

Rental Criteria, Requirements and Information Cover Sheet

Western Associates Real Estate Services, Inc. does business in accordance with the "Fair Housing Act" Management will not refuse access to housing, accommodation, or other interests in property or otherwise discriminate against an applicant on the basis of race, color, religion, sex, familial status, disability or national origin.

General requirements:

- An individual application is **required** for each proposed occupant aged 18 years or older. **ALL PROSPECTIVE APPLICANTS MUST VIEW THE INTERIOR OF THE UNIT WITH AN AGENT FROM OUR OFFICE PRIOR TO SUBMITTING APPLICATIONS.** Applications must be filled out completely and signed by applicant. Include a copy of your valid Government issued photo ID (Driver's license, Passport, State ID Card)
- Application fee(s) of \$25.00 per applicant must be paid upon submittal of application(s). We accept personal check, money order or cash (exact change only). This covers the cost of processing your application and obtaining a credit report. Once the application has been processed, we cannot refund the application fee, but can provide you with a copy of your credit report upon request.

Income requirements:

Combined household (all applicants) income must equal at least **two times (gross)** the rental amount of the unit applying. **Verifiable income is required.** ****We DO NOT accept any Co-signors/Guarantors or 3rd party housing vouchers**.**

We accept the following income verification documents:

- Most recent payroll stub (dated within the last 2 weeks) **OR** Self-employed persons or 1099 employees will need to provide a copy of their last tax years' income tax return; **Bank statements are not accepted as income verification.** **OR** Current financial aid award letter.

Automatic Denials:

- Any applicant with an eviction (unlawful detainer) filing, Rental history reflecting any unpaid past due rent or any property damage or disturbance, Any collection by a property management company or landlord and/or Applications that are incomplete, missing valid photo ID's, income verification or application fee.

We make every effort to process applications within 48 hours of submission; however processing can take several working days due to inability to contact previous/current landlords, employers. Management reserves the right to decline an application on the basis of the inability to contact the references provided.

Thank you for your interest in one of our available properties. We may receive multiple applications for this property; we do not necessarily select the first application submitted. Selection is based upon: proof of income, better credit history, better rental references, and move-in date.

****IF YOUR APPLICATION IS APPROVED** - Within 24 hours of notification of application approval, you will be required to bring a reservation deposit in the form of a **cashier's check or money order** to the Western Associates' office during our business hours. The rental agreement will be available at this time for you to read and sign. All applicants must read and sign the rental agreement.

****ALL move-in funds are required to be in the form of a cashier's check or money order ONLY, no exceptions.****

A renters' insurance policy with a liability minimum of \$100,000 is required at the time of move-in. Western Associates is to be listed as "Additional Insured" on the policy. Please provide a copy of the declaration page of the policy upon move-in.

I acknowledge that I have read and understood the foregoing rental criteria and requirements. I also certify that my entire applicant group has viewed the interior of the unit we are applying for.

Date: _____ Applicant Signature: _____ rev 7.22.19

Western Associates Real Estate Services, Inc.
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info@westernassociatesinc.net

Application to Rent

Please read and sign attached Rental Criteria and Requirements Cover Sheet prior to completing this application to rent.

All sections of this application must be completed. Incomplete applications will not be accepted.

Separate applications are required for each prospective occupant 18 years of age or older.

Address applying for:	Proposed move-in date:
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Applicant Information

Last Name:	First Name:	Middle Name:
Date of birth: / /	SSN or ITIN# - -	Home Phone# ()
Email Address:		Cell Phone# ()
Photo ID/Type/Number:	Issuing Gov't:	Exp. Date:

Residence History

Present Address:

City:	State:	Zip Code:
<input type="checkbox"/> Rent <input type="checkbox"/> Sublet <input type="checkbox"/> Own <input type="checkbox"/> Lived with Family (Check One)	Rent Amount: \$ /month	From: To:
Owner/Agent Name:	Owner/Agent Phone# ()	
Reason for leaving:		

Previous Address:

City:	State:	Zip Code:
<input type="checkbox"/> Rent <input type="checkbox"/> Sublet <input type="checkbox"/> Own <input type="checkbox"/> Lived with Family (Check One)	Rent Amount: \$ /month	From: To:
Owner/Agent Name:	Owner/Agent Phone# ()	
Reason for leaving:		

2nd Previous Address:

City:	State:	Zip Code:
<input type="checkbox"/> Rent <input type="checkbox"/> Sublet <input type="checkbox"/> Own <input type="checkbox"/> Lived with Family (Check One)	Rent Amount: \$ /month	From: To:
Owner/Agent Name:	Owner/Agent Phone# ()	
Reason for leaving:		

Occupants – Proposed Occupants: List ALL in addition to yourself, including minors:

Name:	Date of Birth:	Name:	Date of Birth:
Name:	Date of Birth:	Name:	Date of Birth:
Name:	Date of Birth:	Name:	Date of Birth:



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 REAL ESTATE SERVICES, INC.
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 Email: info@westernassociatesinc.net
 CalDRE License # 01252754

Employment & Income Information

Current Employer Name:		Position or Title:	
Employer Address:		Monthly Gross Income \$	
HR Manager/Supervisor Name:	Phone# ()	From:	To:
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary/Seasonal (Check one)			

Additional Employment/Income (if applicable)

Additional Employer Name:		Position or Title:	
Employer Address:		Monthly Gross Income \$	
HR Manager/Supervisor Name:	Phone# ()	From:	To:
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary/Seasonal (Check one)			

Vehicles

Make/Model:	Year:	Color:	License Plate#
Make/Model:	Year:	Color:	License Plate#
Make/Model:	Year:	Color:	License Plate#
Other Motor Vehicles (if applicable):			

Animals

Will you have animals? <input type="checkbox"/> YES* <input type="checkbox"/> NO	Type:	Breed/Age/Sex:
*How many animals? _____		

Additional Information

Have you ever filed for bankruptcy? <input type="checkbox"/> YES* <input type="checkbox"/> NO	Have you ever been evicted OR asked to move? <input type="checkbox"/> YES* <input type="checkbox"/> NO
Have you ever been convicted of manufacturing, selling or distributing illegal drugs? <input type="checkbox"/> YES* <input type="checkbox"/> NO	
Do you have any liquid filled furniture? <input type="checkbox"/> YES* <input type="checkbox"/> NO	
Do you smoke? <input type="checkbox"/> YES <input type="checkbox"/> NO All of our properties are non-smoking properties.	

***If you answered Yes to any of the above questions, please explain:**

Emergency Contact Information

Name:	Address:	Phone # ()	Relationship:
Name:	Address:	Phone # ()	Relationship:

NOTICE REGARDING CALIFORNIA INVESTIGATIVE CONSUMER REPORTING AGENCIES ACT

Owner/Agent does not intend to request an investigative consumer report regarding the Applicant

Unless the box above is checked, Owner/Agent intends to request an investigative consumer report regarding the Applicant's character, general reputation, personal characteristics, and mode of living. Under Section 1786.22 of the California Civil Code, the files maintained on you by the investigative consumer agency shall be made available to you during business hours and on reasonable notice, provided you furnish proper identification, as follows:

(1) You may appear at the investigative consumer reporting agency identified below in person, (2) you may make a written request for copies to be sent by certified mail to a specified addressee, or (3) you may make a written request for a summary of the file to be provided over the telephone. The agency may charge a fee, not to exceed the actual duplication costs, if you request a copy of your file. The agency is required to have personnel available to explain your file to you, and the agency must explain to you any coded information appearing in your file. If you appear in person, a person of your choice may accompany you, provided that this person furnishes proper identification. If you are accompanied by a person of your choosing, the agency may require you to furnish a written statement granting permission to the investigative consumer reporting agency to discuss your file in the other person's presence. The agency that will prepare the report(s) identified in this section is listed below:

Insight Screening Solutions

Name of Agency

P.O. Box 1605, Benicia, California 94510

Address of Agency

If you would like a copy of the report(s) that is/are prepared, please check the box below:

I would like to receive a copy of the report(s) that is/are prepared

If the box above is checked, Owner/Agent agrees to send the report to Applicant within three (3) business days of the date the report is provided to Owner/Agent. Owner/Agent may contract with another entity to send a copy of the report.

Signature

Western Associates Real Estate Services, Inc. does business in accordance with the State & Federal Fair Housing Law. Under this law it is illegal to discriminate against any person because of Race, Color, Religion, Sex, Handicap, Familial Status, National Origin, Source of Income, Sexual Orientation or Arbitrary Discrimination.

Applicant understands and agrees that this application to rent does not guarantee that applicant will be offered the premises.

Owner/agent may accept more than one application for the premises and, using their sole discretion, will select the best qualified applicant. Applicant declares that all statements made above are true and accurate. Applicant authorizes Owner/Agent to verify the information provided on this form, which may include resident/tenant history, employment history/salary, credit history, bad check searches, searches for unlawful detainers (evictions reports), social security number verification and fraud warnings. Upon request, Applicant agrees to provide additional information, if needed, to support any statements provided.

Applicant grants permission to Owner/Agent to share tenancy information with previous or subsequent Owners/Agents.

Signature of applicant:

Date: