

## Application Requirements & Screening Criteria

### **(PLEASE READ CAREFULLY)**

**\*Homes MUST be viewed inside & out PRIOR to application approval.\***

1. We need a completed and signed application for each person 18 years or older that will be occupying the unit. Pictures of any pets **MUST** be attached to application or emailed. There should **NOT** be ANY blanks on the application; ALL lines **MUST** be filled in. **Incomplete applications will NOT be accepted.**
2. Application fees are \$30 per person for each applicant over the age of 18. These fees are non-refundable once credit reports are processed. Application fees can be paid by cash, money order, cashiers check, and personal check. (Note: Application fees are waived for active military persons.) Applications are good for 60-days.
3. Please attach two to three of your most recent pay-stubs or proof of income statements. If self-employed, a copy of last year's taxes is required or three current monthly business bank statements. For military, we will need a copy of your most recent LES. **Note: If your employer uses the Work Number Company or any other 3<sup>rd</sup> party job verifying system for employment verifications, it is YOUR responsibility to get that verification to us. Only verifiable income will be accepted.**
4. Combined gross income of all applicants must be at least 3 times the rent to qualify for our single family homes, or 2 ½ times the rent to qualify for our apartments, condos, or townhouses.
5. If any credit reports have unpaid judgments, tax liens, unpaid or late pay on rental history or utility collection accounts, the application will be denied. The credit report cannot contain any bankruptcies that are not discharged or dismissed.
6. The unlawful detainer report must be free of evictions or any eviction data within the last seven years. No criminal record or felonies within the last seven years.
7. Residential history with **NO GAPS** in the date ranges must be reported on all applications even if you have not rented. If you own/owned your current or previous residence please state on your application "OWN" and provide dates. Landlord references are **VERY** important. If we are **NOT** able to speak to your landlord or verify your rental references, this may keep your application from being approved. Negative rental references received will result in denial of the application.
8. Security deposits are based upon approved credit and rental history. All pets are approved through the owners. If a pet is approved, there will be an increase to the security deposit of \$300-\$500 for each pet.
9. Application processing time generally can take up to seven business days, but can vary more or less.

**\*\*\*Please Note: Approval is NOT on first come first serve basis; Approval WILL BE based on qualifying income, residential history, and credit history. Qualifications differ per property.\*\*\***

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After approval:

If you are approved for any of our properties, we require that you bring in a minimum of ½ the security deposit immediately upon approval and all applicants must sign the rental agreement to hold the property until your move in date. If the property is vacant and available now, we can only hold the property for up to two weeks. To move into any of our properties we require the first month's rent, the security deposit, and all applicants must sign the rental agreement. The final amount of the security deposit is based upon approved credit and rental history. **The security deposit and first month's rent must be paid by certified funds (i.e., cashier's check, money order) NO EXCEPTIONS!** After the payment of the security deposit and the first month's rent, payments can be made with personal check. **NO CASH ACCEPTED.**

Application Fee Disclosure:  
Credit Report: \$6.50  
Unlawful Detainer Report: \$7.50  
CRES Processing Fee: \$16.00  
TOTAL FEE: \$30.00 per Applicant

Community Real Estate Services  
Leisure Town Properties  
169 Leisure Way  
Vacaville, CA 95687  
(707) 447-7777  
(707) 447-2817 Fax  
[www.1communityre.com](http://www.1communityre.com)

Date: \_\_\_\_\_  
Amount paid: \_\_\_\_\_  
Pmt Type: \_\_\_\_\_  
Receipt: Yes \_\_\_ No \_\_\_

\*I have received and understand CRES' application requirements & screening criteria: \_\_\_\_\_  
initials

Residence Desired: \_\_\_\_\_ Desired Date of Occupancy \_\_\_\_\_  
\*I have seen the inside of the property: Yes / No

Rent \_\_\_\_\_ Lease Period \_\_\_\_\_

PERSONAL INFORMATION

FULL NAME \_\_\_\_\_  
FIRST MIDDLE LAST MAIDEN

EMAIL ADDRESS \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ DRIVERS LICENSE # \_\_\_\_\_ STATE \_\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_ TELEPHONE # \_\_\_\_\_

SPOUSE \_\_\_\_\_  
FIRST MIDDLE LAST MAIDEN

EMAIL ADDRESS \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ DRIVERS LICENSE # \_\_\_\_\_ STATE \_\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_ TELEPHONE# \_\_\_\_\_

HOME WORK

OTHER RESIDENTS (under the age of 18)	RELATIONSHIP	AGE

PETS? YES \_\_\_ NO \_\_\_ If YES, how many? \_\_\_\_\_ (PLEASE ATTACH/EMAIL PICTURES OF ANY/ALL PETS WITH APPLICATION)

Breed: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_ Weight: \_\_\_\_\_ Fixed?: \_\_\_\_\_

Breed: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_ Weight: \_\_\_\_\_ Fixed?: \_\_\_\_\_

Breed: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_ Weight: \_\_\_\_\_ Fixed?: \_\_\_\_\_

DO ANY OF THE APPLICANTS SMOKE? YES\* \_\_\_ NO \_\_\_

\*Disclosure: All of our properties are non-smoking. There is no smoking within 20 feet from any garage, doorway, window, opening, or vent into an enclosed area in which smoking is prohibited.

RESIDENCE HISTORY

PRESENT ADDRESS \_\_\_\_\_  
Address City State Zip

MOVE IN DATE \_\_\_\_\_ RENT AMOUNT \_\_\_\_\_

PRESENT LANDLORD \_\_\_\_\_ TELEPHONE # \_\_\_\_\_  
Friend or Relative? \_\_\_ yes \_\_\_ no Have they been notified of your intent to move? \_\_\_ yes \_\_\_ no

DATE NOTICE GIVEN \_\_\_\_\_ REASON FOR MOVING \_\_\_\_\_

PREVIOUS ADDRESS \_\_\_\_\_  
 Address City State Zip  
 DATES FROM: MO / DAY / YEAR TO: MO / DAY / YEAR RENT AMOUNT \_\_\_\_\_  
 PREVIOUS LANDLORD \_\_\_\_\_ TELEPHONE # \_\_\_\_\_  
 Friend or Relative?  yes  no  
 DATE NOTICE GIVEN \_\_\_\_\_ REASON FOR MOVING \_\_\_\_\_

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**EMPLOYMENT INFORMATION**

Present Employer \_\_\_\_\_ How long? \_\_\_\_\_  
 Employer's address \_\_\_\_\_ Telephone \_\_\_\_\_  
 Position \_\_\_\_\_ Supervisor Name & Contact Info \_\_\_\_\_  
 Present Gross Monthly Income \_\_\_\_\_ Check one: Full time  Part time  Temporary   
 =====

Previous Employer \_\_\_\_\_ Dates employed from: \_\_\_\_\_ to: \_\_\_\_\_  
 Employer's Address \_\_\_\_\_ Telephone \_\_\_\_\_  
 Position \_\_\_\_\_ Supervisor Name & Contact Info \_\_\_\_\_  
 Previous Gross Monthly Income \_\_\_\_\_ Check one: Full time  Part time  Temporary   
 =====

OTHER INCOME (Explain amount and source) \_\_\_\_\_  
 \_\_\_\_\_

**EMPLOYMENT INFORMATION-SPOUSE**

Present Employer \_\_\_\_\_ How long? \_\_\_\_\_  
 Employer's address \_\_\_\_\_ Telephone \_\_\_\_\_  
 Position \_\_\_\_\_ Supervisor Name & Contact Info \_\_\_\_\_  
 Present Gross Monthly Income \_\_\_\_\_ Check one: Full time  Part time  Temporary   
 =====

Previous Employer \_\_\_\_\_ Dates employed from: \_\_\_\_\_ to: \_\_\_\_\_  
 Employer's Address \_\_\_\_\_ Telephone \_\_\_\_\_  
 Position \_\_\_\_\_ Supervisor Name & Contact Info \_\_\_\_\_  
 Previous Gross Monthly Income \_\_\_\_\_ Check one: Full time  Part time  Temporary   
 =====

OTHER INCOME (Explain amount and source) \_\_\_\_\_  
 \_\_\_\_\_

**OTHER INFORMATION**

Number of automobiles (Including company vehicles):

Make _____	Model _____	Year _____	Color _____	License # _____	State _____
Make _____	Model _____	Year _____	Color _____	License # _____	State _____
Make _____	Model _____	Year _____	Color _____	License # _____	State _____

**IN CASE OF EMERGENCY**

NOTIFY \_\_\_\_\_ Telephone \_\_\_\_\_

RELATIONSHIP \_\_\_\_\_ ADDRESS \_\_\_\_\_

**PERSONAL REFERENCES (Non-related)**

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

=====

Have you ever been evicted, refused to pay rent, or served a Notice to Vacate? Yes \_\_\_ No \_\_\_ If yes, please explain \_\_\_\_\_

Have you ever filed bankruptcy? Yes \_\_\_ No \_\_\_ Discharge/Dismissal Date? \_\_\_\_\_

Have you ever been convicted of a misdemeanor or felony (other than a traffic/parking violation)? Yes \_\_\_ No \_\_\_ If yes, please explain \_\_\_\_\_

Other items requested (if any):  
\_\_\_\_\_  
\_\_\_\_\_

**AUTHORIZATION:** I agree that I have previewed the rental unit being applied for and that I am accepting it in "AS IS" condition, unless otherwise noted above in the "Other items requested."

Applicants represent that all the above statements are true and correct and hereby authorizes verification of the above items including, but not limited to the obtaining of a credit report and agrees to furnish additional credit references upon request. Applicant also agrees that when information verified through routine methods proves negative or insufficient that this agency reserves the right to obtain additional information such as is public record at the agent's discretion. ANY FALSE INFORMATION SUPPLIED BY APPLICANT SHALL RESULT IN DISQUALIFICATION.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**SPOUSE - SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

# Community Real Estate Services

## Leisure Town Properties

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<b>PERMISSION TO RELEASE INFORMATION</b>
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\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Printed Name of Spouse

\_\_\_\_\_  
DATE

I/We AUTHORIZE Community Real Estate Services Inc. and their agents to obtain relevant information about me/us for the purpose of evaluating my/our application to rent and/or determining eligibility for affordable housing programs, whenever applicable.

I/We give PERMISSION for the following to disclose such information: landlords, credit reporting agencies, employers, payees, instructors and caseworkers, banks and other financial organizations. They may disclose such information as rental, payment or work history, and income received from employment, public agencies, grants, scholarships, retirement, investments, gifts or any other source.

I/We UNDERSTAND that Community Real Estate Services Inc. reserves the right to obtain additional information on matters, which are of Public Record at their discretion, (i.e. criminal searches) should other information verified through routine methods prove negative or insufficient.

I UNDERSTAND that Community Real Estate Services Inc. will not release this information EXCEPT, as necessary, to related agencies in connection with determining eligibility for affordable housing programs (whenever applicable) as the law requires.

I KNOW that I may receive a copy of this Authorization upon request.

I AGREE that a photographic or faxed copy of this Authorization shall be as valid as the original.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF SPOUSE

\_\_\_\_\_  
DATE