

APPLICATION TO RENT

Tenant

Guarantor/Co-Signer

Intended Property _____ Unit No. _____ Date _____

Application Forms will not be accepted unless accompanied by a money order or cashiers check for \$37.50

Personal Checks and Cash will not be accepted

Individual applications required from each occupant 18 years of age or older. (All sections must be completed - Please print clearly in capital letters).

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		E-MAIL				MOBILE/CELL PHONE NUMBER ()	
DRIVER'S LICENSE NO.		EXPIRATION		STATE		OTHER I.D.	
1 PRESENT ADDRESS			CITY		STATE		ZIP CODE
DATE IN		DATE OUT		OWNER/AGENT NAME		OWNER/AGENT PHONE NO. ()	
REASON FOR LEAVING							
2 PREVIOUS ADDRESS			CITY		STATE		ZIP CODE
DATE IN		DATE OUT		OWNER/AGENT NAME		OWNER/AGENT PHONE NO. ()	
REASON FOR LEAVING							
3 PREVIOUS ADDRESS			CITY		STATE		ZIP CODE
DATE IN		DATE OUT		OWNER/AGENT NAME		OWNER/AGENT PHONE NO. ()	
REASON FOR LEAVING							

LIST ALL PROPOSED OCCUPANTS IN ADDITION TO YOURSELF	
NAME	NAME
NAME	NAME
NAME	NAME

WILL YOU HAVE PETS?	DESCRIBE	WILL YOU HAVE LIQUID FILLED FURNITURE?	DESCRIBE
---------------------	----------	--	----------

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	
EMPLOYER ADDRESS		CITY STATE ZIP CODE	
HOW LONG WITH THIS EMPLOYER		NAME OF SUPERVISOR SUPERVISOR'S PHONE NO. ()	
B PRIOR OCCUPATION OR SOURCE OF INCOME		EMPLOYER NAME	
EMPLOYER ADDRESS		CITY STATE ZIP CODE	
HOW LONG WITH THIS EMPLOYER		NAME OF SUPERVISOR SUPERVISOR'S PHONE NO. ()	

Current Gross Income \$ _____ per week month year

NAME OF YOUR BANK	
BRANCH OR ADDRESS	
CHECKING ACCOUNT NO.	SAVINGS ACCOUNT NO.

Please list all of your financial obligations below

NAME OF CREDITOR	ADDRESS	PHONE NUMBER	MONTHLY PAYMENT AMOUNT
		()	
		()	
		()	
		()	
		()	

1	INCASE OF EMERGENCY, NOTIFY:	RELATIONSHIP
	ADDRESS	PHONE ()
2	NAME	RELATIONSHIP
	ADDRESS	PHONE ()

1	PERSONAL REFERENCE	LENGTH OF ACQUAINTANCE	OCCUPATION
	ADDRESS		PHONE ()
2	NAME	LENGTH OF ACQUAINTANCE	OCCUPATION
	ADDRESS		PHONE ()

1	AUTOMOBILE MAKE/MODEL	YEAR	LICENSE #
2	AUTOMOBILE MAKE/MODEL	YEAR	LICENSE #

Is this application for a MOD REHAB / low income apartment at our Hidden Creek Apartments? _____

Is this application in conjunction with a section 8 voucher? _____ How much is the voucher for? \$ _____

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? _____

Do I have everything I need?

- ✓ A money order for \$37.50 (No personal checks or cash accepted)
- ✓ A current pay slip
- ✓ Each and every proposed occupant has completed a separate application form
- ✓ Applicant understands and consents to the credit and criminal check procedure
- ✓ Co-Signer has completed an application if Income criteria are not met
- ✓ All of the above sections are completed clearly

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 obtainin of a credit report and agrees to furnish additional credit references upon request. Applicants consents to allow Owner/Agent to disclose tenancy informatio to previous or subsequent Owners/Agents.

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)



FIRST PACIFIC GROUP, INC.

FIRST PACIFIC MANAGEMENT-SANTA CRUZ

**200 Button St
Santa Cruz, CA 95060**

ALL APPLICANTS WILL BE APPROVED ON THE FOLLOWING CRITERIA

A RENTAL APPLICATION MUST BE PROCESSED ON ALL PROSPECTIVE RESIDENTS 18 YEARS OF AGE OR OLDER AND A NON-REFUNDABLE APPLICATION FEE PAID FOR EACH APPLICANT. (THE EXCEPTION WOULD BE AN INDIVIDUAL LIVING WITH A PARENT, GUARDIAN OR THEIR DESIGNEE).

1. **INCOME:** Gross income per apartment must be verified. If not verifiable by employer, we require the past 2 months of bank statements or previous year tax returns. Income requirement is 2.5 times the residents rent amount (Note: applicants not meeting income requirements are required to have a guarantor).
2. **EMPLOYMENT:** An applicant must have verifiable current employment and six months employment history or a verifiable source of income. School will be accepted as an alternative to employment history provided it can be verified.
3. **CREDIT:** All applicants must provide a valid social security number. A credit report will be processed on each applicant. All applicants will be evaluated on a percentage system. The applicant can have no more than 33% negative credit on the status of all accounts. If an applicant takes exception with the credit findings, he or she is responsible for contacting the credit bureau. If the discrepancy can be cleared up, an applicant will be considered on the basis of new information. Bankruptcy must be discharged.
4. **RESIDENCY/RENTAL HISTORY:** Previous rental history will be verified. A positive payment history is required with no lease violations. Any amounts owed to previous landlord must be paid in full and proof must be provided.
5. **DENIAL OF APPLICATION WILL OCCUR FOR THE FOLLOWING REASONS:**
 - a) Anyone having unresolved debts to a previous landlord/mortgagor and/or non-compliance with any terms of the lease/contract and/or community policies.
 - b) Anyone having been evicted by a previous landlord for cause in the last 3 years.
 - c) Anyone having a foreclosure in the past 12 months.
 - d) Anyone currently in the process of filing bankruptcy.(Discharge papers are required)
 - e) Anyone having been convicted of or having pending charges of a felony offense or a misdemeanor crime against persons and/or property or involving controlled substances or deadly weapons. If pending charges are dismissed, applicant may reapply for residency after providing proof of dismissal of such charges.
 - f) Falsification of any information on the rental application.
6. **AGE:** Applicants must be at least 18 years of age.
7. **OCCUPANCY:** Maximum number of occupants per apartment: Studio: 2, 1 bed: 3, 2 bed: 5
If for any reason, the number of occupants exceeds the maximum number for that floor plan, residents will have a maximum of 90 days to transfer to the appropriate floor plan to comply with our occupancy limits.
8. **SECURITY DEPOSIT:** A security deposit and non-refundable fee must be paid in full prior to moving in. All security deposits are equal to one months rent. If applicant is not approved we will return the deposit check. The applicant has 72 hours from the time the deposit is placed on an apartment to cancel with no penalty. After 72 hours, the entire deposit is forfeited.
9. **PET DEPOSIT AND PET POLICY:** No pets are allowed on the premises, even on a temporary basis. (The only exception to these policies would be pets, which are designated, as service animals required accompanying a resident with a verified disability for the specific purpose of aiding that person).
10. **PARKING:** Where applicable the following parking policy will apply. Applicant agrees to management's assignment of parking spaces. Parking permits are issued by management. One permit per unit will be issued. All vehicles must be registered and in good repair. All violators are subject to towing at vehicle owners' expense.
11. **RENT:** All rent must be paid by check, money order or cashier's check. All Move In monies must be paid in certified funds. All late rent must be paid in certified funds.
12. If a prospective resident fails to meet all the criteria, but meets at least two of the criteria listed in items 1 through 4, the following option is available. (Note: all applicants must meet Items 5-11.)
 - a) A guarantor may be used. The guarantor must complete an application, pay the application fee, meet all criteria, (note: Income must be three times the amount of rent Credit cannot exceed 10% negative credit.), and must sign all required paper work and have it notarized before the resident moves in.
 - b) If the prospective resident does not have a guarantor, an additional security deposit equal to one month's rent is to be paid in advance with cashier's check or money order in order to secure the lease
13. Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, landlords must disclose the presence of known lead-based paint and lead-based paint hazards. New residents must also receive a federally approved pamphlet on lead poisoning prevention. This property was built before 1978.

I (WE) HAVE READ THE ABOVE AND UNDERSTAND THE CRITERIA FROM WHICH MY (OUR) APPLICATION WILL BE APPROVED.

APPLICANT'S SIGNATURE

DATE

APPLICANT'S SIGNATURE

DATE

OWNER'S REPRESENTATIVE

DATE