



APPLICATION TO RENT/SCREENING FEE (C.A.R. Form LRA, Revised 11/13)

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. Social Security No. \_\_\_\_\_ Driver's License No. \_\_\_\_\_ State \_\_\_\_\_ Expires \_\_\_\_\_ D. Phone Number: Home \_\_\_\_\_ Work \_\_\_\_\_ Other \_\_\_\_\_ E. Email \_\_\_\_\_ F. Name(s) of all other proposed occupant(s) and relationship to applicant \_\_\_\_\_ G. Pet(s) or service 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 convicted of or pleaded no contest to a felony? [ ] No [ ] Yes If yes, explain \_\_\_\_\_ M. Has applicant or any proposed occupant ever been asked to move out of a residence? [ ] No [ ] Yes If yes, explain \_\_\_\_\_

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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Applicant's Initials ( \_\_\_\_\_ ) ( \_\_\_\_\_ )

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_



LRA REVISED 11/13 (PAGE 1 OF 2)

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

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 accept more than one application for the Premises and, using their sole discretion, will select the best qualified applicant, and (iii) Applicant will provide a copy of applicant's driver's license 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, employment and tenant history. Applicant further authorizes Landlord or Manager or Agent to disclose information to prior or subsequent owners and/or agents.

**If application is not fully completed, or received without the screening fee: (i) the application will not be processed, and (ii) the application and any screening fee will be returned.**

Applicant \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Return your completed application and any applicable fee not already paid to: **PROSPECTORS PROPERTY MGMT**  
Address **17770 MONTEREY RD STE. A** City **MORGAN HILL** State **CA** Zip **95037**

**II. SCREENING FEE**

**THIS SECTION TO BE COMPLETED BY LANDLORD, MANAGER OR AGENT.**

Applicant has paid a **nonrefundable** screening fee of \$ **45.00**, 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. The California Department of Consumer Affairs calculates the applicable screening fee amount to be \$42.06 as of 2009.)

\$ \_\_\_\_\_ for credit reports prepared by \_\_\_\_\_ ;  
 \$ \_\_\_\_\_ for \_\_\_\_\_ (other out-of-pocket expenses); and  
 \$ \_\_\_\_\_ for processing.

The undersigned has read the foregoing and acknowledges receipt of a copy.

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

The undersigned has received the screening fee indicated above.

Landlord or Manager or Agent Signature \_\_\_\_\_ CalBRE Lic. # \_\_\_\_\_ Date \_\_\_\_\_

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Reviewed by \_\_\_\_\_ Date \_\_\_\_\_



LRA REVISED 11/13 (PAGE 2 OF 2)

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

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

Application

## APPLICATION FEE AGREEMENT & GUIDELINES

Please complete the entire application and return to our office with **\$45.00 non refundable** (cashiers check, money order or cash) for each applicant over the age of 18.  
**Once an application is approved, we require the immediate payment of holding deposit.**

### HOLDING DEPOSIT

*A holding deposit is a deposit to hold the rental unit for a stated period of time (note to exceed 30 days) until the tenant pays the first month's rent and any security deposit. During this period, the landlord agrees not to rent the unit to anyone else. Holding deposit is \$500 per week in advance (not to exceed 1 month's rent). The holding deposit will be applied towards first months rent upon move in. If tenant changes his or her mind about moving in, the holding deposit is non refundable, and will be remitted to the owner of the property. If Tenant application is denied any holding deposit received will be refunded. Holding deposit must be paid via cashiers check or money order.*

### APPLICATION PROCESS

We process each application as rapidly as possible.

Items that may delay the process are:

Incomplete Applications

Inability to contact previous landlords, or slow response, from previous landlords.

If we are unable to verify information on an application the application will be denied.

### SCREENING GUIDELINES

#### **\*\*Complete Applications\*\***

We will not review incomplete applications

We will accept the best qualified applicant (s).

If pets are accepted there will be an increased security deposit; a copy of the latest vaccination record will be required at time of signing the rental agreement.

#### **\*Identification\***

Applicants provide a legible copy of valid photo identification.

#### **\*\*Prior Rental History\*\***

Rental history of min past 2 residences must be verifiable from unbiased/unrelated sources.

Applicants must provide us with the information necessary to contact past landlords. We reserve the right to deny an application if, after making a good faith effort, we are unable to verify prior rental history.

#### **\*\*Sufficient Income/Resources\*\***

Debt to income ratio must be less than 50%, or will be subject to further review

Income/resources must be verifiable through 3 most current pay stubs. If self employed; current tax records, 3 most current bank statements and current profit/loss statement

If co-signers are acceptable for a property the co-signer must live locally and be present for signing.

#### **\*\*Credit/Criminal/Public Records Check\*\***

Negative reports may result in denial of application.

Any individual who is a current illegal substance abuser, or has been convicted of the illegal manufacture or distribution of a controlled substance or any other violent felony may be denied tenancy.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\*\*\*\*\***MOVE IN FUNDS MUST BE PAID BY CASHIERS CHECK OR MONEY ORDER**\*\*\*\*\*

\*\*\*\*\***Move In funds consists of 1 full month's rent and Security Deposit**\*\*\*\*\*

**(Second month is prorated if tenancy begins anytime after the 1st)**

**PAYABLE TO PROSPECTORS PROPERTY MANAGEMENT, INC.**

PROSPECTORS  
PROPERTY MANAGEMENT, INC

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

In conjunction with my application for a rental property, I authorize Prospectors Property Management, Inc. to verify and obtain information regarding my employment status and/or rental history.

Name\_\_\_\_\_

Signature\_\_\_\_\_

17770 Monterey Rd Suite A \* Morgan Hill, CA 95037  
Phone (408) 779-0111 \* Fax (408)779-8267 \* [www.ppmrental.com](http://www.ppmrental.com)