



CAMELLIA REALTY & PROPERTY MANAGEMENT

2801 Waterman Blvd., #150, Fairfield, CA 94534
Lic: # 00878746 Tel: (707) 422-9269
Open Monday-Thursday: 9am-4pm, Friday: 9am-1pm
www.camelliarealty.net

Property Address _____

Move-In Date Requested: _____

Rental Policies and Procedures:

- **Incomplete applications will not be accepted. Each applicant 18 or older must completely fill out their own application. You must apply to view a property.**
- When applying, each applicant must submit copy of a current form of government issued photo identification. (i.e. drivers licensed, passport, state ID, military ID. Etc.)
- Each property is first come, first served. We will only review applications in the order in which they were received. You may only apply for one property at a time.
- The \$40.00 application fee will only be required if we order a credit report. Cash or money orders only. 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 ½) times the monthly rent. Pay stubs, W-2, 1099, tax returns. 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 property is ready, move in is expected immediately.** If agreed upon, and occupancy does not take place immediately, then the amount equal to the security deposit will be accepted as a Holding Deposit. 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 months rent will be prorated. Rent is due on the first of each month.
- Personal checks are not accepted for the first months 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.

To turn in applications, you can drop off at our office or email to nancy@camelliarealty.net.

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.

Applicants Signature: _____ Date: _____

Tenant
 Guarantor

Name of Applicant: _____

APPLICATION TO RENT

(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		Landlord Name		Landlord phone number	
Reason for moving out						Current rent \$ /Month	
2. Previous address				City		State	Zip
Date in		Date out		Landlord Name		Landlord phone number	
Reason for moving out						Rent at move-out \$ /Month	
3. Next previous address				City		State	Zip
Date in		Date out		Landlord Name		Landlord 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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Tenant
 Guarantor

Name of Applicant: _____

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? _____



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Tenant
 Guarantor

Name of Applicant: _____

NOTICE REGARDING CALIFORNIA INVESTIGATIVE CONSUMER REPORTING AGENCIES ACT

Landlord does not intend to request an investigative consumer report regarding the Applicant.

Unless the box above is checked, Landlord 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:

Tenant Alert

Name of Agency _____

23801 Calabasas Rd., #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, Landlord agrees to send the report to Applicant within three (3) business days of the date the report is provided to Landlord. Landlord may contract with another entity to send a copy of the report.

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 Landlord 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 Landlord to disclose tenancy information to previous or subsequent Landlords.

Landlord 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 | \$ <u>17.00</u> |
| 2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) | \$ <u>23.00</u> |
| 3. Total fee charged | \$ <u>40.00</u> |

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)



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 Landlord 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 Form to the Landlord listed below.
I hereby acknowledge that the Landlord can make copies of this executed page in order to obtain the information requested.

Name _____ Phone number (_____) _____

Signature _____ Date _____

TO BE COMPLETED BY LANDLORD (CAMELLIA REALTY TO COLLECT)

2. Person requesting the employment reference

Name of Landlord _____ Camellia Realty _____

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

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

Phone number (707) _____ 422-9269 _____ Fax number (email) _____ nancy@camelliarealty.net _____

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



RENTAL APPLICANT REFERENCE FORM

- This form is used to obtain information regarding the rental history of applicants for rental housing.
- The Landlord 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, fax, or email 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 Rental Applicant Reference Form. I hereby acknowledge that the Landlord can make copies of this executed page in order to obtain the information requested.

Name _____ Phone number (_____) _____

Signature _____ Date _____

TO BE COMPLETED BY LANDLORD (CAMELLIA REALTY TO COLLECT)

2. Person requesting the rental reference

Name of Landlord _____ Camellia Realty _____

Address _____ 2801 Waterman Blvd. _____ Unit # _____ 150

City _____ Fairfield _____ State _____ CA _____ Zip _____ 94534

Phone number (707) _____ 422-9269 _____ Email _____ nancy@camelliarealty.net _____

Fax number (_____) _____

3. Applicant's rental information

PRESENT

Name of rental community (if any) _____

Address of rental unit _____ Unit # _____

City _____ State _____ Zip _____

Name of Landlord _____

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

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



TO BE COMPLETED BY FORMER OR CURRENT LANDLORD

CAUTION: Do not include information about non-payment of "COVID-19 rental debt," which is unpaid rent or any other unpaid financial obligation of the resident under the tenancy that came due between March 1, 2020, and September 30, 2021.

4. Rental Reference Information

Residency

- a. Did Applicant live at your property during the period indicated above?
b. If no, what were the dates of occupancy? From (month/year): / To (month/year): /

Rent Payments:

- c. What was the last effective monthly rent? \$
d. How many times during the past 12 months did Applicant pay the rent late?
e. Was any check from Applicant returned due to non-sufficient funds (NSF)?
f. Did you ever file for an unlawful detainer against Applicant for unpaid rent?
If yes, what was the result?

- g. Does Applicant owe any amount for delinquent rent?

Other Financial Obligations of Tenancy (i.e., utilities, parking fees, damage to the unit):

- h. How many times during the past 12 months did Applicant pay other financial obligations of tenancy late?
i. Was any check from Applicant for other financial obligations of tenancy returned due to non-sufficient funds (NSF)?
j. Did you ever file an unlawful detainer action (eviction) against Applicant for unpaid financial obligations of tenancy other than rent?
If yes, what was the result?
l. Does Applicant owe any amount for other financial obligations of tenancy?

Other Three-Day Notices

- m. Did you ever serve a Three-Day Notice to Applicant other than for non-payment of rent or other financial obligations of the resident under the tenancy?
n. If yes, please explain:

Termination of Tenancy by Applicant

- o. If tenancy was terminated by Applicant, did Applicant provide notice for ending tenancy according to the terms of the rental agreement?

Information provided by: Name

Phone number () Email

Information obtained by: Phone Mail Email Fax



RENTAL APPLICANT REFERENCE FORM

- This form is used to obtain information regarding the rental history of applicants for rental housing.
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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 LANDLORD (CAMELLIA REALTY TO COLLECT)

2. Person requesting the rental reference

Name of Landlord _____ Camellia Realty _____

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

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

Phone number (707) _____ 422-9269 _____ Email _____ nancy@camelliarealty.net _____

Fax number (_____) _____

3. Applicant's rental information

PREVIOUS

Name of rental community (if any) _____

Address of rental unit _____ Unit # _____

City _____ State _____ Zip _____

Name of Landlord _____

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

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



TO BE COMPLETED BY FORMER OR CURRENT LANDLORD

CAUTION: Do not include information about non-payment of "COVID-19 rental debt," which is unpaid rent or any other unpaid financial obligation of the resident under the tenancy that came due between March 1, 2020, and September 30, 2021.

4. Rental Reference Information

Residency

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

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

Rent Payments:

c. What was the last effective monthly rent? \$ _____

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

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

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

If yes, what was the result? _____

g. Does Applicant owe any amount for delinquent rent? Yes No

Other Financial Obligations of Tenancy (i.e., utilities, parking fees, damage to the unit):

h. How many times during the past 12 months did Applicant pay other financial obligations of tenancy late? 0 1-2 3-5 6 or more

i. Was any check from Applicant for other financial obligations of tenancy returned due to non-sufficient funds (NSF)? Yes No

j. Did you ever file an unlawful detainer action (eviction) against Applicant for unpaid financial obligations of tenancy other than rent? Yes No

If yes, what was the result? _____

l. Does Applicant owe any amount for other financial obligations of tenancy? Yes No

Other Three-Day Notices

m. Did you ever serve a Three-Day Notice to Applicant other than for non-payment of rent or other financial obligations of the resident under the tenancy? Yes No

n. If yes, please explain: _____

Termination of Tenancy by Applicant

o. If tenancy was terminated by Applicant, did Applicant provide notice for ending tenancy according to the terms of the rental agreement? Yes No

Information provided by: Name _____

Phone number (_____) _____ Email _____

Information obtained by: Phone Mail Email Fax

