



2751 American River Drive  
Sacramento, CA 95864  
(916) 484-0955  
License # 00793181

## RENTAL APPLICATION

### READ CAREFULLY

A complete application is necessary from each adult (18 years and older) who intends to reside at the rental property.

Rick Otto and Associates requires a \$45.00 processing fee (per person) to accompany each application when submitted. ***This fee is non-refundable once the application is processed. No personal checks are accepted. Cash or money order only.***

In addition to each completed application we require a clear COLOR copy of all the following items:

- Your current 2 pay stubs with year to date earnings. (If self-employed copies of 2 years of FED Tax Returns are needed) **MUST BE ORIGINALS – NO COMPUTER PRINT OUTS ACCEPTED**
- Bank Statements (originals) that verify earnings on pay stubs were deposited into your account
- Photo Id showing date of birth (example: current drivers license) For all to be named on the lease
- Current DMV license information on all vehicles registered to applicants
- Social Security Identification card or Current Passport

Negative credit, rental or employment references may keep an application from being approved or may require a larger deposit.

General guidelines for credit approval is:

- At least 2 years of consistent employment
- Legal and verifiable income of three times the monthly rent amount (current bill payments must not be excessive in relation to income)
- At least two recent years of rental or ownership references and no eviction history
- Good credit established or evidence of re-building credit

***If you have a situation you'd like to explain please do so in advance of your rental application being processed. We process applications on a case by case basis.***

An 'Offer to Rent' document must be filled out when any vacancy is placed on hold. **The security deposit and first month's rent must be paid in the form of a cashier's check prior to occupancy.** Applications are processed as quickly as possible but it is difficult to determine (in advance) how long this will take, as it is necessary to wait for return calls from landlords and employers. Once your application is approved, you will have 24 hours to submit a security deposit. If the property rents before your application is processed, the processing fee will be refunded.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Official Use Only

PROPERTY ADDRESS: \_\_\_\_\_ RENTAL PRICE: \_\_\_\_\_ Security Deposit: \_\_\_\_\_

Date Received: \_\_\_\_\_ C/MO \$ \_\_\_\_\_ Receiving Agent: \_\_\_\_\_

Copy of: Pay Stubs: Y/N Photo Id: Y/N SSI: Y/N

TO APPLICANT: PLEASE PRINT CLEARLY IN INK. ALL SECTIONS MUST BE FILLED OUT COMPLETELY.

**PERSONAL INFORMATION FOR POTENTIAL RENTER:**

NAME FIRST: \_\_\_\_\_ MIDDLE: \_\_\_\_\_ LAST: \_\_\_\_\_

SSN# \_\_\_\_\_ DOB: \_\_\_\_\_

DL# \_\_\_\_\_ EXP DATE: \_\_\_\_\_ STATE: \_\_\_\_\_

PHONE: HM: \_\_\_\_\_ WORK: \_\_\_\_\_ CELL: \_\_\_\_\_

MOVE-IN DATE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

**LIST ALL PROPOSED OCCUPANTS: Anyone listed here that is 18 years or older must be named on the lease as a tenant and therefore must fill out a separate application.**

NAME/RELATIONSHIP/AGE: \_\_\_\_\_  
\_\_\_\_\_

**DESCRIBE ANY HEAVY FURNITURE SUCH AS WATERBED, LARGE FISH TANK, ETC.**

**VEHICLE INFORMATION:** (ALL VEHICLES MUST HAVE CURRENT REGISTRATION AND IN RUNNING CONDITION)

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ YEAR: \_\_\_\_\_ LICENSE #: \_\_\_\_\_

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ YEAR: \_\_\_\_\_ LICENSE #: \_\_\_\_\_

**IN CASE OF EMERGENCY:** NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

NEXT OF KIN: \_\_\_\_\_

**PERSONAL REFERENCES: (2 REQUIRED)**

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

**PETS:** BREED AND NUMBER: \_\_\_\_\_ all pets  
must have current vaccinations and licensing. See pet addendum for rules.

**2 YEARS OF RENTAL HISTORY:**

**CURRENT ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**DATE RESIDED FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**CURRENT RENT AMOUNT:** \_\_\_\_\_

**NAME OF OWNER/ MANAGER:** \_\_\_\_\_

**DAY-TIME PHONE NUMBER FOR OWNER/MANAGER:** \_\_\_\_\_

**OWNER/MANAGER EMAIL OR FAX #:** \_\_\_\_\_

**REASON FOR MOVING:** \_\_\_\_\_

+++++

**PREVIOUS ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**DATE RESIDED FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**PREVIOUS RENT AMOUNT:** \_\_\_\_\_

**NAME OF OWNER/ MANAGER:** \_\_\_\_\_

**DAY-TIME PHONE NUMBER FOR OWNER/MANAGER:** \_\_\_\_\_

**OWNER/MANAGER EMAIL OR FAX #:** \_\_\_\_\_

**PREVIOUS ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**DATE RESIDED FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**PREVIOUS RENT AMOUNT:** \_\_\_\_\_

**NAME OF OWNER/ MANAGER:** \_\_\_\_\_

**DAY-TIME PHONE NUMBER FOR OWNER/MANAGER:** \_\_\_\_\_

**OWNER/MANAGER EMAIL OR FAX #:** \_\_\_\_\_

**2 YEARS EMPLOYMENT HISTORY: ( MORE THAN ONE CURRENT JOB LIST OTHER INFO ON BACK)**

**CURRENT EMPLOYER NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **VERIFICATION PHONE:** \_\_\_\_\_

**TOTAL GROSS MONTHLY SALARY:** \_\_\_\_\_ **POSITION HELD:** \_\_\_\_\_

**HOW LONG:** \_\_\_\_\_ **NAME/TITLE OF SUPERVISOR:** \_\_\_\_\_

**(if current job less than 2 years) PREVIOUS EMPLOYMENT HISTORY:**

**PREVIOUS EMPLOYER NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **VERIFICATION PHONE:** \_\_\_\_\_

**TOTAL GROSS MONTHLY SALARY:** \_\_\_\_\_ **POSITION HELD:** \_\_\_\_\_

**HOW LONG:** \_\_\_\_\_ **NAME/TITLE OF SUPERVISOR:** \_\_\_\_\_

**HAVE YOU EVER BEEN A DEFENDANT IN AN UNLAWFUL DETAINER (EVICTION) LAWSUIT OR  
DEFAULTED (FAILED TO PERFORM) AN OBLIGATION OF A RENTAL AGREEMENT/LEASE? Y/N**

**IF YES, PLEASE EXPLAIN:**

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

Applicant **PRINT NAME HERE** \_\_\_\_\_ agrees that all of the above statements are true and correct and hereby authorize verification of the above items including but not limited to the obtaining of a credit report, criminal background check and prior rental history; also agrees to furnish additional credit references upon request.

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

You are hereby notified "as required by law" that a negative credit report may be submitted to a credit reporting agency if you fail to fulfill the terms of your credit obligations.

**Reviewed by Broker or Assignee:** \_\_\_\_\_ **DATE:** \_\_\_\_\_