

## Application Instructions

And

### Hand Delivering Your Application

To expedite matters and increase your chances of getting the property you should try to hand deliver the applications, **all supporting documents** (be sure to review the instructions on top of pg. 1 as to what we need), and a money order or a cashiers check. Cash is acceptable but it is at your risk. If lost you will have no proof that it was given to us. **No personal checks** will be accepted. Remember, we need an application for anyone over 18 and the fee is \$25 **each**.

**Driving directions:** Take 15 Freeway and get off at the Rancho California Rd. exit. If you are coming **from** the north make a left on Rancho Calif. Rd.. If you are coming **from** the South make a right onto Rancho California Rd.. Make your 1st left on Ynez Rd. After that make your very 1st right into the shopping center. There is a sign that says Vons. Go up the driveway and the Postal Annex will be in front of you. Use the night slot in the door if it is after 6 PM during the week and after 3PM on Saturdays. They are closed on Sundays but you can still use the night slot.. Make sure CA-Realty #190 is on the envelope. The address of the Postal Annex is 27636 Ynez Rd. L-7, Temecula, CA, 92591.

The Postal Annex sells money orders if you need to buy one there. There is also a copying machine to make copies of your license, bank statements, pay stubs etc. Remember to include everything or we will be unable to thoroughly process your application. If you don't provide something you will need to explain why and it will cause delays.

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# Application To Rent/Screening Fee

Read Carefully And Follow Directions

A separate application is required for anyone over 18, or an emancipated minor. There is a **non-refundable \$25** fee per applicant. Fees are to be paid with a **money order or cashiers check** only. Checks are to be made out to CA-Realty. Applicant understands, **as soon as CA-Realty receives the application, payment will be owed even if tenant withdraws from the property or is not accepted** to be the tenant. CA-Realty will not release any reports to applicants. They will become sole possession of CA-Realty. If you have **credit problems or any other issues** please include an explanation on Pg. 3. You must also include with this application a copy of your drivers license, check stubs from your employer, and bank statements. Make sure you fill out this application **completely**.

**Applicant is completing application as (check one) \_\_\_\_\_ tenant \_\_\_\_\_ tenant with co-tenant(s) or \_\_\_\_\_ guarantor/co-signor. Total # of applicants are \_\_\_\_\_.**

## Property Information

**Application to rent property at:** \_\_\_\_\_

**Proposed move in date:** \_\_\_\_\_

## Personal Information

**Full name of applicant** \_\_\_\_\_.

**Age** \_\_\_\_\_ **Date of birth** \_\_\_\_\_ **Social Security #** \_\_\_\_\_.

**Driver's License#** \_\_\_\_\_ **State** \_\_\_\_\_ **Expires** \_\_\_\_\_.

**Phone: Home#** \_\_\_\_\_ **Work#** \_\_\_\_\_ **Cell#** \_\_\_\_\_.

**Email Address** \_\_\_\_\_.

**Names of all other proposed occupants and relationship to applicant (also include ages)**

\_\_\_\_\_  
\_\_\_\_\_

**Pets (number and type)** \_\_\_\_\_.

**Auto: Make** \_\_\_\_\_ **Model** \_\_\_\_\_ **Year** \_\_\_\_\_ **License Plate#** \_\_\_\_\_.

**State** \_\_\_\_\_ **Color** \_\_\_\_\_ **Other Vehicles:** \_\_\_\_\_

**In case of emergency, person to notify** \_\_\_\_\_ **Relationship** \_\_\_\_\_

**Address** \_\_\_\_\_ **Phone#** \_\_\_\_\_

**Has applicant been a party to an unlawful detainer action/evicted or filed for bankruptcy in the past 7 years? No \_\_\_\_\_ Yes \_\_\_\_\_.** If yes please explain on Pg. 3

**Has applicant or any proposed occupant ever been convicted of or pleaded no contest to a felony? No \_\_\_\_\_ Yes \_\_\_\_\_.** If yes please explain on Pg. 3

**Has applicant or any proposed occupant ever been asked to move out of a resident? No \_\_\_\_\_ Yes \_\_\_\_\_.** If yes please explain on Pg.3

**Do you have/had any judgements against you or have/had any accounts that have gone to collection? No \_\_\_\_\_ Yes \_\_\_\_\_.** If yes please explain on Pg.3

## Residence History

Current Address \_\_\_\_\_ Previous Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Name of landlord \_\_\_\_\_ Name of landlord \_\_\_\_\_  
Landlord's phone# \_\_\_\_\_ Landlord's phone# \_\_\_\_\_  
Reason for leaving \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
Current Rent \_\_\_\_\_

## Employment History

Current Employer \_\_\_\_\_ Supervisor \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Address \_\_\_\_\_ Supervisor's phone# \_\_\_\_\_  
Position or Title \_\_\_\_\_ . Phone# to verify employment \_\_\_\_\_  
Employment gross income \_\_\_\_\_ per month.

Any other income \_\_\_\_\_ Amount \_\_\_\_\_ per month.

Previous employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Supervisor \_\_\_\_\_ Phone# \_\_\_\_\_ . Position \_\_\_\_\_

## Debt

Name of creditor \_\_\_\_\_ Amount owed \_\_\_\_\_ Monthly payment \_\_\_\_\_  
Name of creditor \_\_\_\_\_ Amount owed \_\_\_\_\_ Monthly payment \_\_\_\_\_  
Total debt \_\_\_\_\_ Total monthly payments \_\_\_\_\_

## Assets

Name of bank \_\_\_\_\_ Account# \_\_\_\_\_ Type of account \_\_\_\_\_  
Account balance \_\_\_\_\_  
Name of bank \_\_\_\_\_ Account# \_\_\_\_\_ Type of account \_\_\_\_\_  
Account balance \_\_\_\_\_

## Personal References

Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone# \_\_\_\_\_ Length of acquaintance \_\_\_\_\_ Occupation \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone# \_\_\_\_\_ Length of acquaintance \_\_\_\_\_ Occupation \_\_\_\_\_

## Nearest Relatives

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

### **Explain Credit Problems Here And Any Other Issues:**

Applicant understands this is an application to rent only and does not guarantee that applicant will be offered the premises. CA-Realty may receive multiple applications and maintains the right to choose the best applicants. Applicant represents the above information they provided is true and complete and understands that CA-Realty will process only those applications that are **complete** and have been submitted with a **money order or cashiers check** to cover costs.

**Applicant's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Mail check, application and copy of drivers license to:**

CA-Realty  
27636 Ynez Rd L-7 #190  
Temecula, CA, 92591

# Authorization To Release Information To CA-Realty

I \_\_\_\_\_, represent that I am herewith applying to rent a residential premises from CA-Realty.

Current landlord/property manager name: \_\_\_\_\_

Current landlord/property manager phone #: \_\_\_\_\_

Current property address: \_\_\_\_\_

Former landlord/property manager name: \_\_\_\_\_

Former landlord/property manager phone #: \_\_\_\_\_

Former property address: \_\_\_\_\_

Move in date for current property: \_\_\_\_\_

Lease expiration date for current property: \_\_\_\_\_

Move in date for former property: \_\_\_\_\_

Lease expiration date for former property: \_\_\_\_\_

## **Current or prior landlord/property manager please fill out:**

1. Was rent paid on time? \_\_\_\_\_ How many times late?: \_\_\_\_\_

2. Were there any NSF's \_\_\_\_\_ How many? \_\_\_\_\_

3. Any noise problems or complaints : \_\_\_\_\_

4. Was the property left in good condition? \_\_\_\_\_

5. Would you rent again to this party? \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_.

I hereby authorize you as my current or past landlord or property manager to release all pertinent information regarding my tenancy to CA-Realty. I hereby hold all parties harmless of any liability for providing written or verbal information and/or discussing the quality of my tenancy.

Applicants signature: \_\_\_\_\_ Date: \_\_\_\_\_

Landlord/property manager please fill out your section above and fax back to CA-Realty at **(951) 587-8071**.