

HOLLISTER RENTAL PROPERTIES
800 San Benito St., Suite F
Phone 831-637-1691 or 800-862-1759
Fax 831-637-0655

INSTRUCTIONS FOR APPLICATION TO RENT
Please read thoroughly prior to filling out application (s)

Items that must be included with your application.

Policies and Procedures:

- Please complete one Application for each adult (18 or older). Each adult who will be occupying the rental property must complete a separate Application.
- An application fee of \$35.00 per applicant.
- Photo documentation, such as a driver's license, military ID, state ID, green card or passport is required when an application is submitted.
- A copy of your two most recent paycheck stubs or other proof of income. If self-employed, please furnish the last two years tax returns, and all documentation for the current year. Other income, such as trust, retirement, AFDC, SSI or other sources have reliable, verifiable documentation (e.g. child support, alimony and legal settlement).
- Complete your application **fully**, and sign it.
 - Rental History must include all your residences for the past two rentals with names and telephone numbers to verify information.
 - Employment History must include all of your employment for the past two jobs with your supervisor's names and phone numbers to verify the information.
 - **Missing information will delay the processing of your application.**
- The application(s) must be signed before we can begin processing. The Application to rent cannot be processed without signature(s) and tenant screening/credit check fee.
- The average processing time is 5 days. Please note that under certain circumstances the process may take longer.
- **Rental properties will not be shown without approved application(s).**
 - Application(s) will be accepted until the rental property is vacant and/or ready to be shown. At such time, the most qualified application(s) will be chosen to view the rental property.

Pet Policy:

- Types, size and breeds of animals allowed (if owner approves) will vary with each owner and property.
- Expect to pay an additional security deposit prior to occupancy: \$1,000.00 for a cat or dog. Apartment complexes do not accept any pets.

Acceptance of this application and fee does not guarantee you a rental property.

Applicant Signature: _____ Date: _____

Office use Only – Do Not Write Below this line

Date Application Received: _____ Application fee received: \$ _____

Properties address requesting: _____

Security Deposit required and received: \$ _____ Monthly rent: \$ _____

Lease term requested: _____ Monthly rent: \$ _____

Application taken by: _____

The Hollister Rental Property Management proudly pledges to support equal opportunity. In no way will we discriminate against anyone due to race, ethnicity, handicap, religion, color, age ancestry, sex or marital status.



APPLICATION TO RENT/SCREENING FEE

(C.A.R. Form LRA, Revised 6/18)

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. 1. Driver's License No. _____ State _____ Expires _____
2. See section II, 2 for Social Security Number/Tax Identification Numbers. Such number shall be provided upon request from Landlord/Manager/Agent.

D. Phone Number: Home _____ Work _____ Other _____

E. Email _____

F. Name(s) of all other proposed occupant(s) and relationship to applicant _____

G. Pet(s)(Other than service or companion 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 asked to move out of a residence? No Yes
If yes, explain _____

M. Has applicant or any proposed occupant ever been convicted of or pleaded no contest to a felony? No Yes
If yes, explain _____

(After completing a credit review, Landlord may consider the nature of the felony and the length of time since it occurred.)

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 _____	Previous employer _____
Current employer address _____	Prev. employer address _____
From _____ To _____	From _____ To _____
Supervisor _____	Supervisor _____
Supervisor phone _____	Supervisor phone _____
Employment gross income \$ _____ per _____	Employment gross income \$ _____ per _____
Other income info _____	Other income info _____



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 receive more than one application for the Premises and, will select the best qualified applicant, and (iii) Applicant will provide a copy of applicant's driver's license or other acceptable identification 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 a credit report on applicant and other reports, warnings and verifications on and about applicant, which may include, but not be limited to, criminal background checks, reports on unlawful detainers, bad checks, fraud warnings, and employment and tenant history. Applicant further authorizes Landlord or Manager or Agent to disclose information to prior or subsequent owners and/or agents with whom applicant has had, or intends to have, a rental relationship.

If application is not fully completed, or if section II, 2 is applicable and the application is received without the full screening fee: (i) the application will not be processed, and (ii) the application and any portion of the screening fee paid will be returned.

Applicant _____ Date _____ Time _____

Return your completed application and any applicable fee not already paid to:
 Address _____ City _____ State _____ Zip _____

II. SCREENING FEE

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

- Applicant will provide screening information and fee directly to Landlord/Manager/Agent's authorized screening service at **Hollister Rental Properties 800 San Benito St. #F Hollister, Ca. 95023**
- Applicant has paid a nonrefundable screening fee of \$ _____, 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.)

\$ _____ for credit reports prepared by **CBC Innovis 1.800.324.3681** ;
 \$ _____ for _____ (other out-of-pocket expenses); and
 \$ _____ for processing.

Applicant Social Security Number/Tax Identification Number: _____

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

Applicant Signature _____ Date _____

If 2 is selected, the undersigned has _____ has not received the screening fee indicated above.

Landlord or Manager or Agent Signature Marilyn Ferreira DRE Lic. # **00409787**
 Date _____

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HOLLISTER RENTAL PROPERTIES

I, _____, represent that I am applying to rent a residential premises from Hollister Rental Properties.

It is important that my prospective landlord or property manager be provided with information regarding my tenancy with current or former landlord or property managers, credit history, and employment history.

I, the above named, give Hollister Rental Properties permission to communicate with my current and former landlord or property manager for the purpose of discussing any and all of the facts, and circumstances of my current or former tenancy, as well as the other information listed on my application. There are no limitations or restrictions regarding what may be discussed or revealed to Hollister Rental Properties. I also give my permission to communicate with my current employer(s) and/or credit history, and eviction search will be done in conjunction with my application.

I hereby hold Hollister Rental Properties free and harmless of any liability for providing written or verbal information and/or discussing the quality of my tenancy with current and former landlords, property managers, supervisors, or employers.

I understand that I may have the right to make a written request within a reasonable period of time to receive additional, detailed information about my credit report.

Signature

Date