

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) can suffice), recent bank statements to verify deposits (ATM slip can suffice), and any other items that would support your application. **Every applicant must sign application.** The more thorough the application and supporting documentation, the better your chances are of being approved.
2. **Each adult applicant has to complete one “APPLICATION TO RENT.”**
3. **Submit a copy of each applicant’s driver license.**
4. A \$25.00 credit check fee will be charged for all applicants.
(application fee is non-refundable)

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.

All funds must be received prior to occupancy. Payment must be made in the form of a money order or cashier’s check.

CASH WILL NOT BE ACCEPTED!!

If you have any questions, please call COUNTRY AIR PROPERTY MANAGEMENT at (707) 263-2646.

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

A	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	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	Check One	<input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year	Please list ALL of your financial obligations below and on following page
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Name of your bank	Branch or Address



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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.



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