



CAMELLIA REALTY & PROPERTY MANAGEMENT

2801 Waterman Blvd., Ste. 150, Fairfield, California 94534
BRE # 00878746 Tel: (707) 422-9269
Open Weekdays: 9am-5pm (closed 1-2pm)
www.camelliarealty.net

Applications not accepted 30 minutes before closing for lunch or closing for the day

Property Address: _____

Move-in Date Requested: _____

Rental Policies and Procedures:

- Each applicant 18 or older must completely fill out an application — Incomplete applications will not be accepted.
- When applying, each applicant **must be present** with a **current** form of government issued photo identification. (i.e. drivers license, passport, state ID, military ID, etc.)
- Each property is first come, first serve. We will only review applications in the order they are accepted.
- The \$40.00 application fee will only be required **if** we order a credit report. We will order a credit report if you have seen the property and it is your turn to have your application considered.
- No co-signers or guarantors — no exceptions.
- Applicants with no SSN or ITIN can provide alternate documentation to aid in evaluating credit worthiness. (i.e. 12 recent months of paid utility bills, rent or any monthly bills that show consistent and timely payment)
- Applicants must have combined gross, verifiable legal income of no less than two and one half (2 1/2) times the monthly rent. Pay stubs, W-2, 1099, tax returns or bank statements will be necessary to verify income. Income not reported to the IRS (under the table) will not be considered.
- Bankruptcies will not be considered unless fully discharged.
- Applicant screening will be performed on all applicants to include credit report and eviction search.
- Occupancy standard is two persons per bedroom, plus one. (2 bedrooms = up to 5 occupants)
- Once an applicant is approved, if the occupancy does not take place immediately, an amount equal to the security deposit will be accepted. If a Holding Deposit Agreement was executed, the funds from the holding deposit will be used toward the security deposit.
- One month of rent and the security deposit will be collected at the time of the execution of the Rental Agreement. The second month's rent will be prorated. Rent is due on the first of each month.
- Personal checks are not accepted for the first month of rent or security deposit — **secured funds or cash only.**
- Please note that sometimes an exact move-in date is not available due to pending repairs in process to prepare the property for occupancy.

Applicant(s) agree to keep the home "smoke free." No smoking inside of the home — including the garage, if applicable.

Applicant(s) acknowledges and agrees to the above terms.

Applicant Signature

Date

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 or ITIN	
Other names used in the last 10 years			Work phone number ()		Home phone number ()		
Date of birth		E-mail address			Mobile/Cell phone number ()		
Photo ID/Type	Number		Issuing government		Exp. date	Other ID	
1. Present address	City			State		Zip	
Date in	Date out	Owner/Agent Name			Owner/Agent Phone number		
Reason for moving out					Current rent \$	/Month	
2. Previous address	City			State		Zip	
Date in	Date out	Owner/Agent Name			Owner/Agent Phone number		
Reason for moving out					Rent at move-out \$	/Month	
3. Next previous address	City			State		Zip	
Date in	Date out	Owner/Agent Name			Owner/Agent Phone number		
Reason for moving out					Rent at move-out \$	/Month	
Proposed Occupants: List all in addition to yourself	Name			Name			
	Name			Name			
	Name			Name			
Do you have pets?	Describe			Do you have a waterbed?	Describe		
How did you hear about this rental?							
A. Current Employer Name	Job Title or Position			Dates of Employment			
Employer address			Employer/Human Resources phone number ()				
City, State, Zip			Name of your supervisor/human resources manager				
Current gross income		Check one					
\$		Per	<input type="checkbox"/> Week	<input type="checkbox"/> Month	<input type="checkbox"/> Year		
B. Prior Employer Name	Job Title or Position			Dates of Employment			
Employer address			Employer/Human Resources phone number ()				
City, State, Zip			Name of your supervisor/human resources manager				
Other income source _____ Amount \$ _____ Frequency _____							
Other income source _____ Amount \$ _____ Frequency _____							



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Name of your bank	Branch or address	Account Number	Type of Acct

Please list ALL of your financial obligations below.

Name of Creditor	Address	Phone Number	Monthly Pmt. 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? _____

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 by certified mail for copies to be sent 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:

Tenant Alert

Name of Agency _____

23801 Calabasas Road, #1022, Calabasas, CA 91302

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.



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Applicant represents that all the above statements are true and correct, authorizes verification of the above items, and agrees to furnish additional credit references upon request. Applicant authorizes the Owner/Agent to obtain reports that may include credit reports, unlawful detainer (eviction) reports, bad check searches, social security number verification, fraud warnings, previous tenant history and employment history. Applicant consents to allow Owner/ Agent to disclose tenancy information to previous or subsequent Owners/Agents.

Owner/Agent will require a payment of \$40.00 _____, which is to be used to screen Applicant.

The amount charged is itemized as follows:

- | | |
|---|----------|
| 1. Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports | \$ 16.00 |
| 2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) | \$ 24.00 |
| 3. Total fee charged | \$ 40.00 |

The undersigned Applicant 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/lease agreement, 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.



EMPLOYMENT VERIFICATION FORM

- This form is used to obtain information regarding the employment history of Applicants for rental housing. The information provided by the current or former Employer may be used solely for the purpose of evaluating the application for rental housing.
- The Owner/Agent requesting this information must receive authorization from the Applicant before obtaining the information. Such authorization is granted if Applicant's signature is provided in Section 1. Copies of this form and of the Applicant's signature are acceptable. The Applicant may be contacted to verify the authenticity of this request. **Please mail or fax this form to the person listed in section 2 as soon as possible (within 24-48 hours)**

TO BE COMPLETED BY APPLICANT

1. Authorization by rental Applicant for the release of information

I hereby authorize the release of the information requested on this Employment Verification Request to the Owner/Agent listed below. I hereby acknowledge that the Owner/Agent can make copies of this executed page in order to obtain the information requested.

Name _____ Phone number (_____) _____

Signature _____ Date _____

TO BE COMPLETED BY OWNER/AGENT

2. Person requesting the employment reference

Name of Owner/Agent _____ Camellia Realty

Address _____ 2801 Waterman Blvd. Unit # _____ 150

City _____ Fairfield State _____ CA Zip _____ 94534

Phone number (707) _____ 422-9269 Fax number (707) _____ 422-5974

3. Applicant's employment information:

Present OR Prior Occupation (check one)

Employer Name _____

Employer Address _____

City _____ State _____ Zip _____

Supervisor's/HR Manager's Name _____ Employer/HR Phone number (_____) _____

Beginning and Ending Dates of Employment _____

Current Gross Income (if applicable) \$ _____

TO BE VERIFIED BY CURRENT OR FORMER EMPLOYER

4. Employment information verification

Is the information provided in Section 3 above correct?

Employer Name	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employer Address	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Supervisor's/HR Manager's Name	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employer/HR Phone Number	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Beginning and Ending Dates of Employment	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current Gross Income (if applicable)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Verification provided by:

Name: _____

Title: _____

Phone: (_____) _____

If No, please explain: _____

Verification obtained by:

Phone Mail Fax



California Apartment Association Approved Form
www.caanet.org
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RENTAL APPLICANT REFERENCE FORM

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TO BE COMPLETED BY APPLICANT

1. Authorization by rental Applicant for the release of information

I hereby authorize the release of the information requested on this Rental Applicant Reference Request to the Owner/Agent listed below. I hereby acknowledge that the Owner/Agent can make copies of this executed page in order to obtain the information requested.

Name _____ Phone number (____) _____

Signature _____ Date _____

TO BE COMPLETED BY OWNER/AGENT

2. Person requesting the rental reference

Name of Owner/Agent _____ Camellia Realty

Address _____ 2801 Waterman Blvd. _____ Unit # _____ 150

City _____ Fairfield _____ State _____ CA _____ Zip _____ 94534

Phone number (____ 707) _____ 422-9269 _____ Fax number (____ 707) _____ 422-5974

3. Applicant's rental information (Present)

Name of rental community (if any) _____

Address of rental unit _____ Unit # _____

City _____ State _____ Zip _____

Name of Owner/Agent _____

Phone number (____) _____ Fax number (____) _____

Move-in date: Month _____ Year _____ Move-out date: Month _____ Year _____ or current resident

TO BE COMPLETED BY FORMER OR CURRENT OWNER/AGENT

4. Rental reference information

Did Applicant live at your property during the period indicated above? Yes No

If no, what were the dates of occupancy? From (month/year): _____ / _____ To (month/year): _____ / _____

How many times during the past 12 months did Applicant pay the rent late? 0 1-2 3-5 6 or more

Was any check from Applicant returned due to non-sufficient funds (NSF)? Yes No

Did you ever file for an unlawful detainer against Applicant for unpaid rent? Yes No

If yes, what was the result? _____

Does Applicant owe any amount for delinquent rent, utilities or damage to unit? Yes No

Did Applicant provide notice for ending tenancy according to the terms of the rental agreement? Yes No

Not applicable because Applicant still resides at unit

Did you ever serve a Three Day Notice to Applicant Yes No

If yes, please explain: _____

Information provided by: Name _____ Phone number (____) _____

Information obtained by: Phone Mail Fax



RENTAL APPLICANT REFERENCE FORM

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TO BE COMPLETED BY APPLICANT

1. Authorization by rental Applicant for the release of information

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Name _____ Phone number (_____) _____

Signature _____ Date _____

TO BE COMPLETED BY OWNER/AGENT

2. Person requesting the rental reference

Name of Owner/Agent _____ Camellia Realty _____

Address _____ 2801 Waterman Blvd. _____ Unit # _____ 150 _____

City _____ Fairfield _____ State _____ CA _____ Zip _____ 94534 _____

Phone number (707) _____ 422-9269 _____ Fax number (707) _____ 422-5974 _____

3. Applicant's rental information (Previous)

Name of rental community (if any) _____

Address of rental unit _____ Unit # _____

City _____ State _____ Zip _____

Name of Owner/Agent _____

Phone number (_____) _____ Fax number (_____) _____

Move-in date: Month _____ Year _____ Move-out date: Month _____ Year _____ or current resident

TO BE COMPLETED BY FORMER OR CURRENT OWNER/AGENT

4. Rental reference information

Did Applicant live at your property during the period indicated above? Yes No

If no, what were the dates of occupancy? From (month/year): _____ / _____ To (month/year): _____ / _____

How many times during the past 12 months did Applicant pay the rent late? 0 1-2 3-5 6 or more

Was any check from Applicant returned due to non-sufficient funds (NSF)? Yes No

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Did Applicant provide notice for ending tenancy according to the terms of the rental agreement? Yes No

Not applicable because Applicant still resides at unit

Did you ever serve a Three Day Notice to Applicant Yes No

If yes, please explain: _____

Information provided by: Name _____ Phone number (_____) _____

Information obtained by: Phone Mail Fax

