

## **Application process and requirements**

Any person age 18 and over who will reside in the residence is required to submit a complete **Application Packet** & be listed on the rental agreement -- *There will be no exceptions to this rule.*

**A completed Application Packet includes the following:**

1. Completed and signed application form—available at the office & online at our website (charterhillrentals.com)
  - a. The application form must list all proposed occupants, regardless of age –use additional paper as needed
  - b. Each line on the application form must be completed and the application must be signed and dated
  - c. Please write legibly, bad handwriting will slow down the processing of applications as we need to track down correct information
  - d. Residential and employment history must cover the past 5 years.
    - i. *Please use additional sheets of paper if needed.*
2. Income verification documents
  - a. For those that receive a standard paycheck: 2 most recent paystubs
  - b. For self employed persons or others without traditional paystubs: 2 most recent tax returns and 3 most recent month's personal bank or investment account statements.
3. Copy of a valid, government issued id card with photo (such as a passport or drivers license etc...)
4. \$30.00 processing fee per applicant

Incomplete Application Packets will not be processed.

Application processing fees are non-refundable.

All submitted Application Packets, including the supporting documentation, become the property of Charterhill Rentals and will be kept on file in accordance with CA State law. We suggest you make copies of any information/documents prior to submitting them to our office as documents submitted to us become the property of Charterhill Rentals. Information in the completed Application Packet, as well as any findings of our background investigation and credit report information will be given to the Owner of any property you apply for.

Applications for specific properties are processed in the order they are received and presented to the Owner. Due to possible difficulty in contacting references, we cannot guarantee when an application will be completed – but generally they are completed in 2-3 business days and then presented to the property owner for a final decision based on the best outcome for the Owner. Should multiple applications be received, they may be presented to the Owner simultaneously.

Applications may be used towards any of our properties for a period of 3 months after submission date – subject to re-verification of information contained in the packet.

Each property will have its own screening standards. Please inquire as to the minimum requirements for a specific property.

**Completed Application Packets must be submitted to our office at the address below:**

**Charterhill Rentals  
3343 Industrial Drive, Ste 2  
Santa Rosa, CA 95403  
707-579-3742 ext 120  
Hours Monday – Friday 10am-5pm**

# APPLICATION TO RENT OR LEASE

Unit No. \_\_\_\_\_

Please use separate sheet for each applicant.

Occupancy Date \_\_\_\_\_

## PERSONAL INFORMATION

Name \_\_\_\_\_ S.S. Number \_\_\_\_\_ Drivers License No. \_\_\_\_\_  
Present Address \_\_\_\_\_ From \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Email \_\_\_\_\_  
Landlord/Agent \_\_\_\_\_ Phone \_\_\_\_\_  
Previous Address \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Landlord/Agent \_\_\_\_\_ Phone \_\_\_\_\_  
Other Occupants? \_\_\_\_\_ Number \_\_\_\_\_ Relationship \_\_\_\_\_ Smoker  Yes  No  
Animals? \_\_\_\_\_ Number \_\_\_\_\_ Type \_\_\_\_\_  
Car Make \_\_\_\_\_ Year \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ License No. \_\_\_\_\_

## EMPLOYMENT INFORMATION (if employed less than two years, please give same information on prior occupation)

Present Occupation \_\_\_\_\_ Bus. Phone \_\_\_\_\_  
Employer or d.b.a. \_\_\_\_\_ Supervisor \_\_\_\_\_  
Business Address \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Type of Business \_\_\_\_\_ Monthly Gross Income \_\_\_\_\_  
Prior Occupation \_\_\_\_\_ Bus. Phone \_\_\_\_\_  
Employer or d.b.a. \_\_\_\_\_ Supervisor \_\_\_\_\_  
Business Address \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Type of Business \_\_\_\_\_ Monthly Gross Income \_\_\_\_\_  
Other Sources of Income \_\_\_\_\_ Amount \_\_\_\_\_

## CREDIT REFERENCES

~~Bank~~ \_\_\_\_\_  Checking  Savings Acct. No. \_\_\_\_\_  
~~Address~~ \_\_\_\_\_ ~~Phone~~ \_\_\_\_\_  
~~Credit Reference~~ \_\_\_\_\_ **All information will be obtained via credit report** ~~Acct. No.~~ \_\_\_\_\_  
~~Address~~ \_\_\_\_\_ ~~Phone~~ \_\_\_\_\_  
~~Purpose of Credit~~ \_\_\_\_\_ ~~Acct. Opened~~ \_\_\_\_\_ ~~Closed~~ \_\_\_\_\_

## PERSONAL REFERENCES

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Length of acquaintance \_\_\_\_\_  
Nearest Relative \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Relationship \_\_\_\_\_

Have you ever filed a petition of bankruptcy? \_\_\_\_\_ Have you ever been evicted from any tenancy or had an eviction notice served on you? \_\_\_\_\_ Have you ever willfully and intentionally refused to pay any rent when due? \_\_\_\_\_ Have you ever been convicted of a misdemeanor or felony other than a traffic or parking violation? \_\_\_\_\_ Are you a current illegal abuser or addict of a controlled substance? \_\_\_\_\_ Have you ever been convicted of the illegal manufacture or distribution of a controlled substance? \_\_\_\_\_ If yes to any of the above, please indicate date of occurrence: \_\_\_\_\_

**I DECLARE THAT THE FOREGOING IS TRUE AND CORRECT, AUTHORIZE ITS VERIFICATION AND THE OBTAINING OF A CREDIT REPORT.** Permission is granted to all employers, banks, rental providers, credit providers and other agencies to provide personal information concerning wages and income, employment, rental, bill paying histories, and any other information pertinent to the granting of credit or approval of this rental application to the Owner and/or Property Manager. I agree to pay to the Landlord a non-refundable screening fee of \$\_\_\_\_\_ (not to exceed \$30.00 as adjusted by any increase in the CPI from January 1, 1998). I understand that I am entitled to a copy of any consumer credit report obtained by the Landlord. I further agree that the Landlord may terminate any agreement entered into in reliance on any misrepresentation made above.

Applicant Signature \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

Owner/Mgmt. Co. Signature \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

**CAUTION: The copyright laws of the United States forbid the unauthorized reproduction of this form by any means including scanning or computerized formats.**



FORM 105-TA (03-2008) COPYRIGHT BY PROFESSIONAL PUBLISHING, NOVATO, CA

Form generated by: TrueForms™ from REVEAL SYSTEMS, Inc. 800-499-9612