

**Management Company and Agent:**

Ray Roberts Realty, Inc.

(562) - 430 - 3588

FAX: 562 - 430 - 0693

**APPLICATION AND OFFER TO RENT/LEASE  
REAL PROPERTY**

3532 Katella Avenue, Ste. 111, Los Alamitos, CA 90720

**\$ 30.00** Check fee -nonrefundable

**THE PROPERTY**

COMPLEX NAME: \_\_\_\_\_

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

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

RENTAL RATE BY MONTH: \_\_\_\_\_

SECURITY DEPOSIT \_\_\_\_\_

**INSTRUCTION TO APPLICANT: Please Print in a clear and legible manner.**

**One Application must be filled out ENTIRELY and COMPLETELY by each intended adult occupant. Each Applicant must provide a VALID GOVERNMENT ISSUED PHOTO ID, AND MOST RECENT PAY STUB FROM EMPLOYER.**

**APPLICANT'S PERSONAL DATA**

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

FULL NAME: FIRST-MIDDLE - LAST - GENERATION	SOCIAL SECURITY	DRIVER LICENSE	STATE	BIRTH DATE

**OTHER PEOPLE TO OCCUPY THE PROPERTY:**

FULL NAME	RELATIONSHIP	AGE	OCCUPATION

**RESIDENCE HISTORY** (List ALL residences for at least 5 years, START WITH PRESENT RESIDENCE.)

STREET ADDRESS	CITY	STATE/ZIP	DATE IN	\$ RENT / MO	LANDLORD NAME /PHONE

**EMPLOYMENT HISTORY** (List ALL Jobs for at least past 5 years, START WITH PRESENT OCCUPATION.)

COMPANY			POSITION OR OCCUPATION	START DATE	MONTHLY WAGE
NAME	ADDRESS	PHONE			

**BANKING INFORMATION**

BANK OR S & L NAME	BRANCH	PHONE	ACCOUNT NUMBER	DATE OPENED	Present Balance

**OFFICE USE ONLY:**

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

Fee Paid \_\_\_\_\_

Decision: \_\_\_\_\_

All Info Received \_\_\_\_\_

All Forms Signed \_\_\_\_\_

**PERSONAL REFERENCES (NOT RELATED)**

FULL NAME	RELATIONSHIP	ADDRESS	PHONE

**NEAREST RELATION (NOT LIVING WITH YOU)**

FULL NAME	RELATIONSHIP	ADDRESS	PHONE

**IN CASE OF EMERGENCY NOTIFY**

FULL NAME	RELATIONSHIP	ADDRESS	PHONE

**AUTOMOBILES**

MAKE	MODEL	YEAR	LICENSE	INSURANCE CO.

**ACTIVE CREDIT ACCOUNTS**

CREDITOR	YR. OPENED	CREDITOR	YR OPENED

	YES	NO
HAS ANY CIVIL JUDGMENT BEEN ENTERED AGAINST YOU FOR THE COLLECTION OF A DEBT IN THE PAST 10 YEARS?		
DO YOU HAVE OR INTEND TO HAVE WATER FILLED FURNITURE IN THE RENTAL UNIT ?		
HAVE YOU FILED FOR BANKRUPTCY IN THE PAST 10 YEARS?		
DO YOU HAVE OR INTEND TO HAVE PETS IN THE RENTAL UNIT?		
HAVE YOU EVER BEEN EVICTED OR REFUSED TO PAY RENT FOR ANY REASON?		
HAVE YOU EVER BEEN ARRESTED FOR A FELONY OR CONVICTED FOR A MISDEMEANOR?		
HAVE YOU, OR DO YOU INTEND TO POSSESS, SELL OR USE ILLICIT DRUGS, NARCOTICS IN OR ABOUT YOUR RESIDENCE?		

IF ANY QUESTION ABOVE HAS BEEN ANSWERED "YES", PLEASE EXPLAIN: Use separated paper if needed.

**NOTE: THE PROPERTY YOU ARE APPLYING TO RENT OR LEASE HAS A CRIME, DRUG POLICY WHICH MUST BE SIGNED.**

IF ACCEPTED, HOW LONG DO YOU EXPECT TO STAY? \_\_\_\_\_ HOW DID YOU HEAR OF THIS VACANCY?? \_\_\_\_\_

The undersigned Applicant hereby offers to rent/lease real property described herein as THE PROPERTY.  
 Applicant has no rights to said property until a Rental Agreement/Lease is duly executed after the approval of this Application.  
 A non-refundable credit check fee of \$ 30.00 to process this Application and an Application Deposit of \$ \_\_\_\_\_ will be given by Applicant to the owner /manager when this Application is turned in the processing. The Application Deposit is fully refundable if Applicant is rejected or if written notice revoking this offer is received by the owner/manager prior to acceptance of this offer. Within three days of receiving your application & credit check fee we will run your credit through First American Registry Inc., where we check your credit accounts, eviction history, and telecheck rating.  
 Federal and California state fair housing laws guarantee a right to housing free from discrimination based on race, color, national origin, religion, sex, familial status, disability, source of income, sexual orientation, age, marital status, or any other arbitrary characteristic. We welcome all applicants in accordance with these laws.  
 Applicant represents all information if this Application to be true & accurate & authorizes owner/manager and his/her/its employees & agents to verify said information in person, by mail, phone, fax, or otherwise, to determine Applicant's rental, credit, financial & character standing. Applicant hereby release owner/manager, his/her/its employees and agents, Credit bureau or firm, its employees and agents and any and all other firms or persons investigation or supplying information, from any any liability whatsoever concerning the release and/or use of said information and further, will defend and hold them all harmless from any suit or reprisal whatsoever. All holders, public and private, of any such information are hereby authorized to release, without reservation or limitation, any and all such information they have concerning Applicant and in so doing, will be acting on Applicant's behalf at Applicant's request and will be held blameless and without any liability whatsoever. A copy, fax., or other reproduction of this Authorization shall be as effective as the original. The \$30 non refundable credit check fee covers the \$19.49 for the credit report, which you are entitled to a copy of, and \$10.51 administrative, office staff, and office supply expense.

Dated: \_\_\_\_\_ Applicant's signature \_\_\_\_\_ Applicant's name Printed \_\_\_\_\_



## Ray Roberts Realty Applicant Screening Policy

It is the property management policy of Ray Roberts Realty, Inc. (RRR) to screen all applicants according to the guidelines set forward by the State of California, Department of Real Estate, Fair Housing, and the guidelines listed below:

### Rental Application:

- 1) Each Adult applicant must complete a rental application, sign the rental application, and pay a \$30 non-refundable credit check fee.
- 2) The rental application must be completed and delivered to Ray Roberts Realty. An incomplete application could result in it being returned for additional information.
- 3) Fraudulent information will result in a declined application
- 4) Information will be verified by a representative of Ray Roberts Realty, Inc. By signing the application, applicant gives RRR the right to verify information provided.
- 5) A credit check will be conducted for each applicant and it will include a credit history, eviction history, and a criminal background check.
- 6) Identification – Each applicant must provide a valid government issued photo ID

### Rental History:

- 1) Applicant must provide a list of prior addresses, which will be verified by RRR.
- 2) Any prior negative credit accounts from a property management company or property owner will result in a declined application.
- 3) Prior Unlawful Detainer (eviction) cases will result in a declined application.

### Income Requirements:

- 1) Applicants must have verifiable income of at least 2.5 times the monthly rental amount.
- 2) Applicant must provide their 2 most recent pay stubs.
- 3) Without pay stubs, the following items will be considered acceptable forms of verifiable income: income tax returns, and bank records.

### Credit History:

- 1) The following items on your credit report will result in an immediate denial of your rental application: Unlawful Detainer Lawsuits (evictions), state & federal tax liens, negative credit accounts from a prior property management company or property owner.

### Household Limit Size & Other Application Guidelines

- 1) RRR follows a household limit of 2 occupants per bedroom +1 additional occupant per apartment.
- 2) Applicants with service animals or certified comfort pets are accepted
- 3) RRR complies with all State & Federal Fair Housing Guidelines and are equal opportunity housing providers. We do not discriminate on the basis of race, color, religion, gender, familial status, national origin, disability, ancestry, or sexual preference. RRR reserves the right to select applicants based upon the rules set forward by State & Federal law based on the following criteria:
  - a. Credit History
  - b. Prior Rental History
  - c. Income
- 4) Application Process on average takes 3-5 Business Days. I have read and understand the above terms and conditions. All the information that I have provided is true and accurate. I understand that from time to time, the information that I have provided shall be verified periodically.

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