

## FOR USE BY COUNTRY AIR PROPERTY MANAGEMENT ONLY



### INSTRUCTION TO APPLY FOR RENTAL

NOTE: To preview any rental, the attached “APPLICATION TO RENT” must be completed. Subject to its review, our agent can make an appointment to show you the desired rental(s).

Once you identify a home in our inventory that you would like to apply for:

1. Turn in your completed “ APPLICATION TO RENT “ and attach any additional documentation such as letters of recommendation, verification of employment and income (recent pay stub(s), recent bank statements to verify deposits or ATM slips) and any other items that would support your application. **The more thorough the application and supporting documentation, the better your chances are of being approved.**
2. **Each adult applicant must complete one “APPLICATION TO RENT”. Each application must be signed, dated and location of interest noted on page 2 in the boxed area. The application MUST be completed in its entirety, including phone numbers.**
3. **Submit a copy of each applicant’s driver license.**
4. **There is a non-refundable \$25.00 application fee for each adult applying. THE FEE MUST BE IN THE FORM OF A MONEY ORDER OR CASHIERS CHECK ONLY AND MADE PAYABLE TO COUNTRY AIR PROPERTIES. CASH AND PERSONAL CHECKS WILL NOT BE ACCEPTED. (see following page for a list of locations that provide money orders/cashiers checks.)**

### QUALIFYING CRITERIA

Although compensating factors can be considered, the basic criteria for approval is that the applicants’ verifiable income exceed 2 ½ times the amount of the monthly rent, the applicant’s TRW/EQUIFAX Credit Report National Risk Score must meet property management guidelines unless a satisfactory explanation (in writing) can be provided, and the applicant must show a minimum of one month’s rent worth of reserve in addition to the needed first and security.

Compensating factors can include excellent references, higher security deposit, co-signer, property owner, Section 8, etc.

If you have any questions, please call Country Air Property Management at (707) 263-2646 ext. 109.

# 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	
OTHER NAMES USED IN THE LAST 10 YEARS				WORK PHONE NUMBER		HOME PHONE NUMBER (   )	
DATE OF BIRTH		EMAIL				MOBILE/CELL PHONE NUMBER (   )	
DRIVER'S LICENSE NO.		EXPIRATION		STATE		OTHER ID	
1 PRESENT ADDRESS			CITY		STATE		ZIP CODE
DATE IN		DATE OUT		OWNER/AGENT NAME		OWNER/AGENT PHONE NO. (   )	
REASON FOR MOVING					CURRENT RENT \$                    / Month		
2 PREVIOUS ADDRESS			CITY		STATE		ZIP CODE
DATE IN		DATE OUT		OWNER/AGENT NAME		OWNER/AGENT PHONE NO. (   )	
REASON FOR MOVING							
3 NEXT PREVIOUS ADDRESS			CITY		STATE		ZIP CODE
DATE IN		DATE OUT		OWNER/AGENT NAME		OWNER/AGENT PHONE NO. (   )	
REASON FOR MOVING							

PROPOSED OCCUPANTS	NAME	NAME	
LIST ALL IN ADDITION TO YOURSELF			
WILL YOU have pets?	DESCRIBE	WILL YOU HAVE liquid-filled furniture?	DESCRIBE

am  am not a member of the Armed Forces (including the National Guard and Reserves).

<b>A</b>	Present occupation or source of income		Employer name
	How long with this employer	Supervisor's Phone # (   )	Employer address
	Name of your supervisor		City, State ZIP
<b>B</b>	Prior occupation		Employer name
	How long with this employer	Supervisor's Phone # (   )	Employer address
	Name of your supervisor		City, State ZIP

Current gross income \$	PER	<input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year	<b>Please list ALL of your financial obligations below and on following page</b>
Name of your bank		Branch or Address	



**UNAUTHORIZED REPRODUCTION OF BLANK FORMS IS ILLEGAL**



Name of creditor	Address	Phone Number	Mo. 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 and hereby authorizes verification of the above items including, but not limited to, the obtaining of a credit report and agrees to furnish additional credit references upon request. 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 with respect to credit history and other background information. 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 (cannot exceed \$30 per applicant, which may be adjusted annually with the CPI as of 1-1-98)\$ \_\_\_\_\_

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 agreement or lease, 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.



**MONEY ORDER AND CASHIER CHECK LOCATIONS:**

**US POST OFFICE:**

1151 11<sup>TH</sup> Street  
Lakeport, CA  
707-263-5837

5500 Gaddy Lane  
Kelseyville, CA  
707-279-4562

9435 Main Street  
Upper Lake, CA  
707-275-2426

**WELLS FARGO BANK:**

14918 Olympic Dr.  
Clearlake, CA  
707-994-0294

1071 11<sup>th</sup> Street  
Willow Tree Plaza  
Lakeport, CA  
707-262-3555

**BANK OF AMERICA:**

500 N. Main St.,  
Lakeport, CA  
707-263-6149

**SAFEWAY:**

14922 Olympic Dr.  
Clearlake, CA  
707-994-7275

1071 11<sup>th</sup> Street  
Lakeport, CA  
707-263-8072

**KMART:**

2019 S. Main St  
Lakeport, CA  
707-263-9305

**BRUNO'S:**

355 Lakeport Blvd.  
Lakeport, CA  
707-263-7337

**WESTAMERICA BANK:**

4025 Main St.  
Kelseyville, CA  
707-279-6850

150 S. Main St  
Lakeport, CA  
707-262-5714

15342 Lakeshore Dr.  
Clearlake, CA  
707-995-4140

9470 Main St.  
Upper Lake, CA  
707-275-8170

**UMPQUA BANK:**

4280 Main St.  
Kelseyville, CA  
707-279-0300

805 11<sup>th</sup> St.  
Lakeport, CA  
707-263-7500