



**APPLICATION TO RENT  
SCREENING FEE**  
**\$20.00** Application Fee  
 Payable by cash/money order  
**NO EXCEPTIONS**  
**One Form of ID must be submitted  
with a completed Application**

**A SEPARATE APPLICATION TO RENT IS REQUIRED FOR EACH OCCUPANT 18 YEARS OF AGE OR OVER, OR AN EMANCIPATED MINOR.**

**APPLICANT to complete:**

Applicant is completing Application as a (check one) \_\_\_tenant \_\_\_tenant w/co-tenant \_\_\_co-signor

**PREMISES INFORMATION**

Application to rent property located at \_\_\_\_\_ (“Premises”)  
 Rent:\$ \_\_\_\_\_ per \_\_\_\_\_ Proposed move-in date: \_\_\_\_\_

**PERSONAL INFORMATION**

Full Name of Applicant: \_\_\_\_\_  
 Social Security No: \_\_\_\_\_ Driver’s License No: \_\_\_\_\_  
 State of Driver’s License: \_\_\_\_\_ Date of Expiration: \_\_\_\_\_  
 E-Mail (for office purposes only) \_\_\_\_\_  
 Phone Number: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Name(s) of all other proposed occupant(s) and relationship to applicant: \_\_\_\_\_

Pet(s) of service animal (number and type): \_\_\_\_\_  
 Auto: Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Lic.No: \_\_\_\_\_  
 State: \_\_\_\_\_ Color: \_\_\_\_\_ Other Vehicles: \_\_\_\_\_

In case of emergency, person to notify: \_\_\_\_\_ Relationship \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Does applicant or any proposed occupant plan to use liquid-filled furniture: \_\_\_\_\_  
 Has applicant been a party to an unlawful detainer action or filed bankruptcy within the last seven years: \_\_\_\_\_  
 If yes, explain \_\_\_\_\_  
 Has applicant or any proposed occupant ever been convicted of or pleaded no contest to a felony? \_\_\_\_\_  
 If yes, explain \_\_\_\_\_  
 Has applicant or any proposed occupant ever been asked to move out of a residence? \_\_\_\_\_  
 If yes, explain \_\_\_\_\_

**RESIDENCE HISTORY**

Current Address: _____	Previous Address _____
City-State-Zip _____	City-State-Zip _____
From _____ to _____	From _____ to _____
Monthly Rent _____	Monthly Rent _____
Name of Landlord/Manager _____	Name of Landlord/Mger _____
Landlord/Manager phone _____	Landlord/Manager phone _____
Reason for leaving current address _____	Reason for leaving current address _____

## EMPLOYMENT AND INCOME HISTORY

Current Employer \_\_\_\_\_ Supervisor \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Employer's Address \_\_\_\_\_ Phone \_\_\_\_\_  
Position or title \_\_\_\_\_ Phone Number to Verify Employment \_\_\_\_\_  
Gross Income \$ \_\_\_\_\_ per \_\_\_\_\_ Other \$ \_\_\_\_\_ per \_\_\_\_\_ Source \_\_\_\_\_  
Previous Employer \_\_\_\_\_ Supervisor \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Employer's Address \_\_\_\_\_ Supervisor's phone \_\_\_\_\_  
Position or title \_\_\_\_\_ Employment gross income \$ \_\_\_\_\_ per \_\_\_\_\_  
Other income \$ \_\_\_\_\_ per \_\_\_\_\_

## PERSONAL REFERENCES

Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_ Length of Acquaintance \_\_\_\_\_ Occupation \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_ Length of Acquaintance \_\_\_\_\_ Occupation \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_ Length of Acquaintance \_\_\_\_\_ Occupation \_\_\_\_\_

**\*\*\* Credit Check Fees are Non-Refundable \*\*\***

Applicant understands and agrees that this is an application to rent only and does not guarantee that applicant will be offered the Premises; and Landlord/Manager or Agent may accept more than one application for the Premises and, using their sole discretion, will select the best qualified applicant.

Applicant represents the above information to be true and complete and hereby authorizes Landlord, Manager or Agent to verify if the information provided and to obtain credit report on applicant.

I verify the above-specified purpose for requesting this credit report, and certify that the report will not be used for any other purpose. I understand the failure to comply with the Fair Credit Reporting Act can result in state or federal enforcement actions, as well as private lawsuits. I also understand that any person who knowingly and willfully obtains a consumer report under false pretenses may face criminal prosecution.

**If the application is not fully completed, or received without the screening fee, the application will not be processed and the application and any screening fee will be returned.**

## SCREENING FEE

Applicant has paid a non-refundable screening fee of \$ \_\_\_\_\_ 20.00 \_\_\_\_\_, 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)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date





1721 East Main St. Ste. 3  
 Grass Valley, CA 95945  
 Office: (530) 274-7653  
 Fax: (530) 615-4907

**VERIFICATION OF APPLICANT'S LANDLORD REFERENCE**

**APPLICANT to complete:** Current Landlord  Prior Landlord

Landlord Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Landlord Address \_\_\_\_\_ Fax \_\_\_\_\_  
 \_\_\_\_\_ E-mail \_\_\_\_\_

I/We hereby authorize the release of the information requested in this letter to Landlord. Your prompt reply will help facilitate my/our application for housing.

\_\_\_\_\_  
**APPLICANT SIGNATURE** **PRINT NAME** **DATE**

The above-named applicant(s) has applied with us for rental housing. The following information is required in order for us to give proper consideration to his/her application. The confidentiality of the information you furnish will be preserved except where disclosure is required by law. Your prompt response to this request is very much appreciated.

**LANDLORD to complete:** Current Landlord  Prior Landlord

1. Name  Owner  Landlord: \_\_\_\_\_
2. Address of property \_\_\_\_\_
3. Dates of occupancy: \_\_\_\_\_
4. Last monthly rental amount? \_\_\_\_\_
5. Was the rent paid on time? \_\_\_\_\_ If late, how often?: \_\_\_\_\_
6. Was a 30 day written notice given? \_\_\_\_\_
7. Were the premises left in good condition? \_\_\_\_\_
8. Were there any behavior problems during tenancy? \_\_\_\_\_
9. Were any 3-day or 30-day notices served during the tenancy \_\_\_\_\_
10. If so, what was the reason? \_\_\_\_\_
11. Would you rent to this person again? \_\_\_\_\_
12. If not, why not? \_\_\_\_\_
13. Any additional comments which would aid in the evaluation of this person's application for rental? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**NAME:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**TITLE:** \_\_\_\_\_ **COMPANY:** \_\_\_\_\_  
**PHONE:** \_\_\_\_\_ **Best time to call:** \_\_\_\_\_