



2100 28TH STREET
SACRAMENTO, CA 95818

PHONE: (916) 452-7535 | FAX: (916) 452-8884

RENTAL POLICY

A COMPLETE APPLICATION WILL BE NECESSARY FOR EACH ADULT APPLICANT OR MARRIED COUPLE.

- . EACH APPLICANT IS CHARGED AN APPLICATION FEE
- . **\$35.00** FOR ALL APPLICANTS 18 YEARS OF AGE AND OLDER
- . **\$50.00** FOR MARRIED APPLICANTS

THE FEE IS CHARGED TO COVER THE FOLLOWING EXPENSES:

WE RUN A REPORT WITH **NATIONAL TENANT NETWORK** TO CHECK FOR UNLAWFUL DETAINERS (EVICTIONS) AND/OR CREDIT SCORES.

- . VERIFICATION OF A MINIMUM OF 6 MONTHS OF EMPLOYMENT PLUS 2 ½ TO 3 TIMES INCOME TO BE ABLE TO PAY RENT AND UTILITIES.
- . VERIFICATION OF PAST RENTAL REFERENCES.

PLEASE ALLOW AT LEAST 3 WORKING DAYS FOR THE APPLICATION TO BE PROCESSED. APPLICATIONS ARE RUN ON A 1ST RECEIVED BASIS, AN INCOMPLETE APPLICATION WILL NOT BE RUN.

APPLICANT(S) AUTHORIZE(S) **GARCIA REALTY** TO OBTAIN INFORMATION NEEDED TO QUALIFY HIM OR HER FOR PROPERTY RENTAL. A PICTURE ID WILL BE COPIED WITH EACH APPLICATION. THE FIRST MONTH'S RENT AND SECURITY DEPOSIT ARE REQUIRED IN THE FORM OF A MONEY ORDER OR CASHIER'S CHECK MADE PAYABLE TO **GARCIA REALTY**.
NO PERSONAL CHECKS

ONCE THE DEPOSIT IS RECEIVED, IF FOR ANY REASON YOU WANT TO CANCEL THE APPLICATION, FIFTY PERCENT (50%) OF THE DEPOSIT WILL BE FORFEITED.

ANIMAL POLICY:

- . PETS ARE ALLOWED SUBJECT TO PROPERTY OWNER APPROVAL.
- . OWNERS WILL DEMAND RENTERS INSURANCE FOR ALL ANIMALS.
- . ALL PETS MUST BE REGISTERED WITH THE CITY/COUNTY OF WHERE THE RENTAL IS LOCATED.
- . COPY OF THE LICENSE AND ALL VACCINATIONS, INCLUDING RABIES, MUST BE SUBMITTED TO **GARCIA REALTY** UPON SIGNING OF THE LEASE.

Notice to Consumers:
Summary of Consumer Rights
Under California Civil Code 1785.15
Provided by National Tenant Network

- You have a right to obtain a copy of your credit file from a consumer credit reporting agency. You may be charged a reasonable fee not exceeding eight dollars (\$8.00). There is no fee, however, if you have been turned down for credit, employment, insurance, or a rental dwelling because of information in your credit report within the preceding 60 days. The consumer credit reporting agency must provide someone to help you interpret the information in your credit file.
- You have a right to dispute inaccurate information by contacting the consumer credit reporting agency directly. However, neither you nor any credit repair company or credit service organization has the right to have accurate, current, and verifiable information removed from your credit report. Under the Federal Fair Credit Reporting Act, the consumer credit reporting agency must remove accurate, negative information from your report only if it is over seven years old. Bankruptcy information can be reported for 10 years.

If you have notified a consumer credit reporting agency in writing that you dispute the accuracy of information in your file, the consumer credit reporting agency must then, within 30 business days, reinvestigate and modify or remove inaccurate information. The consumer credit reporting agency may not charge a fee for this service. Any pertinent information and copies of all documents you have concerning an error should be given to the consumer credit reporting agency. If reinvestigation does not resolve the dispute to your satisfaction, you may send a brief statement to the consumer credit reporting agency to keep in your file, explaining why you think the record is inaccurate. The consumer credit reporting agency must include your statement about disputed information in a report it issues about you.

- You have a right to receive a record of all inquiries relating to a credit transaction initiated within 12 months preceding your request. This record shall include the recipients of any consumer credit report.
- You may request in writing that the information contained in your file not be provided to a third party for marketing purposes.
- You have a right to place a "security alert" in your credit report, which will warn anyone who receives information in your credit report that your identity may have been used without your consent. Recipients of your credit report are required to take reasonable steps, including contacting you at the telephone number you may provide with your security alert, to verify your identity prior to lending money, extending credit, or completing the purchase, lease, or rental of goods or services. The security alert may prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that taking advantage of this right may delay or interfere with the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or cellular phone or other new account, including an extension of credit at point of sale. If you place a security alert on your credit report, you have a right to obtain a free copy of your credit report at the time the 90-day security alert period expires. A security alert may be requested by calling the following toll-free telephone number: Experian (888)397-3742; TransUnion (800)916-8800; Equifax (800)685-1111
- You have a right to place a "security freeze" on your credit report, which will prohibit a consumer credit reporting agency from releasing any information in your credit report without your express authorization. A security freeze must be requested in writing by mail. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or cellular phone or other new account, including an extension of credit at point of sale.

When you place a security freeze on your credit report, you will be provided a personal identification number or password to use if you choose to remove the freeze on your credit report or authorize the release of your credit report for a specific party or period of time after the freeze is in place. To provide that authorization you must contact the consumer credit reporting agency and provide all of the following:

1. The personal identification number or password.
2. Proper identification to verify your identity.
3. The proper information regarding the third party who is to receive the credit report or the period of time for which the report shall be available to users of the credit report.

A consumer credit reporting agency must authorize the release of your credit report no later than three (3) business days after receiving the above information. A security freeze does not apply when you have an existing account and a copy of your report is requested by your existing creditor or its agents or affiliates for certain types of account review, collection, fraud control, or similar activities.

If you are actively seeking credit, you should understand that the procedures involved in lifting a security freeze may slow your application for credit. You should plan ahead and lift a freeze, either completely if you are shopping around, or specifically for a certain creditor, before applying for new credit. A consumer credit reporting agency may not charge a fee to a consumer for placing or removing a security freeze if the consumer is a victim of identity theft and submits a copy of a valid police report or valid Department of Motor Vehicle investigative report. A person 65 years of age or older with proper identification may be charged a fee of no more than \$5 for placing, lifting, or removing a security freeze. All other consumers may be charged a fee of no more than \$10 for each of these steps.

- You have a right to bring civil action against anyone, including a consumer credit reporting agency, who improperly obtains access to a file, knowingly or willfully misuses file data, or fails to correct inaccurate file data.

If you are a victim of identity theft and provide to a consumer credit reporting agency a copy of a valid police report or a valid investigative report made by a Department of Motor Vehicles investigator with peace officer status describing your circumstances, the following shall apply:

- (1) You have a right to have any information you list on the report as allegedly fraudulent promptly blocked so that the information cannot be reported. The information will be unblocked only if:
 - a. the information you provide is a material misrepresentation of the facts;
 - b. you agree that the information is blocked in error; or
 - c. you knowingly obtained possession of goods, services, or moneys as result of the blocked transactions. If blocked information is unblocked, you will be promptly notified.
- (2) You have a right to receive, free of charge and upon request, one copy of your credit report each month for up to 12 consecutive months.

You must place a "security freeze" with each consumer reporting agency to which you seek to prevent access. To request a security freeze from the major credit bureaus you may contact:

Experian 800.290.5195	PO Box 9554 Allen, TX 75013
TransUnion 888.909.8872	PO Box 6790 Fullerton, CA 92834
Equifax 800.685.1111	PO Box 105788 Atlanta, GA 30348

****If mailing your request for a credit freeze, requests must be sent by certified mail****

NOTIFICATION OF INVESTIGATIVE CONSUMER REPORT
PURSUANT TO CALIFORNIA CIVIL CODE 1786

GARCIA REALTY, as prospective landlord or property manager for the landlord, intends to seek and obtain information about you from a consumer reporting rental dwelling unit. As such, you can expect to be the subject of a "consumer report," "consumer credit report," and/or "investigative consumer report" obtained for tenant screening purposes. Investigative consumer reports may include information about your character, general reputation, personal characteristics and/or mode of living. With respect to any investigative consumer report from an investigative consumer reporting agency ("ICRA"), the Company may investigate the information contained in your rental application and other background information about you, including but not limited to obtaining a criminal history, verifying references, employment history, social security number, educational history or status, licensure, and certifications, driving history, and other information about you, and interviewing people and interviewing people who are knowledgeable about you. The results of this consumer report may be used as a factor in determining your qualifications for the dwelling unit. The investigative consumer reporting agency preparing the report is: National Tenant Network (NTN); PO Box 6245; Concord, CA 94524; 1.800.800.5602; www.ntnonline.com

The Company agrees to provide you with a copy of consumer report when required to do so under California Law.

Under the California Civil Code 1786.10 you are entitled to find out from an ICRA what is the ICRA'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 ICRA may not charge you more than the actual copying costs for providing you with a copy of your file. You should inform the ICRA if you are unemployed, receiving public assistance, or have reason to believe fraud has occurred in regard to your personal information.

- . By requesting a copy be sent to a specified addressee by certified mail. ICRA's 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 ICRA's.

- . A summary of all information contained in the ICRA'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 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.

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

The ICRA 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. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person's presence.

**Notification of Consumer Credit Report / Investigative Consumer Report
Consent and Authorization for
Background Screening and Verification**

I, _____, the undersigned, hereby authorize, _____ as prospective landlord or property manager for the landlord, to seek and obtain any information pertinent to my income, credit history, tenancy history, employment history, and/or criminal history.

I understand this process may include the making of a Consumer Credit Report (*as identified under California Civil Code 1785.3(c)*) and/or an Investigative Consumer Report (*as identified under California Civil Code 1786.2(c)*), the contents of which may include information about my character, general reputation, personal characteristics and/or mode of living. The investigative consumer reporting agency preparing the report is:

National Tenant Network (NTN); PO Box 6245; Concord, CA 94524; 1.800.800.5602; www.ntnonline.com

For purposes of obtaining and/or verifying information contained in my application and pertinent to my qualification as a tenant of _____, this report may contain information obtained from national credit bureaus (Experian, TransUnion, Equifax), court records, files and/or repositories, department of justice (DOJ), department of corrections (DOC), department of motor vehicles (DMV), current and/or previous employer(s), current and/or previous landlord(s), business and/or personal references, or any other source necessary to verify the information I have provided on my application.

Further, I expressly consent to the release of any and all information requested of any creditors, credit reporting agencies, landlords, employers, public and/or criminal agencies subsequently contacted by _____ / National Tenant Network (NTN) for purposes of obtaining and/or verifying said information, and hereby hold the landlord, property manager for the landlord, National Tenant Network (NTN), and any responding parties harmless of liability for the seeking and providing of any such information contained in or pertinent to my application.

I understand I have the right to receive a free copy of the investigative consumer report prepared in accordance with my submitted application and this authorization by checking the box below:

☐ Yes. I want a copy of the consumer investigative report prepared in accordance with this authorization.

Further, by signing below, I acknowledge receipt of the NOTIFICATION of INVESTIGATIVE CONSUMER REPORT.

Legal Name of Applicant

Signature of Applicant

DOB of Applicant

SS# of Applicant

Street Address

City / ST / Zip

Phone Number

Date



CALIFORNIA
ASSOCIATION
OF REALTORS®

APPLICATION TO RENT/SCREENING FEE

(C.A.R. Form LRA, Revised 6/18)

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? ☐ 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.)

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 _____

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 _____

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APPLICATION TO RENT/SCREENING FEE (LRA PAGE 1 OF 2)

Applicant's Initials (_____) (_____)



Garcia Realty, 2100 28th St Sacramento, CA 95818
Frank Garcia

Produced with zipForm® by zipLogix 18070 Fifteen Mile Road, Fraser, Michigan 48026 www.ziplogix.com

Phone: 916.452.7535

Fax: 916.452.8884

Untitled

Property Address: _____ Date: _____

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 _____

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; and (ii) obtain a credit report on applicant and other reports, warnings and verifications on and about applicant, which may include, but not be limited to, criminal background checks, reports on unlawful detainers, bad checks, fraud warnings, and employment and tenant history. 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 _____

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.)

\$ _____ 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 section regarding the screening fee and acknowledges receipt of a completed 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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APPLICATION TO RENT/SCREENING FEE (LRA PAGE 2 OF 2)

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Untitled

PET APPLICATION

I hereby apply for permission to keep the following pet(s) in the residence I am renting(leasing)at_____

Type of pet(s)_____

Height_____Weight_____

License Number_____

* Please attach copy of license and a copy of Rabies vaccination

Respond to the name of _____

I understand that if such permission is granted, I will be required to pay an additional security deposit in the amount of \$400.00 which may be required to defray the cost of repairing any damages to the property. I will also be required pay an additional rent in the amount of \$10.00 per month.

Should my pet(s) prove to be nuisance to my neighbors or should not comply with the rules for pets, as outlined below, I understand that I may be required to dispose of the pet(s) or vacate the property within 30 days.

Rules for Pets

- All pets must be registered with city/county and Garcia Realty should have a copy.
- No pets are permitted outside the residence unless on a leash or behind a fence yard
- Any dropping must be picked up by the owner of the pet(s) and disposed of in a sanitary manner
- Feeding dishes are not permitted to be left outside overnight. (encourages rodents and pets)

Renter/Lease Signature: _____

Property Address: _____