

## **Rental Application Instructions**

Please fill out your applications completely. We need contact names and phone numbers for your present and previous landlords, write in your supervisor's name in the employer's information as well as the contact phone number. Please attach paystubs whenever possible, also any other proof of income including bank statements. If you are self employed we will need a copy of your latest tax return and/or your 1099, P&L or other documents stating your income. If you are disabled or retired, we will need a copy of the most recent SS awards letter or pension papers. Copies of check and savings statements are also helpful especially if you have additional income.

Please remember to sign and date the application (we cannot process the application unless it is signed and dated and you have paid the processing fee) and also provide your contact phone number and email address.

The fee for processing the application is as follows:

**\$34.50 per person. (Couples, Spouses and roommates are separate persons)**

**\$19.50 for a cosigner.**

We do not accept personal checks for the processing fee, only cash, money order or cashier's check.

You may also apply online at:

<https://russianriverrealty.quickleasepro.com/p/new/3141> The fee to apply online is \$44.00 paid by credit card.

Please bring your application(s) into the office with the processing fee(s) or mail to: Russian River Realty  
16190 Main Street  
Guerneville, CA 95446

If you have questions please give us a call at 707-869-0608

Cheers,  
Kathryn Marceau  
Office and property manager.  
[kathrynmarceau@russianriverrealty.com](mailto:kathrynmarceau@russianriverrealty.com)

## RENTAL APPLICATION

UNIT APPLYING FOR: \_\_\_\_\_

APPLICANT #1: \_\_\_\_\_ Suffix: \_\_\_\_\_

Any other name Used: \_\_\_\_\_

SSN# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ D.O.B. \_\_\_\_ / \_\_\_\_ / \_\_\_\_ DL# \_\_\_\_\_

SPOUSE OR CO-TENANT <(PLEASE CIRCLE ONE)

APPLICANT #2: \_\_\_\_\_ Suffix: \_\_\_\_\_

Any other name Used: \_\_\_\_\_

SSN# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ D.O.B. \_\_\_\_ / \_\_\_\_ / \_\_\_\_ DL# \_\_\_\_\_

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

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

OWN OR RENT (PLEASE CIRCLE ONE) FROM: \_\_\_\_ / \_\_\_\_ TO: \_\_\_\_ / \_\_\_\_ \$ \_\_\_\_ MO.

LANDLORD'S PH#: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ NAME: \_\_\_\_\_

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

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

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

OWN OR RENT (PLEASE CIRCLE ONE) FROM: \_\_\_\_ / \_\_\_\_ TO: \_\_\_\_ / \_\_\_\_ \$ \_\_\_\_ MO.

LANDLORD'S PH#: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ NAME: \_\_\_\_\_

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

APPLICANT #1 EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

HUMAN RESOURCES: PH# (\_\_\_\_) \_\_\_\_ - \_\_\_\_ FAX#: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

POSITION: \_\_\_\_\_ HIRE DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ SALARY: \$ \_\_\_\_\_

APPLICANT #2 EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

HUMAN RESOURCES: PH# (\_\_\_\_) \_\_\_\_ - \_\_\_\_ FAX#: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

POSITION: \_\_\_\_\_ HIRE DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ SALARY: \$ \_\_\_\_\_

GENERAL INFORMATION

AUTOMOBILE 1: \_\_\_\_\_  
MAKE YEAR MODEL LICENSE NUMBER#

AUTOMOBILE 2: \_\_\_\_\_  
MAKE YEAR MODEL LICENSE NUMBER#

CHECKING ACCOUNT: \_\_\_\_\_  
BANK'S NAME ACCOUNT #

SAVINGS ACCOUNT: \_\_\_\_\_  
BANK'S NAME ACCOUNT#

PERSONAL REFERENCES

1.) \_\_\_\_\_  
NAME & ADDRESS PHONE NUMBER YR'S KNOWN  
2.) \_\_\_\_\_  
NAME & ADDRESS PHONE NUMBER YR'S KNOWN  
3.) \_\_\_\_\_  
NAME & ADDRESS PHONE NUMBER YR'S KNOWN

ADDITIONAL OCCUPANTS?

1.) \_\_\_\_\_  
NAME AND DATE OF BIRTH  
2.) \_\_\_\_\_  
NAME AND DATE OF BIRTH  
3.) \_\_\_\_\_  
NAME AND DATE OF BIRTH

HAVE YOU EVER BEEN A PARTY TO AN EVICTION? \_\_\_\_\_ BANKRUPTCY? \_\_\_\_\_  
HAVE YOU EVER BEEN CONVICTED OF A CRIME? \_\_\_\_\_  
DO YOU HAVE ANY CREDIT CARDS? \_\_\_\_\_ BALANCE DUE \$ \_\_\_\_\_  
DO YOU HAVE ANY LOANS? \_\_\_\_\_ BALANCE DUE \$ \_\_\_\_\_  
DO YOU HAVE ANY PETS? (TYPE & SIZE) \_\_\_\_\_

PLEASE PROVIDE THE BEST PHONE NUMBER TO REACH YOU: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

PLEASE INDICATE HOW WE SHOULD PROCESS YOUR APPLICATION

MARRIED COUPLE \_\_\_\_\_ INDIVIDUALS / CO-TENANTS \_\_\_\_\_

\*IF YOU DO NOT MARK A CHOICE, YOUR APPLICATION WILL AUTOMATICALLY BE PROCESSED  
AS INDIVIDUALS / CO-TENANTS

I / WE DECLARE THAT ALL INFORMATION GIVEN IN THIS APPLICATION IS TRUE  
AND CORRECT. WE AUTHORIZE TSC, INC. TO VERIFY AND OBTAIN A CREDIT  
REPORT, VERIFY LANDLORDS, EMPLOYMENT AND CRIMINAL REPORTS.

SIGNATURE OF APPLICANT #1: \_\_\_\_\_  
NAME DATE

SIGNATURE OF APPLICANT #2: \_\_\_\_\_  
NAME DATE

Applicant #1 Email: \_\_\_\_\_

Applicant #2 Email: \_\_\_\_\_