



Overall Standards

Fair Housing: This community does not discriminate on the basis of race, color, sex, religion, handicap, familial status, sexual orientation, national origin or any other class protected by applicable law.

Occupancy Standards: Studio – 2 occupants/One Bedroom – 3 occupants/Two Bedroom – 5 occupants

Identification: All applicants must present a valid driver's license or other U.S. or state-government issued photo identification in order to begin the application process. Non-U.S. citizens must present a valid passport or valid visa.

Pets: Assistive animals accepted. Cats accepted - must be de-clawed. Most dogs accepted – subject to management approval, who is no more than 75 lbs. at full maturity. Maximum number of pets per apartment is 2. Please note that there will be an additional deposit and monthly pet rent.

Application Standards and Process

Application for Residency: An Application for Residency must be completed for each applicant who will be living in the apartment and who has reached the age of 18 years or older. Application fees, if applicable, will be collected before an application can be processed.

Investigations Standards:

Management may conduct an investigation of each applicant, including thorough personal interviews with applicant's current and/or prior landlord(s), employer(s), and/or others with whom applicant is acquainted. These inquiries may include information regarding applicant's character, general reputation, personal characteristics, mode of living, credit report, and criminal background.

Income History: Applicants must have a gross income source that can be verified and meets the minimum income requirements for the apartment being leased which are determined by multiplying the monthly rent by a specified factor of months as determined by the community. Applicants may be required to provide income verification, including pay stubs, a letter from an employer, the most recent W2, the most recent tax return and/or certified verification from company accountant or bank. In instances where sufficient income requirements cannot be met, this community may elect to accept a guarantor.

Credit History: *de Tolosa Ranch* may investigate and verify credit history. Management evaluates credit history information with a scoring method that weighs the indicators of future rent payment performance, but Management retains the right to reject an application no matter an applicant's ultimate scoring. An unsatisfactory credit report can disqualify an applicant from renting an apartment, including one that reflects past or current bad debts, late payments or unpaid bills, liens, judgments or bankruptcies. If an applicant is rejected for poor credit history, the applicant will be given the name, address and telephone number of the credit reporting agency that provided the credit report but not be told the content of the credit report. An applicant rejected for unsatisfactory credit is encouraged to obtain a copy of the credit report from the credit reporting agency, correct any erroneous information that may be on the report, and resubmit an application.

Criminal History: Applicants, occupants and guarantors will not be accepted if they do not satisfy the criminal history inquiries required by our background investigation allowed by the residency application. However, Management does not guarantee or represent those residents and/or occupants currently residing at the community qualify under the criminal background criteria required by the residency application.

Rental History: Information regarding payment and rental history of each applicant will be collected to verify tenancy. Any applicant who has been previously evicted by a court of law will not be accepted.

Employment History: *de Tolosa Ranch* may confirm employment and reported salary level.

Guarantor(s):

In the event that a guarantor is required he/she must complete an Application for Residency and meet all Resident Selection Criteria. A guarantor will be fully responsible for the rent obligations of the Lease Agreement if the occupying resident(s) default.

Applicant Signature

Date

APPLICATION FOR RENTAL

Notice: All adult applicants (18 years or older) must complete a separate application for rental.

| | | | |
|--|--------------------|-------------------------|-----------------------|
| APARTMENT | RENT | START DATE | AGENT/REFERRED BY |
| APPLICANT INFORMATION | | | |
| LAST NAME | FIRST NAME | M.I. | SSN |
| | | DRIVER'S LICENSE # | |
| BIRTH DATE | HOME PHONE () | WORK PHONE () | EMAIL |
| CURRENT ADDRESS | | | |
| STREET ADDRESS | | CITY | STATE |
| | | ZIP | |
| DATE IN | DATE OUT | LANDLORD NAME | LANDLORD PHONE () |
| MONTHLY RENT \$ | REASON FOR LEAVING | | |
| PREVIOUS ADDRESS | | | |
| STREET ADDRESS | | CITY | STATE |
| | | ZIP | |
| DATE IN | DATE OUT | LANDLORD NAME | LANDLORD PHONE () |
| MONTHLY RENT \$ | REASON FOR LEAVING | | |
| OTHER OCCUPANTS | | | |
| LIST NAMES AND BIRTH DATES OF ALL ADDITIONAL OCCUPANTS 18 YEARS OR OLDER | | | |
| | | | |
| LIST NAMES AND BIRTH DATES OF ALL OCCUPANTS 18 YEARS OR YOUNGER | | | |
| | | | |
| PETS | | | |
| PETS? | DESCRIBE | | |
| | | | |
| EMPLOYMENT & INCOME INFORMATION | | | |
| 1. OCCUPATION | | EMPLOYER/COMPANY | MONTHLY SALARY \$ |
| SUPERVISOR NAME | | SUPERVISOR PHONE () | START DATE |
| | | END DATE | |
| 2. OCCUPATION | | EMPLOYER/COMPANY | MONTHLY SALARY \$ |
| SUPERVISOR NAME | | SUPERVISOR PHONE () | START DATE |
| | | END DATE | |
| 1. OTHER INCOME DESCRIPTION | | | MONTHLY INCOME \$ |
| 2. OTHER INCOME DESCRIPTION | | | MONTHLY INCOME \$ |
| EMERGENCY CONTACT | | | |
| 1. NAME | ADDRESS | PHONE () | RELATIONSHIP |
| 2. NAME | ADDRESS | PHONE () | RELATIONSHIP |
| PERSONAL REFERENCES | | | |
| 1. NAME | ADDRESS | PHONE () | RELATIONSHIP |
| 2. NAME | ADDRESS | PHONE () | RELATIONSHIP |

BACKGROUND INFORMATION

HAVE YOU EVER:

Filed for bankruptcy?

Willfully or intentionally refused to pay rent when due?

Been evicted from a tenancy or left owing money? If yes, please provide Property Name, City, State, and Landlord Name.

 Yes No

Been convicted of a crime? If yes, please provide Type of Offense, County, and State.

 Yes No**VEHICLE INFORMATION**

1. MAKE & MODEL

YEAR

LICENSE NO. & STATE

2. MAKE & MODEL

YEAR

LICENSE NO. & STATE

OTHER VEHICLES

OTHER INFORMATION

HOW DID YOU HEAR ABOUT THIS PROPERTY?

PLEASE INCLUDE ANY OTHER INFORMATION YOU BELIEVE WOULD HELP TO EVALUATE THIS APPLICATION

I/we, the undersigned, authorize de Tolosa Ranch - DTR its agents to obtain an investigative consumer credit report including but not limited to credit history, OFAC search, landlord/tenant court record search, criminal record search and registered sex offender search. I authorize the release of information from previous or current landlords, employers, and bank representatives. This investigation is for resident screening purposes only, and is strictly confidential. This report contains information compiled from sources believed to be reliable, but the accuracy of which cannot be guaranteed. I hereby hold de Tolosa Ranch - DTR and its agents free and harmless of any liability for any damages arising out of any improper use of this information.

Important information about your rights under the Fair Credit reporting Act:

- You have a right to request disclosure of the nature and scope of the investigation.
- You must be told if information in your file has been used against you.
- You have a right to know what is in your file, and this disclosure may be free.
- You have the right to ask for a credit score (there may be a fee for this service).
- You have the right to dispute incomplete or inaccurate information. Consumer reporting agencies must correct inaccurate, incomplete, or unverifiable information.

A summary of your rights under the Fair Credit Reporting Act is available by visiting or writing (Para information en español, visite o escriba): <http://www.ftc.gov/credit>

Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Avenue N.W., Washington D.C. 20580

(Signed/Applicant)

Date





1704 Tonini Drive
 San Luis Obispo, CA 93405
 P: 805.543.7900
 F: 805.543.7910

RENTAL VERIFICATION

1. Person Requesting Verification _____ Position _____

2. Authorization by Rental Applicant for release of information

I hereby authorize the release of the information requested on this Rental Verification Request to the Owner/Agent listed above. I hereby acknowledge that the Owner/Agent can make copies of this executed page in order to obtain the information requested.

Name _____ Phone Number _____
 Signature _____ Date _____

3. Applicant's Rental Information:

Present OR Prior Residence (check one)

Name of Rental Community _____

Address of rental unit _____

City _____ State _____ Zip _____

Name of Owner/Agent _____

Phone Number _____ Fax Number _____

Move-in date: Month _____ Year _____ Move-out date: Month _____ Year _____

**** To be completed by landlord****

4. Rental information verified by former or current landlord

Did Applicant live at your property during the period indicated above? Yes No

If no, what were the dates of occupancy? _____

How many times in the past 12 months did the Applicant pay rent late? 0 1-2 3-5 6 or more

Was any check from the Applicant returned due to non-sufficient funds (NSF) Yes No

Did you ever file for an unlawful detainer against Applicant for unpaid rent Yes No

If yes, What was the result? _____

Does Applicant owe any amount for delinquent rent, utilities or damage to the unit? Yes No

Did the Applicant provide notice for ending tenancy according to the terms of the agreement? Yes No

Did you ever serve a Three Day Notice to the Applicant Yes No

If yes, Please Explain _____

Information provided by: Name/Position _____

Phone Number: _____ Information obtained by: Phone Mail Fax

Please fax this form to the person listed in section 1 as soon as possible (with in 24 hours)