



Application Process

Thank you for your interest in one of our rentals. In order to submit an application, all prospective tenant(s) over the 18 and older must complete an application. A separate application to rent is required for each adult occupant.

Please complete the entire application attached and be sure to **sign, date, and time** the application as listed on the back page of the application. An application cannot be processed unless this is completed. If the owner is accepting a co-signer on the property, the co-signer will complete the same application.

Along with your application, please submit the following:

- Government issued identification with photo ID (Driver's license, passport, etc.) for every applicant.
- Pay stubs/voided checks, to verify income for the last two months.
- Please make sure your landlord information with name and contact information are clearly indicated. Any missing information will delay the processing of the application.
- A fee of \$35 per application is required. This cannot be waived as our application process involves obtaining credit reports, eviction reports, verifying landlord references, and obtaining criminal reports when/where available. Please make payments to our office in the form of **cash** (exact change only) or it can be made payable with a **check** to CIFPM Inc.

After an application has been submitted, depending upon how quickly we hear from previous landlords and are able to obtain all information from National Tenant Network, we will present the application to the owner and notify you of the result. This normally takes roughly 24-48 hours to complete.



APPLICATION TO RENT/SCREENING FEE
(C.A.R. Form LRA, Revised 4/11)

I. APPLICATION TO RENT

THIS SECTION TO BE COMPLETED BY APPLICANT. A SEPARATE APPLICATION TO RENT IS REQUIRED FOR EACH OCCUPANT 18 YEARS OF AGE OR OVER, OR AN EMANCIPATED MINOR.

1. Applicant is completing Application as a (check one) [] tenant, [] tenant with co-tenant(s) or [] guarantor/co-signor. Total number of applicants _____

2. PREMISES INFORMATION
Application to rent property at _____ ("Premises")
Rent: \$ _____ per _____ Proposed move-in date _____

3. PERSONAL INFORMATION
A. FULL NAME OF APPLICANT _____
B. Date of Birth _____ (For purpose of obtaining credit reports. Age discrimination is prohibited by law.)
C. Social security No. _____ Driver's license No. _____
State _____ Expires _____
D. Phone number: Home _____ Work _____ Other _____
E. Email _____
F. Name(s) of all other proposed occupant(s) and relationship to applicant _____
G. Pet(s) or service animals (number and type) _____
H. Auto: Make _____ Model _____ Year _____ License No. _____ State _____ Color _____
Other vehicle(s): _____
I. In case of emergency, person to notify _____
Relationship _____
Address _____ Phone _____
J. Does applicant or any proposed occupant plan to use liquid-filled furniture? [] No [] Yes Type _____
K. Has applicant been a party to an unlawful detainer action or filed bankruptcy within the last seven years? [] No [] Yes
If yes, explain _____
L. Has applicant or any proposed occupant ever been convicted of or pleaded no contest to a felony? [] No [] Yes
If yes, explain _____
M. Has applicant or any proposed occupant ever been asked to move out of a residence? [] No [] Yes
If yes, explain _____

4. RESIDENCE HISTORY
Current address _____ Previous address _____
City/State/Zip _____ City/State/Zip _____
From _____ to _____ From _____ to _____
Name of Landlord/Manager _____ Name of Landlord/Manager _____
Landlord/Manager's phone _____ Landlord/Manager's phone _____
Do you own this property? [] No [] Yes Did you own this property? [] No [] Yes
Reason for leaving current address _____ Reason for leaving this address _____

5. EMPLOYMENT AND INCOME HISTORY
Current employer _____ Supervisor _____ From _____ To _____
Employer's address _____ Supervisor's phone _____
Position or title _____ Phone number to verify employment _____
Employment gross income \$ _____ per _____ Other \$ _____ per _____ Source _____
Previous employer _____ Supervisor _____ From _____ To _____
Employer's address _____ Supervisor's phone _____
Position or title _____ Employment gross income \$ _____ per _____

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LRA REVISED 4/11 (PAGE 1 OF 2)

Applicant's Initials (_____) (_____)
Reviewed by _____ Date _____



APPLICATION TO RENT/SCREENING FEE (LRA PAGE 1 OF 2)

Property Address: _____ Date: _____

6. CREDIT INFORMATION

Name of creditor	Account number	Monthly payment	Balance due

Name of bank/branch	Account number	Type of account	Account balance

7. PERSONAL REFERENCES

Name _____ Address _____
 Phone _____ Length of acquaintance _____ Occupation _____
 Name _____ Address _____
 Phone _____ Length of acquaintance _____ Occupation _____

8. NEAREST RELATIVE(S)

Name _____ Address _____
 Phone _____ Relationship _____
 Name _____ Address _____
 Phone _____ Relationship _____

Applicant understands and agrees that: (i) this is an application to rent only and does not guarantee that applicant will be offered the Premises; (ii) Landlord or Manager or Agent may accept more than one application for the Premises and, using their sole discretion, will select the best qualified applicant, and (iii) Applicant will provide a copy of applicant's driver's license upon request.

Applicant represents the above information to be true and complete, and hereby authorizes Landlord or Manager or Agent to: (i) verify the information provided; and (ii) obtain credit report on applicant.

If application is not fully completed, or received without the screening fee: (i) the application will not be processed, and (ii) the application and any screening fee will be returned.

Applicant _____ Date _____ Time _____

Return your completed application and any applicable fee not already paid to: CIFPM Inc.

Address 4450 Capitola Rd. Suite-101 City Capitola State CA Zip 95010

II. SCREENING FEE

THIS SECTION TO BE COMPLETED BY LANDLORD, MANAGER OR AGENT.

Applicant has paid a **nonrefundable** screening fee of \$ 35.00 , applied as follows: (The screening fee may not exceed \$30.00, adjusted annually from 1-1-98 commensurate with the increase in the Consumer Price Index. A CPI inflation calculator is available on the Bureau of Labor Statistics website, www.bls.gov. The California Department of Consumer Affairs calculates the applicable screening fee amount to be \$42.06 as of 2009.)

\$ 25.75 for credit reports prepared by National Tenant Network ;

\$ _____ for _____ (other out-of-pocket expenses); and

\$ 9.25 for processing.

The undersigned has read the foregoing and acknowledges receipt of a copy.

Applicant Signature _____ Date _____

The undersigned has received the screening fee indicated above.

Landlord or Manager or Agent Signature _____ DRE Lic. # 01870578 Date _____

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Reviewed by _____ Date _____

