s) and relationship to applicant _____
G. Pet(s) (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 convicted of or pleaded no contest to a felony? [] No [] Yes
If yes, explain _____
M. Has applicant or any proposed occupant ever been asked to move out of a residence? [] No [] Yes
If yes, explain _____

4. RESIDENCE HISTORY
Current address _____ Previous address _____
City/State/Zip _____ City/State/Zip _____
From _____ to _____ From _____ to _____
Name of Landlord/Manager _____ Name of Landlord/Manager _____
Landlord/Manager's phone _____ Landlord/Manager's phone _____
Do you own this property? [] No [] Yes Did you own this property? [] No [] Yes
Reason for leaving current address _____ Reason for leaving this address _____

5. EMPLOYMENT AND INCOME HISTORY
Current employer _____ Previous employer _____
Current employer address _____ Prev. employer address _____
From _____ To _____ From _____ To _____
Supervisor _____ Supervisor _____
Supervisor phone _____ Supervisor phone _____
Employment gross income \$ _____ per _____ Employment gross income \$ _____ per _____
Other income info _____ Other income info _____



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 accept more than one application for the Premises and, using their sole discretion, will select the best qualified applicant, and (iii) Applicant will provide a copy of applicant's driver's license 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, employment and tenant history. Applicant further authorizes Landlord or Manager or Agent to disclose information to prior or subsequent owners and/or agents.

If application is not fully completed, or received without the screening fee: (i) the application will not be processed, and (ii) the application and any screening fee will be returned.

Applicant _____ Date _____ Time _____

Return your completed application and any applicable fee not already paid to: **J-N-J Real Estate Services, Inc.**
Address **8560 Vineyard Ave. Ste. 404** City **Rancho Cucamonga** State **CA** Zip **91730**

II. SCREENING FEE

THIS SECTION TO BE COMPLETED BY LANDLORD, MANAGER OR AGENT.

Applicant Social Security Number: _____ Applicant has paid a nonrefundable screening fee of **\$50.00**, 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. The California Department of Consumer Affairs calculates the applicable screening fee amount to be \$44.50 as of 2012.)

\$ **34.00** for credit reports prepared by **Credit Technology Inc.** ;
\$ **17.00** for **Screening Report (Criminal and Eviction)** (other out-of-pocket expenses); and
\$ _____ for processing.

The undersigned has read the foregoing and acknowledges receipt of a copy.

Applicant Signature _____ Date _____

The undersigned has received the screening fee indicated above.
Landlord or Manager or Agent Signature **John L Johnson II** CalBRE Lic. # **01312900**
_____ Date _____

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Reviewed by _____ Date _____

