

Rental Application

Property:

Applicant information

To complete this application, you will need the following on hand:

- Photo ID
- 2 most recent paystubs
- Name, address, and phone numbers for all references including personal, landlord, and employer.
- A credit or debit card to pay your application fee.

Without the information above or a valid credit card, we will be unable to process your application online. You can download a copy and fill out the application. You can turn in your completed application and \$40 money order or cashiers check made out to Real Community Properties, Inc. to:

Real Community Properties, Inc.
101 Golf Course Drive, Suite 200
Rohnert Park, CA 94928

or via drop box available 24 hours per day, seven days per week located outside to the left of the lobby doors. The drop box reads, "Suite 200 No Cash Accepted."

Applicant name (As it appears on your License or Government ID)

First name

Last name

Applicant social security number or TIN

Applicant Drivers License or Government Number ID

Photo of Applicant License or Government ID

Add attachment...

Applicant birth date

Applicant current address

Country

Street

City

State

Zip

Applicant email

Applicant home phone

Emergency contact name

First name

Last name

Emergency contact relationship

Emergency contact email

Emergency contact phone

Do you require any special accommodations

Yes No

Additional occupants

Occupant name

First name

Last name

Occupant relationship

Occupant birth date

Occupant email (optional)

Occupant phone number

Additional occupants 2

Occupant name

First name

Last name

Occupant relationship

Occupant birth date

Occupant email (optional)

Occupant phone number

Additional occupants 3

Occupant name

First name

Last name

Occupant relationship

Occupant birth date

Occupant email (optional)

Occupant phone number

Pets

Pet type

Pet name

Pet age

Pet spayed or neutered

Yes No

Pet license number (optional)

Pet weight

Pets 2

Pet type

Pet name

Pet age

Pet spayed or neutered

Yes No

Pet license number (optional)

Pet weight

Pets 3

Pet type

Pet name

Pet age

Pet spayed or neutered

Yes No

Pet license number (optional)

Pet weight

Vehicles

Please list all vehicles that you will be parking on or near the property

Vehicle make

Vehicle model

Vehicle color (optional)

Vehicle year

Vehicle license plate

Vehicles 2

Vehicle make

Vehicle model

Vehicle color (optional)

Vehicle year

Vehicle license plate

Vehicles 3

Vehicle make

Vehicle model

Vehicle color (optional)

Vehicle year

Vehicle license plate

Vehicles 4

Vehicle make

Vehicle model

Vehicle color (optional)

Vehicle year

Vehicle license plate

Vehicles 5

Vehicle make

Vehicle model

Vehicle color (optional)

Vehicle year

Vehicle license plate

Vehicles 6

Vehicle make

Vehicle model

Vehicle color (optional)

Vehicle year

Vehicle license plate

Assets (Checking, Savings, and Investment accounts)

Please enter your assets details below. We use the information to verify you have an account at the financial institution. Assets include, for example, checking and savings accounts, certificates of deposits, and investments.

Asset Type (Checking, Savings, Investment, etc.)

Financial Institution Name

Account number

Local Branch Telephone Number (optional)

Branch Manager (optional)

First name

Last name

Assets (Checking, Savings, and Investment accounts) 2

Asset Type (Checking, Savings, Investment, etc.)

Financial Institution Name

Account number

Local Branch Telephone Number (optional)

Branch Manager (optional)

First name

Last name

Assets (Checking, Savings, and Investment accounts) 3

Asset Type (Checking, Savings, Investment, etc.)

Financial Institution Name

Account number

Local Branch Telephone Number (optional)

Branch Manager (optional)

First name

Last name

Assets (Checking, Savings, and Investment accounts) 4

Asset Type (Checking, Savings, Investment, etc.)

Financial Institution Name

Account number

Local Branch Telephone Number (optional)

Branch Manager (optional)

First name

Last name

Assets (Checking, Savings, and Investment accounts) 5

Asset Type (Checking, Savings, Investment, etc.)

Financial Institution Name

Account number

Local Branch Telephone Number (optional)

Branch Manager (optional)

First name

Last name

Assets (Checking, Savings, and Investment accounts) 6

Asset Type (Checking, Savings, Investment, etc.)

Financial Institution Name

Account number

Local Branch Telephone Number (optional)

Branch Manager (optional)

First name

Last name

Other sources of income

Please include all sources of current or reasonably expected income* you wish to be considered. You do not have to list retirement benefits, public assistance, alimony, child support, or separate maintenance payments if you do not wish it to be considered when applying for housing.

*Current or reasonably expected income includes, for example, current or expected salary, wages, bonus pay, tips, and commissions. Employment may be full-time, part-time, seasonal, irregular, military, or self-employment. Other sources of income include interest or dividends, retirement benefits, public assistance, alimony, child support, and separate maintenance payments. Proceeds from student loans may be considered as current or reasonably expected income only to the extent that those proceeds exceed the amount disbursed or owed to an educational institution for tuition and other expenses. Current or reasonably expected income also includes income that is being deposited regularly into an account on which the consumer is an accountholder (e.g., an individual deposit account or joint account).

Applicant Other Source of Income

Monthly income Amount

Other sources of income 2

Applicant Other Source of Income

Monthly income Amount

Other sources of income 3

Applicant Other Source of Income

Monthly income Amount

Other sources of income 4

Applicant Other Source of Income

Monthly income Amount

Other sources of income 5

Applicant Other Source of Income

Monthly income Amount

Other sources of income 6

Applicant Other Source of Income

Monthly income Amount

Liabilities (Credit Cards and Loans)

Please enter all credit cards and loans. Auto loans, mortgages, and student loans must be included. If you are a co-signor or credit grantor for any account not your own, you must list those accounts. If an account is in deferment, enter (0) zero as the minimum monthly payment.

Creditor Name

Account Number

Amount Owed

Minimum monthly payment

Liabilities (Credit Cards and Loans) 2

Creditor Name

Account Number

Amount Owed

Minimum monthly payment

Liabilities (Credit Cards and Loans) 3

Creditor Name

Account Number

Amount Owed

Minimum monthly payment

Liabilities (Credit Cards and Loans) 4

Creditor Name

Account Number

Amount Owed

Minimum monthly payment

Liabilities (Credit Cards and Loans) 5

Creditor Name

Account Number

Amount Owed

Minimum monthly payment

Liabilities (Credit Cards and Loans) 6

Creditor Name

Account Number

Amount Owed

Minimum monthly payment

Rental history

Please include the last 5 years of rental history. Only rental histories at arms-length will be considered. Arms-length means references not related by blood or marriage.

Rental address

Country

Street

City

State

Zip

Rental dates

to

Monthly rent

Reason for leaving

Landlord name

First name

Last name

Landlord phone number

Landlord fax number (optional)

Landlord email (optional)

Rental history 2

Rental address

Country

Street

City

State

Zip

Rental dates

to

Monthly rent

Reason for leaving

Landlord name

First name

Last name

Landlord phone number

Landlord fax number (optional)

Landlord email (optional)

Rental history 3

Rental address

Country

Street

City

State

Zip

Rental dates

to

Monthly rent

Reason for leaving

Landlord name

First name

Last name

Landlord phone number

Landlord fax number (optional)

Landlord email (optional)

Employment

Employer name

Employer address (optional)

Country

Street

City

State

Zip

Employer phone number

Employer email (optional)

Position held

Employment dates

to

Monthly gross salary

Supervisor name

First name

Last name

Supervisor title

Photo of Paystub 1

Add attachment...

Photo of Paystub 2

Add attachment...

Employment 2

Employer name

Employer address (optional)

Country

Street

City

State

Zip

Employer phone number

Employer email (optional)

Position held

Employment dates

_____ to _____

Monthly gross salary

Supervisor name

First name _____ Last name _____

Supervisor title

Photo of Paystub 1

Add attachment...

Photo of Paystub 2

Add attachment...

Employment 3

Employer name

Employer address (optional)

Country _____

Street _____

City _____ State _____ Zip _____

Employer phone number

Employer email (optional)

Position held

Employment dates

_____ to _____

Monthly gross salary

Supervisor name

First name

Last name

Supervisor title

Photo of Paystub 1

Add attachment...

Photo of Paystub 2

Add attachment...

References

Please enter at least (2) two references that you have known for at least (2) two years. References may include personal and professional. You may not use family members related by blood or marriage as references.

Reference name

First name

Last name

Address

Country

Street

City

State

Zip

Reference phone number

Reference relationship

Phone Number

Reference email (optional)

References 2

Reference name

First name

Last name

Address

Country

Street

City

State

Zip

Reference phone number

Reference relationship

Phone Number

Reference email (optional)

References 3

Reference name

First name

Last name

Address

Country

Street

City

State

Zip

Reference phone number

Reference relationship

Phone Number

Reference email (optional)

Supplemental Questionnaire

The following additional questions must be answered to complete your application.

In the last 2 years were you ever late paying rent or other charges when due?

Yes No

In the last 2 years were you issued a 3 Day Pay or Quit or a 3 Day Perform or Quit?

Yes No

In the last 10 years have you ever been evicted? (DO not include owner move-in or Ellis Act evictions)

Yes No

Do you owe a past due balance with a previous landlord or property manager?

Yes No

Do you owe a past due balance with a utility company or service provider?

Yes No

Have you ever been convicted of a felony?

Yes No

If you answered 'Yes' to any of the above questions, please describe in more detail why you answered yes. (optional)

Did you lists all debt including all credit cards and loans owed?

Yes No

Do you have a U.S. Checking Account?

Yes No

Do you have a vacuum?

Yes No

Does the property meet you and your family needs?

Yes No

I certify that all answers given by me are true, accurate and complete. I also authorize investigation of all statements contained in this application and supplemental questionnaire as may be necessary in arriving at a housing decision.

Yes No

I understand that the falsification, misrepresentation or omission of fact on this application (or any other accompanying documents) will be cause for denial of housing or immediate termination of housing, regardless of when or how it was discovered.

Yes No

Required Forms

Please download the forms below. The file attached is an Adobe Reader file. You may download a free reader by visiting [adobe.com](http://www.adobe.com) (<http://www.adobe.com>). Please complete BOX 1 on both forms. Do not complete BOXES 3 or 4 on either form. Please return your signed Rental Applicant Reference Form and Employment Verification Form back to Real Community

Properties. You may e-mail us at rentalinfo@recoprop.com or you may fax us at 866-689-0005 or you may upload your signed legible copies. Printed copies may be delivered to:

Real Community Properties, Inc.
101 Golf Course Drive, Suite 200
Rohnert Park, CA 94928

or via drop box available 24 hours per day, seven days per week located outside to the left of the lobby doors. The drop box reads, "Suite 200 No Cash Accepted."

Rental Applicant Reference and Employment Verification forms.pdf (/Manager/Upload/StreamFile.ashx?fileId=9185803) (228KB)

I have downloaded the required forms

Yes No

Upload Forms (optional)

Add attachment...

Application Agreement

The following Application Agreement will be signed by all applicants prior to signing a lease contract. While some of the information below may not yet be applicable to your situation, there are some provisions that may become applicable prior to signing a lease contract. In order to continue with the application process, you'll need to review the Application Agreement carefully and acknowledge that you accept its terms. REAL COMMUNITY PROPERTIES, INC. DOES BUSINESS IN ACCORDANCE WITH THE FAIR HOUSING ACT, AND DOES NOT DISCRIMINATE ON THE BASIS OF SEX, SEXUAL ORIENTATION, MARITAL STATUS, RACE, CREED, RELIGION, AGE, FAMILIAL STATUS, DISABILITY, COLOR, NATIONAL ORIGIN, OR ANY OTHER PROTECTED BASIS. REAL COMMUNITY PROPERTIES, INC IS THE MANAGING AGENT FOR MANY SEPARATE OWNERS; THEREFORE, POLICIES AT EACH PROPERTY MAY VARY DEPENDING ON THE PARTICULAR OWNER'S PREFERENCE. 1. Applications from other applicants are accepted until an application is approved. Because of the fiduciary relationship Real Community Properties, Inc. has with Landlords, if more than one application is submitted before approval can be achieved, than the most qualified applicant will be approved for placement. Remaining applicants may be considered for other properties available from Real Community Properties, Inc. at www.recoprop.com. 2. An application fee of \$40 must accompany each application. The application fee is broken down as \$15 for the reports and \$25 to process the application, interview the applicant, and check references. Once credit is pulled the entire application fee is non-refundable. No application will be processed without an application fee. Deposits or holding fees must be separate from the rent or application fee. If the applicant is applying to rent a property governed by a condominium or homeowner's association, the applicant may be required to submit a separate application and/or fee to the association for processing and approval. 3. A separate application is required for each adult, eighteen years of age or older, intending to occupy the property. Each application must be filled out completely without blanks and signed (electronic signature is acceptable) by the applicant. Full name of all occupants, animals, all vehicles and any water-filled furniture must be on the application. A credit report from a national credit reporting agency will be obtained by Real Community Properties, Inc. on all applicants. Incomplete applications will not be processed. Complete applications include: "Application Agreement", "Rental Application", and "Supplemental Questionnaire". 4. Applicants must document all sources of income if they wish to have it considered. Ideally, an applicant's total obligation for housing services (rent, utilities, and maintenance) would not exceed 40% of all sources of income. Proof of income includes payroll stubs, W2, and 1099s that identifies the source of income will meet the requirement so long as they are paid in the applicant's name. A Guarantor may be acceptable provided a separate application with fee is paid and approved by the Landlord/Agent. If a Guarantor is accepted, the security deposit shall be two times the monthly rent. 5. Applicants must have an active U.S. checking account. 6. Credit cards and loans are debt. You must list all debt on your application so be prepared. You may use the last four digits of the account number as we will compare it to your credit report. 7. Reliable documentation and telephone numbers for all income sources must be provided. Employment will be verified on all applicants. Self-employed applicants will be required to produce upon request the previous tax returns. Non-employed applicants must

provide proof of income. A history of any of the following by any household member is cause for rejection of a rental application: Any conviction or adjudication other than acquittal of a sex offense. Any conviction or adjudication other than acquittal of a felony. Residency must be verified for a minimum of the last twenty-four months with no interruptions. Rental history references must reflect timely payment, appropriate notice of intent to vacate, no complaints regarding disturbances or illegal activities, no NSF checks, no damage to previous rental units and no failure to leave the premises clean and without damage at the time of lease termination. References must be at arms-length and we do not accept rental references from family members. Any history of eviction actions may be cause for rejection of a rental application. Falsification or failure to disclose any information of the application will be considered grounds for rejection and it is understood that the holding fee will be forfeited. Should applicant be successful in obtaining housing using falsified information and Landlord/Agent becomes aware applicant obtained housing under false pretenses is grounds for immediate eviction. 8. Application Deposit (may or may not be refundable). In addition to any application fee, you have delivered to our representative an application deposit in the amount indicated below. The application deposit is not a security deposit. However, it will be credited toward the required security deposit when the Lease Contract has been signed by all parties; OR it will be refunded under paragraph 10 if you are not approved; OR it will be retained by us as liquidated damages if you fail to sign or attempt to withdraw under paragraph 11 or 12. 9. Approval When Lease Contract Is Signed in Advance. If you and all co-applicants have already signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of our approval, sign the Lease Contract, and then credit the application deposit of all applicants toward the required security deposit. 10. Approval When Lease Contract Isn't Yet Signed. If you and all co-applicants have not signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of the approval, sign the Lease Contract when you and all co-applicants have signed, and then credit the application deposit of all applicants toward the required security deposit. 11. If You Fail to Sign Lease Contract After Approval. Unless we authorize otherwise in writing, you and all co-applicants must sign the Lease Contract within 2 days after we give you our approval in person, by telephone or by email, or within 5 days after we mail you our approval. If you or any co-applicant fails to sign as required, we may keep the application deposit as liquidated damages, and terminate all further obligations under this Agreement. 12. If You Withdraw Before Approval. You and any co-applicant may not withdraw your application or the application deposit. If you or any co-applicant withdraws an Application or notifies us that you've changed your mind about renting the dwelling unit, we'll be entitled to retain all application deposits as liquidated damages, and the parties will then have no further obligation to each other. 13. Completed Application. An Application will not be considered "completed" and will not be processed until all of the following have been provided to us: a separate Application has been fully filled out and signed by you and each co-applicant; an application fee has been paid to us; an application deposit has been paid to us. If no item is checked, all are necessary for the Application to be considered completed. 14. Nonapproval. We will notify you whether you've been approved within 10 days after the date we receive a completed Application. Your Application will be considered "disapproved" if we fail to notify you of your approval within 10 days after we have received a completed Application. Notification may be in person or by mail or telephone unless you have requested that notification be by mail. You must not assume approval until you receive actual notice of approval. The 10-day time period may be changed only by separate written agreement. 15. Refund After Nonapproval. If you or any co-applicant is disapproved or deemed disapproved under paragraph 14, we'll refund all application deposits within 10 days of such disapproval. Refund checks may be made payable to all co-applicants and mailed to one applicant. 16. Extension of Deadlines. If the deadline for signing, approving, or re-funding under paragraphs 11, 14, or 15 falls on a Saturday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next day. 17. Notice to or from Co-applicants. Any notice we give you or your co-applicant is considered notice to all co-applicants; and any notice from you or your co-applicant is considered notice from all co-applicants. 18. Keys or Access Devices. We'll furnish keys and/or access devices only after: (1) all parties have signed the contemplated Lease Contract and other rental documents referred to in the Lease Contract; and (2) all applicable rents and security deposits have been paid in full. 19. Signature. Our reception of this application is consent only to this Application Agreement. It does not bind us to accept applicant or to sign the proposed Lease Contract. 20. As per the guidance from the United States Department of Housing and Urban Development ("HUD"), maximum occupancy is two persons per bedroom. Please note not all property owners participate in HUD or Section 8. 21. Certain animals, with a maximum of 2 animals, may be permitted only on certain properties at the sole discretion and approval of the Landlord. Only non-aggressive, common domesticated animals will be allowed on any property that permits animals. Rottweilers, American Staffordshire Terriers (pit bulls), Dobermans, Chows, Huskies, German Shepherds, Alaskan Malamutes, Great Danes, St. Bernards, Mastiffs and/or any mixed breeds of the above mentioned will not be approved. Agent of Landlord may require a DNA test to establish breed or breed mix. An approved animal requires a additional monthly pet rent fee of \$50 per animal and the security deposit shall be increased by \$200 per animal unless prohibited by law. 22. Tenant agrees to obtain Tenant insurance at Tenant expense to protect the premises including liability insurance. Tenant agrees to name Real Community Properties, Inc. as additional insured. 23. If approved the applicant must sign a Rental Agreement within two business days of approval and all monies due (rent, security deposit, animal fees, and any other sums due) must be paid in full with certified funds (cashiers check, official bank check or money order) at the time of lease signing and prior to taking possession of the

premises. In the event the applicant fails to enter into a Rental Agreement within two business days, the applicant shall forfeit the Holding Deposit. In the event an applicant fails to sign a Rental Agreement within two business days after approval, it will be assumed that the applicant has withdrawn and the property will be offered to others. 24. Applicant is required to pay a security deposit at the time of lease signing. In owner/landlords sole discretion, a higher security deposit, and/or guarantors may be accepted in lieu of acceptable credit or landlord history. A guarantor must complete an application packet and be qualified in order to be a guarantor. When lease is fully executed and all monies paid, all Holding fees become security deposits. Tenant agrees to a one time non-refundable administrative fee of \$50.00 to offset costs associated with providing the Tenant a copy of the Rental Agreement and Addenda, for providing the Move-In Inspection form, for providing the Tenant Handbook, for providing Tenant, at termination of lease, a Move Out Guideline for Security Deposit refund form, for preparing and mailing ITEMIZED DISPOSITION OF SECURITY DEPOSIT if needed, and any Security Deposit owing to Tenant as required by current California law, or as may be amended. 25. Our company policy is if you fail to fulfill the terms of your credit obligations, a negative credit report reflecting on your credit history may be submitted to a credit reporting agency. 26. Applicant acknowledges that the Agent of Landlord is not obligated by receipt of a deposit to lease to applicant, but that a decision will be made within 2 business days based on the verification of the information given and to which applicant so agrees. The application is preliminary only and does not obligate owner or owner's agent to execute a lease or deliver possession of the proposed premises. 27. If you have a service or guide dog, you must follow these specific instructions. If you are completing an online application, under 'Your housemates', please check 'I have pets' and under 'Type/Breed' type "ACCOMMODATION REQUESTED". If you are submitting a paper application you must write at the top of page one "ACCOMMODATION REQUESTED". Everybody who is requesting an accommodation must then provide a signed written letter requesting the specific accommodation and include any supporting documentation you feel is necessary. In your letter, please include your name, mailing address, phone number where you can be reached, and the property address with unit number you are applying for. On each page of supporting documentation, at the top right of the page write your last name and property address with unit number. You may fax your letter and supporting documentation to (866) 689-0005 or you may mail your completed package to Real Community Properties, Inc. 101 Golf Course Drive, Suite 200, Rohnert Park, California 94928, or you may upload a scanned copy and upload your file to this application. By signing your name below, you declare that all your statements in this application are true and complete. By submitting this application, you are directing and authorizing Real Community Properties, Inc. to verify this information and obtain additional background information about you through any means, including using a third party consumer agency such as Credit Bureau Associates, 460 Union Avenue, Suite C, Fairfield, CA 94533 (707) 429-3211, personal and professional references, employers and other rental housing owners. If you fail to answer any question or give false information, the property may reject your application, retain all application fees and deposits as liquidated damages for its time and expense, and terminate your right of occupancy. You further direct and authorize Real Community Properties, Inc. to obtain from any law enforcement agency, present or past employer or supervisor, landlord, finance bureau/office, credit bureau, collection agency, college, university or other institute of learning or certification, private business, military branch or the national personnel records center, personal reference and/or other persons, and authorize the same to give records or information that they may have concerning your criminal history, motor vehicle/driving history, earnings history, credit history, character, general reputation, personal characteristics, mode of living, employment records, record of attendance and earned degrees or certificates, or any other information requested, whether the said records are private or public, and including those which may be deemed to be privileged or confidential in nature and you irrevocably and unconditionally release all such persons, including any named or unnamed informant, from any liability resulting from the furnishing of this information. You have the right, upon written request made within a reasonable time after receipt of this notice to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to tenants is an investigation into your prior rental history, education, and employment. You also acknowledge that our privacy policy is available to you. I am authorizing Real Community Properties, Inc. CalBRE#01927971 to conduct the background check(s) described above. By signing this application, I also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please contact the consumer reporting agency if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law.

Agreed to

Agreed by

Date

By submitting this application I am giving Real Community Properties permission to run a background check on myself and any cosigners.

Application fee:	\$40.00
Total:	\$40.00

Send payment to:

Real Community Properties
101 Golf Course Dr Ste 200
Rohnert Park, CA 94928

