

Application process and requirements

Any person age 18 and over who will reside in the residence is required to submit a complete Application Packet, meet the screening requirements & be listed on the rental agreement.

There will be no exceptions to this rule.

A completed Application Packet includes the following:

1. Completed and signed application form

- a. The application form must list all proposed occupants, regardless of age –use additional paper as needed
- b. Each line on the application form must be completed and the application must be signed and dated
- c. Please write legibly, bad handwriting will slow down the processing of applications as we need to track down correct information
- d. Residential and employment history must cover the past 5 years.
 - i. *Please use additional sheets of paper if needed.*

2. Income verification documents

- a. For those that receive a standard paycheck: 2 most recent paystubs
- b. For self employed persons or others without traditional paystubs: 2 most recent tax returns and 3 most recent month's personal bank or investment account statements.

3. Copy of a valid, government issued id card with photo

4. \$30.00 processing fee per applicant.

- **Incomplete Application Packets will not be processed.**
- **Application processing fees are non-refundable.**
- ***Each property will have its own screening standards.***
 - ***Please verify the minimum requirements for a specific property before submitting your application.***

All submitted Application Packets, including the supporting documentation, become the property of Charterhill Rentals and will be kept on file in accordance with CA State law. We suggest you make copies of any information/documents prior to submitting them to our office as documents submitted to us become the property of Charterhill Rentals. Information in the completed Application Packet, as well as any findings of our background investigation and credit report information will be given to the Owner of any property you apply for.

Applications for specific properties are processed in the order they are received and presented to the Owner. Due to possible difficulty in contacting references, we cannot guarantee when an application will be completed – but generally they are completed in 3-5 business days and then presented to the property owner for a final decision based on the best outcome for the Owner. Should multiple applications be received, they may be presented to the Owner simultaneously with preference given to the applications in the order in which they are received.

Applications may be used towards any of our properties for a period of 3 months after submission date – subject to re-verification of information contained in the packet.

Completed Application Packets must be submitted to our office at the address below:

**Charterhill Rentals
3343 Industrial Drive, Ste 2, Santa Rosa, CA 95403
707-579-3742 ext 120
Hours Monday – Friday 10am-4pm**

APPLICATION TO RENT OR LEASE

Premises _____

Please use separate sheet for each applicant.

Requested Occupancy Date _____

PERSONAL INFORMATION

Name _____ S.S. Number _____ Drivers License No. _____
Present Address _____ Email _____
City/State/Zip _____ Phone _____ Since _____
Present Landlord/Agent _____ Landlord Phone _____
Previous Address _____
City/State/Zip _____ From _____ To _____
Previous Landlord/Agent _____ Landlord Phone _____
Other Occupants: Number _____ Relationship _____ Smoker Yes No
Pets: Number _____ Type _____ Animal Weight _____
Car Make _____ Year _____ Model _____ Color _____ License No. _____
Will you require modifications to the premises to accommodate a disability? YES NO
Do you require use of a certified service or companion animal? YES NO

EMPLOYMENT INFORMATION (if employed less than two years, please provide same information on prior occupation)

Present Occupation _____ Bus. Phone _____
Employer or d.b.a. _____ Supervisor _____
Business Address _____ From _____ To _____
Type of Business _____ Monthly Gross Income _____
Prior Occupation _____ Bus. Phone _____
Employer or d.b.a. _____ Supervisor _____
Business Address _____ From _____ To _____
Type of Business _____ Monthly Gross Income _____
Other Sources of Income _____ Amount _____

CREDIT REFERENCES

Applicant requests credit check be obtained and provides date of birth for this sole purpose: Date of Birth _____
Bank _____ Checking Savings Acct. No. _____
Address _____ Phone _____
Credit Reference _____ Acct. No. _____
Address _____ Phone _____
Purpose of Credit _____ Acct. Opened _____ Closed _____

PERSONAL REFERENCES

Name _____ Phone _____
Address _____ Length of acquaintance _____
Nearest Relative _____ Phone _____
Address _____ Relationship _____

Have you ever filed a petition of bankruptcy? _____ Have you ever been evicted from any tenancy or had an eviction notice served on you? _____ Have you ever willfully and intentionally refused to pay any rent when due? _____ Have you ever been convicted of a misdemeanor or felony other than a traffic or parking violation? _____ Are you a current illegal abuser or addict of a controlled substance? _____ Have you ever been convicted of the illegal manufacture or distribution of a controlled substance? _____ If yes to any of the above, please indicate date of occurrence: _____

I DECLARE THAT THE FOREGOING IS TRUE AND CORRECT, AUTHORIZE ITS VERIFICATION AND THE OBTAINING OF A CREDIT REPORT. Permission is granted to all employers, banks, rental providers, credit providers and other agencies to provide personal information concerning wages and income, employment, rental, bill paying histories, and any other information pertinent to the granting of credit or approval of this rental application to the Owner and/or Property Manager. I agree to pay to the Landlord a non-refundable screening fee of \$ _____. I understand that I am entitled to a copy of any consumer credit report obtained by the Landlord. I further agree that the Landlord may terminate any agreement entered into in reliance on any misrepresentation made above.

Applicant Signature _____ Phone _____ Date _____

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