

# APPLICATION TO RENT/SCREENING FEE

(C.A.R. Form LRA, Revised 12/19)

## 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 within the last seven years? ☐ 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 so long as the felony is directly related to the applicant's ability to meet its obligations under the lease terms, and any other relevant mitigating information pursuant to 2 CCR §12266.)

4. **RESIDENCE HISTORY**

Current address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

Name of Landlord/Manager \_\_\_\_\_

Landlord/Manager's phone \_\_\_\_\_

Do you own this property? ☐ No ☐ Yes

Reason for leaving current address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Previous address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

Name of Landlord/Manager \_\_\_\_\_

Landlord/Manager's phone \_\_\_\_\_

Did you own this property? ☐ No ☐ Yes

Reason for leaving this address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applicant's Initials ( \_\_\_\_\_ ) ( \_\_\_\_\_ )

Property Address: \_\_\_\_\_ Date: \_\_\_\_\_

**5. EMPLOYMENT AND INCOME HISTORY**

Current employer \_\_\_\_\_  
Current employer address \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Supervisor phone \_\_\_\_\_  
Employment gross income \$ \_\_\_\_\_ per \_\_\_\_\_  
Other income info \_\_\_\_\_

Previous employer \_\_\_\_\_  
Prev. employer address \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Supervisor phone \_\_\_\_\_  
Employment gross income \$ \_\_\_\_\_ per \_\_\_\_\_  
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 \_\_\_\_\_

9. 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; (ii) obtain a credit report on applicant; and (iii) obtain an "Investigative Consumer Report" ("ICR") on and about applicant. An ICR may include, but not be limited to, criminal background checks, reports on unlawful detainers, bad checks, fraud warnings, and employment and tenant history. By signing below, you also acknowledge receipt of the attached NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW (C.A.R. form BIRN).

- ☐ Please check this box if you would like to receive, at no charge, a copy of an ICR or consumer credit report if one is obtained by the Landlord/Manager/Agent whenever you have a right to receive such a copy under California law.

10. 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 Signature \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Return your completed application and any applicable fee not already paid to: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Property Address: \_\_\_\_\_ Date: \_\_\_\_\_

## II. SCREENING FEE

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

1. ☐ Applicant will provide screening information and fee directly to Landlord/Manager/Agent's authorized screening service at \_\_\_\_\_.

OR 2. ☐ 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](http://www.bls.gov).)

\$ \_\_\_\_\_ for credit reports prepared by \_\_\_\_\_;

\$ \_\_\_\_\_ 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 Agent Signature: \_\_\_\_\_ DRE Lic. # \_\_\_\_\_  
Date \_\_\_\_\_

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Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

**NOTICE REGARDING BACKGROUND INVESTIGATION  
REPORTS PURSUANT TO CALIFORNIA LAW**

(C.A.R. Form BIRN, 12/19)

The person signing below (on behalf of the Landlord, if not the Landlord) intends to obtain information about you from an investigative consumer reporting agency and/or a consumer credit reporting agency for the purpose letting a dwelling. Thus, you can expect to be the subject of "investigative consumer reports" and "consumer credit reports" obtained for housing purposes. Such reports may include information about your character, general reputation, personal characteristics and mode of living. With respect to any investigative consumer report from an investigative consumer reporting agency ("CRA"), the Landlord may investigate the information contained in your rental application and other background information about you, including but not limited to obtaining a criminal record report, eviction report, verifying references, work history, your social security number, and other information about you, and interviewing people who are knowledgeable about you. The results of this report may be used as a factor in making housing decisions. The source of any investigative consumer report (as that term is defined under California law) will be:

CRA: \_\_\_\_\_, Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

The Landlord agrees to provide you with a copy of an investigative consumer report when required to do so under California law.

Under California Civil Code section 1786.22, you are entitled to find out from a CRA what is in the CRA's file on you with proper identification, as follows:

- In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The CRA may not charge you more than the actual copying costs for providing you with a copy of your file.
- A summary of all information contained in the CRA's file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
- By requesting a copy be sent to a specified addressee by certified mail. CRAs complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the CRAs.

"Proper Identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the CRA require additional information concerning your employment and personal or family history in order to verify your identity.

The CRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection.

You may be accompanied by one other person of your choosing, who must furnish reasonable identification. A CRA may require you to furnish a written statement granting permission to the CRA to discuss your file in such person's presence.

Landlord or Manager or Agent Signature: \_\_\_\_\_ DRE Lic. # \_\_\_\_\_  
Date \_\_\_\_\_

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