

A&L PROPERTY MANAGEMENT

3420 Coach Lane Suite #12, Cameron Park, CA 95682
(530) 676-7004 or (916) 939-7004 Fax (530) 676-3551

PROSPECTIVE TENANTS INFORMATION

FOR OFFICE USE ONLY

Property Address: _____

Bedrooms: _____ Bathrooms: _____ Square footage: _____

Resident pays: All Utilities. Unless checked otherwise: Water Sewer Propane Garbage Agent Initials: _____

AMOUNTS DUE BEFORE OCCUPANCY:

First Month's Rent \$ _____ Lease Term _____

Security Deposit \$ _____ Move in Date _____

FICA Scores _____ Pets? Y N If Yes, How Many? _____

Application Fee \$ _____ Paid? Y N Approved Y N

1. All prospects must complete a Credit Application before approval to rent can be given. A credit report will be run on each applicant (anyone 18 or older). Please keep in mind that you can apply to any property offered for rent by A&L Property Management. **Each applicant must remit a \$30.00 non-refundable fee with his/her application (cashiers check and/or money order). This fee covers our administration costs associated with processing your application and fees incurred in obtaining a current credit report. A&L Property Management will always obtain a current credit report in addition to any credit report provided by the applicant(s).** Credit, rental and personal references will be checked to insure suitable character. In evaluating your application, we will use the following guidelines:

- Income**- verified at three times the monthly rent gross (before tax deductions)
- Employment Verification**-to include with application the most recent paystubs for the last thirty (30) days or an acceptable form of proof of income
- Credit**- Credit must be reasonably good. If there is an issue with credit, you may submit a letter of explanation
- Rental History**-Rental history must be in good standing. Providing current and previous landlords contact information
- Property Owner's approval**-If there are numerous applications for a specific property, it is the right of the owner to accept the best qualified applicant(s) for the property.
- Evictions**-Person(s) with evictions will not be considered

All homes are not identical and will vary from one another with respect to location, features, and condition. Though all homes will be cleaned (including carpeting) prior to move-in, and any habitability items will be corrected, the condition of the rental property (including its various features, appliances, construction, insulation, condition of inside and outside paint and wallpaper, roof, utility services available, heating and air conditioning available or not, yard, landscaping, fences, etc.) at the time you preview the property will be the same as the time you take possession. **If something is unsatisfactory, please consider a different property that more closely meets your needs. Do not assume that corrections you have in mind, but you have not been agreed to in writing by the owner, will be made between the time you preview the property and the time you move in.**

Only habitability issues will be addressed by the Owner after the tenant has moved in. No re-painting, no wallpaper changes/repairs, no carpet condition issues, etc. will be considered. If you feel the property isn't right for you in its existing condition, please don't rent it. It is the applicant's responsibility to research and confirm any costs of utilities that may concern you, such as electric, propane, water, etc., and we encourage you to do so.

ACCEPTANCE OF APPLICATION

2. Upon approval, if the applicant desires to HOLD a specific property and have it taken off the market, they will need to provide a GOOD FAITH DEPOSIT OF \$500.00 (in the form of a money order or bank-originated cashier's check), which shall be applied to the balance due upon occupancy. Should rental become unavailable under any circumstances, prior to occupancy, deposit shall be refunded. **Should applicant back out of the agreement before occupancy, deposit shall NOT be refunded and shall apply to rents lost because of applicant's decision not to occupy.**
3. **Once an application has been approved for a property, the property will stay on the market and applicants will be accepted until a holding deposit has been collected from an approved applicant.**

SIGNED: _____ DATE: _____

SIGNED: _____ DATE: _____

Signature designates that this letter has been received and read by the applicant(s) carefully and understood by person(s) signed. Please remit application fee with all forms completed and signed.

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POLICIES & PROCEDURES:

4. All rents must be paid before approved tenant can be given a key or allowed to move anything into rental, storage area, or garage. **First rent payment must be paid with a money order or cashier's check.**
5. **Rent is due on or before the 1st day of the month. A late charge of 6% of the month's rent received after the 5th of the month will be strictly enforced. NOTICE: as required by law, you are hereby notified that a negative credit report may be submitted to a credit agency if you fail to fulfill the terms of your credit obligation.**
6. There are to be no tenants who conduct illegal activities such as prostitution, use or sale of illegal drugs, gambling, or conduct a commercial business from a rental.
7. No pets will be allowed without prior written approval and payment of an increased deposit of \$250.00 per pet. Certain properties do not allow only certain types i.e.: dog, cat, small, large.
8. There is to be no discrimination of any type or manner, either overt or subtle, as to a prospects' race, creed, religion, color, national origin, sex, marital status, or physical handicaps.
9. Property is to be left in the same condition upon vacancy as it was upon tenancy, excepting normal wear and tear. All carpets are to be cleaned professionally by a truck mounted unit, upon vacancy, at tenant's expense.
10. The Security Deposit will be returned, as prescribed by law, within 21 days after vacancy of rental and the return to the business office of A&L Property Management of all keys and all garage door remote control transmitters pertaining to the property.
11. We do not accept a holding deposit unless a) the prospective tenant(s) application has been approved b) the prospective tenant has viewed the inside of the property.
12. Accepted tenant(s) are required to pay full months rent and security deposit by cashier's check and/or money order, (no cash).
13. **Pro-rated rent**-Rent is prorated the second month of occupancy. Pro-rated rent is due on the first of the month.
14. **Returned Checks**- We will accept personal checks upon second month of occupancy. If your check is returned by the bank for any reason the tenant is required to pay A & L Property Management a \$35.00 (thirty-five dollar) fee. A cashier's check and/or money order will be required as payment for rent for all proceeding months of occupancy. Returned checks will not be re-deposited.
15. **Breach of Contract**- In the event that Tenant breaches this contract (for example, by moving out prior to the Ending date of the Rental Agreement or by failing to occupy Premises) or is evicted due to violation of the Rental Agreement (for example, obtaining a pet without written permission), Tenant agrees to reimburse A & L Property Management for all losses incurred as a result of the breach, including, but not limited to attorney's fees, lost rents, advertising costs, property rehabilitation costs (cleaning, painting, repairs), and a Rent-Up fee of 50% of one month's rent. In the case of a breach requiring a trip to the property by an Agent, (for example, failure to pay rent, tendering a insufficient funds check, obtaining an unauthorized pet, neglecting landscaping), Tenant agrees to pay a thirty-five dollar (\$35.00) trip charge.

All information on our rental properties is deemed reliable by County Tax Records but is not guaranteed.

A & L Property Management abides by all Federal, State, County, City, Municipal and Fair Housing Laws.

Fair Housing Prohibits discrimination on the basis of race, color, religion, sex, sexual orientation, marital status, national origin, ancestry, familial status, source of income, disability or age.

SIGNED: _____

DATE: _____

SIGNED: _____

DATE: _____

Signature designates that this letter has been received and read by the applicant(s) carefully and understood by person(s) signed. Please remit application fee with all forms completed and signed.

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RENT APPLICATION

APPLICANT 1

Full Name – _____
Include all names you use(d): _____

Social Security # _____
Home Phone _____
Work Phone _____
Cell Phone _____

Driver License # _____

Is there a co-signer on Lease? _____

APPLICANT 2

Full Name – _____
Include all names you use(d): _____

Social Security # _____
Home Phone _____
Work Phone _____
Cell Phone _____

Driver License # _____

ADDITIONAL OCCUPANT(S)

Full Name	D.O.B.	Relationship to Applicant
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

RENTAL/MORTGAGE HISTORY

Current Address: _____ Current Rent: _____
City: _____ Zip Code: _____

Dates Living at Address: _____ Reason for Leaving: _____

Landlord/Management: _____ Landlord's/Manager's Phone: _____
(Must include Phone Number)

Previous Address: _____ Rent Amount: _____
City: _____ Zip Code: _____

Dates Living at Address: _____ Reason for Leaving: _____

Landlord/Management: _____ Landlord's/Manager's Phone: _____
(Must include Phone Number)

Previous Address: _____ Rent Amount: _____
City: _____ Zip Code: _____

Dates Living at Address: _____ Reason for Leaving: _____

Landlord/Management: _____ Landlord's/Manager's Phone: _____
(Must include Phone Number)

VEHICLE INFORMATION

1 Year/ Make/Model _____ Color _____ License Plate # _____

2 Year/ Make/Model _____ Color _____ License Plate # _____

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EMPLOYMENT HISTORY

Applicant 1

Current Employer _____

Address: _____

Supervisors Name: _____

Supervisor's Phone: _____

How Long with Employer: _____

Position or Title: _____

Previous Employer: _____

Address: _____

Supervisors Name: _____

Supervisor's Phone: _____

How Long with Employer: _____

Position or Title: _____

Applicant 2

Current Employer _____

Address: _____

Supervisors Name: _____

Supervisor's Phone: _____

How Long with Employer: _____

Position or Title: _____

Previous Employer: _____

Address: _____

Supervisors Name: _____

Supervisor's Phone: _____

How Long with Employer: _____

Position or Title: _____

INCOME INFORMATION

Applicant 1

Gross monthly income (before deductions) \$ _____

Amounts of other monthly income (specify source) \$ _____

Total monthly household income (sum of two above) \$ _____

Applicant 2

Gross monthly income (before deductions) \$ _____

Amounts of other monthly income (specify source) \$ _____

Total monthly household income (sum of two above) \$ _____

CREDIT ACCOUNTS & LOANS

<u>Type</u>	<u>Name of Creditor</u>	<u>Account Number</u>	<u>Amount Owed</u>	<u>Monthly Payments</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

MISCELLANEOUS

Pets How Many? _____

Type _____ Breed _____ Colo/lbs _____ Age _____ Name _____

Type _____ Breed _____ Weight _____ Age _____ Name _____

Do you Smoke? Y N -Inside -Outside Have You ever been Evicted? Y N

Have you ever been Sued? Y N Have you ever filed for Bankruptcy? Y N

If you answered yes, please explain: _____

Describe **water-filled** property you will have in your rental _____

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REFERENCES

APPLICANT 1

Personal Reference: _____
Relationship: _____
Address: _____
City/State/Zip: _____
Phone: _____

APPLICANT 2

Personal Reference: _____
Relationship: _____
Address: _____
City /State/Zip: _____
Phone: _____

Personal Reference: _____
Relationship: _____
Address: _____
City/State/Zip: _____
Phone: _____

Personal Reference: _____
Relationship: _____
Address: _____
City /State/Zip: _____
Phone: _____

EMERGENCY CONTACTS

Emergency Contact: _____
Relationship: _____
Address: _____
City/State/Zip: _____
Phone: _____

Emergency Contact: _____
Relationship: _____
Address: _____
City /State/Zip: _____
Phone: _____

ADDITIONAL INFORMATION

When would you like to take occupancy? _____

How long of a lease term are you looking for? 12 Months 6 Months Month to Month

I certify that all the information given above is true and correct and understand that my lease or rental agreement may be terminated if I have made any misrepresentations in this application. I authorize verification of any of the information and references provided in this application. In addition to all sums due prior to occupancy. I agree to pay a **nonrefundable** fee of \$30.00, which shall be used to obtain a report on me from a credit-reporting agency.

SIGNED: _____ DATE: _____

SIGNED: _____ DATE: _____

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Comments: _____

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CERTIFICATION TO CONSUMER REPORTING AGENCY

This notice is to certify that A & L Property Management is in compliance with the Fair Credit

Reporting Act and California Civil Code Section 1786.16 and will comply with Section 1786.40 if

The taking if adverse action is a consideration and has received written authorization from

_____ (Applicant).
(Please print name)

_____ (Applicant).
(Please print name)

Date

Owner/Agent

NOTICE OF REQUESTED REPORTS

1. On _____ Owner/Agent requested the report(s) below, which provide information regarding the consumer's character, general reputation, personal characteristics and mode of living.

- a. Criminal Background (Surrounding County Courts)
- b. Unlawful Detainer (Surrounding County Courts)
- c. Rental History (Present or Prior Landlords)
- d. Income Verification (Pay Stubs & current Employer information)
- e. Credit report (Trans Union)

Under section 1786.22 of the California Civil Code, you may view the file maintained about you at the consumer reporting agency named above during normal business hours. You may also obtain a copy of this file upon submitting proper identification and paying the cost of duplication services, by appearing at the consumer reporting agency identified above in person or by mail. You may also receive a summary of the file by calling the consumer reporting agency. 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.

2. If you would like a copy of the credit report, please check the box below, fill in your contact information, and **return it to the Owner/Agent and the address listed above. The report will be sent with in the three business days of receipt.**

I request a copy of the Credit report mentioned above.

Applicant Contact Information:

(Applicant Name)

(Phone)

(Applicant Name)

(Phone)

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(Address)

(Fax)

(City)

(E-mail)

A signature is required below. Current and previous rental history will be verified. Please leave box blank. Applicant authorizes rental verification information to be released to A & L Property Management. Please inform agent of any exemptions.

Request for Verification of Rent

FOR OFFICE USE ONLY

Applicant Name(s): _____

Current Address

Previous Address

Address to be verified:

Address: _____ Unit: _____

City: _____ State: _____ Zip Code: _____

Applicant authorizes rental verification. Applicant(s) further authorizes that information be released to A & L Property Management.

Print Name

Applicant Signature

Date

Print Name

Applicant Signature

Date

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Signature designates that this letter has been received and read by the applicant(s) carefully and understood by person(s) signed.

Receipt for Tenant Screening and/or Credit Checking Fee's

On the date below Owner/Agent received \$ _____, from the undersigned, hereinafter called "applicant", who offers to rent from Owner/Agent the premises located at:

_____ Unit # (of applicable) _____
(Street address)
_____, CA, _____
(City) (Zip)

Payment:

- Cashiers Check # _____
- Money Order
- Cash

Above payment is to be used to screen "Applicant" with regards to credit history and other background information. The amount charged is itemized as follows:

- 1. Actual Cost of credit report, unlawful retainer,(eviction) search, and/or other screening reports.....\$5.00 each x 5= \$25.00
- 2. Cost to obtain. Process and verify screening information (may include staff time and soft costs).....\$5.00
- 3. Total fee charged.....\$30.00
(Cannot exceed \$30 per applicant, which may be adjusted annually with the CPI as of 1-1-98)

Applicant authorizes verification of information supplied by applicant via methods which may include, but not limited to, tenant screening and credit checking.

Applicant Date

Owner/Agent Date