

# APPLICATION FOR RESIDENCY

Each person 18 & older must submit a complete and separate application.

Information contained within and gathered in association with this application is considered **CONFIDENTIAL**.

GENERAL INFORMATION					
Name			Social Security/US Visa Number		
Current Street Address	City	County	State	Zip	Phone Number
Current Landlord Name		Phone Number	Move-In Date	Lease Length	Monthly Payment
Birth Date	Email		Drivers License/Gov. Issued ID Number		
RENTAL HISTORY					
Previous Address		Move-in Date/Move Out Date	Landlord/Ph #	Monthly Payment	
Previous Address		Move-in Date/Move Out Date	Landlord/Ph #	Monthly Payment	
INCOME INFORMATION					
Present Employer Name	Address	Work #	Length of service	Job title	
Present Employer Name #2	Address	Work #	Length of service	Job title	
Additional Income Source	Amount	Phone #	Frequency of Payment		
Liquidable Assets Source	Average Balance	Phone #			
Liquidable Assets Source	Average Balance	Phone #			
Total Monthly/Gross Income		Occupation			
OTHER OCCUPANTS					
Name		D.O.B.	Name		D.O.B.
Name		D.O.B.	Name		D.O.B.
PET APPLICATION					
Type of Animal	Breed	Weight	Age	Color	License
Type of Animal	Breed	Weight	Age	Color	License
VEHICLES					
Vehicle Type	Make	Year	Color	License Plate Number	
Vehicle Type	Make	Year	Color	License Plate Number	
EMERGENCY CONTACT INFORMATION					
Name		Address	Phone Number	Relationship	
Name		Address	Phone Number	Relationship	
BACKGROUND INFORMATION					
Have you ever:	Been evicted from a tenancy or left owing money? If yes, please provide Property Name, City, State, and Landlord Name. <input type="checkbox"/> Yes <input type="checkbox"/> No				
	Been convicted of a crime? If yes, please provide City, State, and Date of Offense. <input type="checkbox"/> Yes <input type="checkbox"/> No				
OTHER					
How did you hear about us?					



## APPLICATION DISCLAIMER

### FAIR HOUSING

**Corte Madera** complies with the federal housing act and does not discriminate on the basis of race, color, religion, national origin, sex, familial status, disability or on any other basis protected by applicable state, federal or local fair housing laws.

### APPLICATION FEE

Each applicant is required to pay a non refundable application fee in the amount of **\$41.00**. The application fee is not a guarantee of approval for residency. The application fee covers out of pocket costs and Landlord's administrative costs for processing the application.

### HOLDING FEE

In addition to the application fee, applicant agrees to pay a holding fee of **\$200.00** to hold the apartment identified for occupancy by the undersigned upon approval and execution of the lease. The holding fee is not a guarantee of approval for residency. An apartment will not be held off the market until we receive a completed application and any other required information or monies to rent the apartment. Upon approval of your application, the holding fee will be applied, at our discretion, toward balances due for security deposits, any rental amount required or any other fees at the time of move-in. If the application is denied, the holding fee will be refunded in a check made payable to all co-applicants and mailed to one applicant. Cancellation of the apartment reservation **72 hours** after the date/time that the fee was paid or 24 hours after application approval will result in forfeiture of the holding fee as liquidated damages. There are **7 days** in which to provide all documents necessary for the approval of your application. Failure to supply these documents will result in forfeiture of the holding fee and your application will be cancelled.

### RETURNED OR REJECTED PAYMENTS

**Returned or Rejected Payments:** If a check, credit or debit card is returned or rejected by a bank or other entity for any reason then applicant will be charged a fee of **\$25.00**. This fee will be due along with the original amount and payable by certified funds to **Corte Madera** within 24 hours of notification.

### RIGHT TO REVIEW THE LEASE

You have the right to review the Rental Application and Lease Agreement before you submit an application or pay any fees or deposits. When signed these are binding legal documents and you may consult with an attorney. When the Lease Agreement is fully executed you will receive an original copy.

### REPRESENTATION AND AUTHORIZATION

**Representation and Authorization:** Applicant acknowledges that they have received and reviewed the Rental Criteria Guidelines and all of the information provided in this application for residency is true and complete. In the event the applicant provides any false or misleading information in the application, Owner/Agent shall have the right to automatically deny this application and if applicant has already taken possession of the apartment, Owner/Agent reserves the right to take possession of the unit back by means up to and including eviction.

The undersigned applicant hereby consents to allow, **Corte Madera**, as owner, or through its designated agents or employees, to obtain a consumer report on the applicant and to obtain and verify credit, criminal history, rental/mortgage history, income and/or employment information for the purpose of determining eligibility to lease an apartment at **Corte Madera**. Applicant also agrees and understands that owner and its agents and employees may obtain additional consumer reports in the future to update or review applicants account. Upon applicant's request, owner will disclose to applicant whether consumer reports were requested and the names and addresses of any consumer-reporting agency that provided such reports.

The undersigned applicant further understands that the applicant screening process, including the criminal background investigation, in no way guarantees the elimination of persons with a criminal background from the resident base and applicant understands that credit and criminal information is only as accurate as the agency providing such reports. Resident recognizes that owner and its legal representatives do not guarantee, warrant or assure residents personal security and are limited in their ability to provide protection.

(Applicant Signature)

Date

Associate: \_\_\_\_\_

## APPLICANT VERIFICATION CHECKLIST

(for office use only)

	Applicant Name(s)	Applicant Phone #
Apartment #:	1	
Application Date:	2	
Market Rent Amount:	3	
Move In Date:	4	

CURRENT RENTAL VERIFICATION								
#	Person Contacted	Rent \$	Length of Residency	Proper Notice Given	# of Non-Payment Notifications	# of NSF's	# of Legal Notifications (noise, etc)	Balance Owed
1								
2								
3								
4								
Verified by:							Date:	

PREVIOUS RENTAL VERIFICATION								
#	Person Contacted	Rent \$	Length of Residency	Proper Notice Given	# of Non-Payment Notifications	# of NSF's	# of Legal Notifications (noise, etc)	Balance Owed
1								
2								
3								
4								
Verified by:							Date:	

INCOME VERIFICATION				
#	Document Reviewed	Dates(s) on Document	Annual Gross Income	Document Attached
1				
2				
3				
4				
Verified by:			Date:	

SCREENING RESULTS					
#	Score	Recommendation	Recommendation Reason if Conditional or Denied	Red Flag Warning	Document Viewed or Action Taken for Red Flag Warning
1					
2					
3					
4					
All					

BUSINESS MANAGERS DECISION	
<input type="checkbox"/> Approved Date: _____	<input type="checkbox"/> Denied Date: _____
<input type="checkbox"/> Approved w/Conditions: <input type="checkbox"/> Guarantor or <input type="checkbox"/> Additional Deposit = _____	

\_\_\_\_\_  
(Business Managers Signature) Date

Date Denial Notice Sent to Applicant (also attach to this form):	Applicant Notified by:	Date:
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## RED FLAG WARNINGS ON APPLICANT SCREENING AND WHAT ACTION IS REQUIRED

**At the time of Application verify the following:**

Verified	Verification to Complete	Verified By
	Is the application completed in full	
	Is the application legible	
	Does the signature on the form match the photo ID	
	Is the date of birth provided	
	Does the date of birth on the application match the date of birth on the photo ID	
	On the pay stubs verify that the name, SSN and salary matches what is on the application	

**Warning on SSN:** The action items below need to be completed when a SSN warning appears. A few examples are High Probability SSN Belongs To Another, No Matching SSN Found and Inquiry SSN Has Not Been Issued

**Action to Complete**

Verified	Verification to Complete	Verified By
	Verify that the SSN # entered in On-Site matches the SSN # on the application	
	If it does, then verify the SSN # by viewing the social security ID card, a legal tax document that has the SSN# on it or pay stub that has the SSN #	

**Warning on Address:** The action items below need to be completed when an Address warning appears. A few examples are Submitted Address Not In Records or Submitted Address Not On Credit Report

**Action to Complete**

Verified	Verification to Complete	Verified By
	Verify that the address entered in On-Site matches the address on the application	
	If it does, then verify the applicants address by viewing a valid ID or current utility bill that has the applicants name on it	

**Warning on Name:** The action items below need to be completed when a Name warning appears. An example is No Matching Name Found

**Action to Complete**

Verified	Verification to Complete	Verified By
	Verify that the name entered in On-Site matches the name on the application	
	If it does, then verify the name by viewing a valid photo ID	

**Credit Report ID Theft:** The action items below need to be completed when a Consumer Statement on Identity Theft appears.

**Action to Complete**

Verified	Verification to Complete	Verified By
	If there is a number listed call and verify that they are the person who is in the process of renting at your community	
	Verify the person applying is indeed who they say they are by viewing a valid photo ID	

**Note:** If you are not able to verify the information decline the applicant

# Consumer Report Disclosure and Authorization

In connection with my application for housing, I understand that Corte Madera may obtain one or more consumer reports, which may contain public information, for the purposes of evaluating my application. These consumer reports will be obtained from one or more of the following consumer reporting agencies:

- **Equifax**, E.C.I.F., P.O. Box 740241, Atlanta, GA, 30374-0241, (800) 685-1111
- **Trans Union**, Regional Disclosure Center, 1561 Orangethorpe Ave., Fullerton, CA, 92631, (714) 738-3800
- **Experian (TRW)**, Consumer Assistance, P.O. Box 949, Allen, TX, 75002, (888) 397-3742
- **On-Site Manager, Inc.**, P.O. Box 1514, Los Altos, CA, 94023-1514, (877) 222-0384
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Under California law, these consumer reports are defined as investigative consumer reports. These reports may contain information on my character, general reputation, personal characteristics and mode of living. In connection with my application for housing, I authorize Corte Madera to obtain a consumer report from the consumer reporting agencies listed above.

Signature: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Date: \_\_\_\_\_

If you would like to receive a copy of any investigative consumer report at no cost to you, please initial here: \_\_\_\_\_

If you would like to receive a copy of any credit report at no cost to you, please initial here: \_\_\_\_\_

**PLEASE NOTE:**

Under Section 1786.22 of the California Civil Code, if you wish to dispute the accuracy or completeness of any item in the consumer report, you may contact the consumer reporting agency named above and request an investigation. You also may view the file maintained on you by the above credit reporting agency during normal business hours. You can receive a copy of your file by providing proper identification and paying any related-copy costs. You may also receive a summary of the file by telephone. The agency is required to have employees available to explain your file to you, and they must explain any coded information in your file. You can bring someone with you to view the file, so long as they have identification.

