



433 E. Main St. Suite B. Turlock, CA 95380 Phone: 209-667-2800 Fax: 209-667-2813

www.cvpm.com

Thank you for your interest in one of our rental properties. Below you will find the rental criteria required. If you have any questions please do not hesitate to ask.

A completed application to rent is required for any occupant 18 years of age or over. Central Valley Property Management requires a \$35.00 application fee to check income, rental or home ownership history and credit. The fee is NON-REFUNDABLE and must be paid in CASH OR MONEY ORDER.

Please provide the following when returning your application:

- 1. A photocopy of a valid government issued ID card.
2. A non-refundable application/processing fee of \$35.00 per adult applicant. Cash or Money Order only. The fee is to handle your application and obtain credit information.
3. One (1) month of your most recent consecutive paycheck stubs with year-to-date information. Other forms of acceptable proof of income are: Bank statement showing direct deposits, and filed court orders for child support.
4. Your employer must fill out the bottom of page 5 of the rental application. A letter from your employer is not acceptable proof of income.

If Self-Employed you must bring the following:

- 1. First two pages of IRS form 1040, and Schedule C, for the last 2 fiscal years tax returns,

ALL APPLICANTS must meet the following minimum criteria:

- 1. Income- Have a gross monthly income of three (3) times the amount of the rent. All income must be legal & verifiable. Proof of income must accompany this application or your application will be denied.
2. Good Rental History- No prior evictions, or in the process of legal action due to current or past tenancy. We will verify your last two rental references, possibly more depending on how long you lived at the property. Rental references from friends or relatives will not be accepted.
3. Good Credit History- You must have at least one (1) line of credit established for at least 6 months. Payment history must show no more than 33% negative ratings. Unpaid collections will be considered negative. Paid collection accounts will be taken into consideration.
4. Bankruptcy- is acceptable if new credit has been established and the bankruptcy has been discharged or dismissed for at least one year. Payment history must meet the above guidelines.

Your processing fee pays for the following costs incurred by Central Valley Property Management:

Table with 2 columns: Processing Fee Charges to Applicant, Amount. Rows include Credit Report (\$12.50), Telephone Calls (Former Landlord, Employer, etc.) (\$ 8.00), Staff Time (\$14.50), and Minimum cost to Central Valley Property Management to Process Application (\$35.00).



IF YOU DO NOT AGREE WITH ANY OF THE FOREGOING OR CAN NOT MEET SAID QUALIFICATIONS, DO NOT SUBMIT AN APPLICATION. I irrevocably authorize Central Valley Property Management to keep a copy of the application and all documents submitted.

Your signature is your agreement to the above.

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

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

## DISCLOSURE & AUTHORIZATION

The undersigned declares that the information on this rental application is true and correct, and understands that false statements may result in rejection of this and any future applications for housing, which we manage. The undersigned does further understand that all persons or firms named may freely give any requested information concerning me and I hereby waive all rights to action for any consequences resulting from such information. By my signature below, I authorize the investigation and release of the information on all statements contained herein, including but not limited to a credit check, to Central Valley Property Management and/or its principal and/or the owner of any property which I am applying to occupy. I further understand and agree that Central Valley Property Management will rely upon this Rental Application as an inducement for entering into a rental agreement or lease and I warrant that the facts contained in this Application are true. If any facts prove to be untrue, Central Valley Property Management may terminate my tenancy immediately and collect from me any damages incurred including reasonable attorneys fees resulting there from. You are also herein notified that a negative credit report reflecting your credit record may be submitted in the future to a credit reporting agency if you fail to fulfill the terms of your rental obligations or if you default in those obligations in any way. Central Valley Property Management welcomes all applicants and supports fair housing. We do not refuse to lease or rent any housing accommodations or property nor in any other way discriminate against a person because of sex, marital status, race, creed, religion, age, familial status, physical, or mental handicap, color or national origin.

**DATABASE DISCLOSURE: NOTICE:** The California Department of Justice, sheriff's departments, police departments serving jurisdictions of 200,000 or more and many other local law enforcement authorities maintain for public access a data base of the locations of persons required to register pursuant to paragraph (1) of subdivision (a) of Section 290.4 of the Penal Code. The database is updated on a quarterly basis and a source of information about the presence of these individuals in any neighborhood. The department of Justice also maintains a Sex Offender Identification Line through which inquiries about individuals may be made. This is a "900" telephone service. Callers must have specific information about individuals they are checking. Information regarding neighborhoods is not available through the "900" telephone service.

**I hereby have read thoroughly and have agreed to the above, RENTAL POLICIES & PROCEDURES, DISCLOSURE & AUTHORIZATION and DATABASE DISCLOSURE NOTICE on pages one and two.**

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

**PRINT NAME:** \_\_\_\_\_

### **Landlord Reference – For Office Use Only**

Current Residence Address: \_\_\_\_\_

Previous Residence Address: \_\_\_\_\_

Landlord Name: \_\_\_\_\_

Fax: \_\_\_\_\_ Phone: \_\_\_\_\_

Move-In/Out: \_\_\_\_\_ Monthly Payments: \_\_\_\_\_ Any 3day/Eviction Proceedings? Y/N \_\_\_\_\_

30 Day Notice Given? Y/N \_\_\_\_\_ # of NSF's: \_\_\_\_\_ # of Late Payments: \_\_\_\_\_

Condition of Unit: \_\_\_\_\_

History of Payments: \_\_\_\_\_

Have you ever had any complaints about the tenant \_\_\_\_\_

Would You Rent To Them Again? Y/N \_\_\_\_\_ Why Not: \_\_\_\_\_

Any Pets? Y/N \_\_\_\_\_ Describe: \_\_\_\_\_

Completed By: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Landlords- Please complete and fax to 209-667-2813**

Property Applying for: \_\_\_\_\_

## Application to Rent

All blanks on the application must be filled in. Where a question does not apply, please write "none" or "n/a".

### Personal Information

Last Name	First Name	Middle Name	Social Security Number	
Other Names used in the last 10 years			Work Phone Number	Home Phone Number
Date of Birth	Email Address			Mobile/Cell Number
Driver's License Number			Expiration	State

List any other persons who will reside with you below. Please enclose a separate sheet of paper for more residents.  
**ANY ADULT OF AGE 18 AND OVER MUST SUBMIT A SEPARATE APPLICATION**

NAME	BIRTHDATE	RELATIONSHIP
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

1. Have you ever filed bankruptcy? (Y/N) If yes, when and why? (Bankruptcy may disqualify you):

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2. Have you ever been evicted? (Y/N) If yes, list specifics. (An eviction may disqualify you):

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3. Any judgments or collections against you? (Y/N) If yes, list specifics:

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4. Have you ever been convicted of a felony? (Y/N) If yes, list specifics. (A felony may disqualify you):

### Emergency Information

In case of emergency notify	Address	Phone	City	Relationship
1.				
2.				

### How did you hear about our Company:

- CVPM Website  CVPM Sign  Previous/Current Owner  Current Tenant/Previous Tenant  
 The Property Owner  Another Company (Which: \_\_\_\_\_)  Goggle Search (for: \_\_\_\_\_)  
 Zillow, HotPads or Craigslist  Yahoo Search (for: \_\_\_\_\_)

# Rental Information

<b>1</b>	Present Address	City	State	Zip Code
	Date In	Date Out	Owner/Manager Name Phone Number	
	Reason for Moving			
<b>2</b>	Previous Address	City	State	Zip Code
	Date In	Date Out	Owner/Manager Name Phone Number	
	Reason for Moving			

# Employment Information

<b>A</b>	Present Occupation Or source of income	Employer Name
	How long with this Employer	Supervisor Phone # ( )
	Name of your Supervisor	Employer Address
		City, State Zip Code
<b>B</b>	Previous Occupation Or source of income	Employer Name
	How long with this Employer	Supervisor Phone # ( )
	Name of your Supervisor	Employer Address
		City, State Zip Code

**Additional Income:** Additional income such as child support, alimony, or separate maintenance need not be discussed unless such additional income is to be included for qualification hereunder.

Amount of \$ \_\_\_\_\_ per \_\_\_\_\_ Source: \_\_\_\_\_  
 Amount of \$ \_\_\_\_\_ per \_\_\_\_\_ Source: \_\_\_\_\_

Current Gross Income	Circle one
\$ _____ Per	Week month year

There is a separate pet deposit of **\$300.00** for each pet, depending on the unit's pet allowance (varies by property, (**maximum of 2 pets**)). Please note that all pets are **outside pets only. No puppies allowed.** Pit-bull, Rottweiler and Doberman Pinscher breeds, whether purebred or crossbred are **prohibited. All pets residing at the property must be listed at the time of application. Pets cannot be added to rental agreement/lease after the application has been submitted.** Applicants must submit a current photograph of the animal listed on the application. All pets residing at the property must be listed at time of application.

# Pets

Do you have any pets? Y/N If yes, how many: _____
Type: _____ Breed: _____
Age: _____ Weight: _____
Type: _____ Breed: _____
Age: _____ Weight: _____

# Vehicles

No. of vehicles on property: _____
Do you have any recreational vehicles (vans, boats, motorcycles) if so, specify: _____
Auto No. 1: Make: _____ Plate No./State: _____/_____
Year: _____ Color: _____
Auto No. 2.: Make: _____ Plate No./State: _____/_____
Year: _____ Color: _____



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REQUEST FOR INCOME VERIFICATION

(THIS FORM MUST BE COMPLETED BY YOUR EMPLOYER AND SUBMITTED WITH YOUR APPLICATION)

EMPLOYEE'S NAME: \_\_\_\_\_

EMPLOYER'S NAME: \_\_\_\_\_

EMPLOYER'S ADDRESS: \_\_\_\_\_

The undersigned declares that the information on this rental application is true and correct, and understands that false statements may result in rejection of this and any future applications for housing, which we manage. The undersigned does further understand that all persons or firms named may freely give any requested information concerning me and I hereby waive all right to action for any consequences resulting from such information. By my signature below, I authorize the investigation and release of the information on all statements contained herein, including but not limited to a credit check, to Central Valley Property Management and/or its principal and/or the owner of any property which I am applying to occupy.

Employee Signature Social Security Number Date

TO BE COMPLETED BY EMPLOYER

Position Length of Employment and /or Date of Hire
Temporary Full Time Permanent Part Time

RATE OF PAY:

Hourly \$ /hour hours per week.
Weekly \$ /week
Monthly \$ /month
Other \$ /explain

ANNUAL INCOME AT CURRENT RATE: \$ /year

I hereby certify that the statements above are true and complete to the best of my knowledge.

Employer Signature Print Name

Date Title Phone Fax