



**APPLICATION TO RENT/SCREENING FEE**  
(C.A.R. Form LRA, Revised 4/03)

**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 EMANICIPATED MINOR.**

Applicant is completing Application as a (check one)  tenant  tenant with co-tenant(s) or  guarantor/co-signor.  
Total number of applicants \_\_\_\_\_

**PREMISES INFORMATION**

Application to rent property at \_\_\_\_\_ ("Premises")  
Rent: \$ \_\_\_\_\_ per \_\_\_\_\_ Proposed move-in date \_\_\_\_\_

**PERSONAL INFORMATION**

**FULL NAME OF APPLICANT** \_\_\_\_\_ **DATE OF BIRTH:** \_\_\_\_\_  
Social Security No. \_\_\_\_\_ Driver's license No. \_\_\_\_\_ State \_\_\_\_\_ Expires \_\_\_\_\_  
Phone Number: Home \_\_\_\_\_ Work \_\_\_\_\_ Other \_\_\_\_\_  
Email \_\_\_\_\_  
Name(s) of all other proposed occupant(s) and relationship to applicant \_\_\_\_\_  
Pet(s) or service animals (number and type) \_\_\_\_\_  
Auto: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License No. \_\_\_\_\_ State \_\_\_\_\_ Color \_\_\_\_\_  
Other vehicle(s): \_\_\_\_\_  
In case of emergency, person to notify \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Does applicant or any proposed occupant plan to use liquid-filled furniture?  No  Yes Type \_\_\_\_\_  
Has applicant been a party to an unlawful detainer action or filed bankruptcy within the last seven years?  No  Yes  
If yes, explain \_\_\_\_\_  
Has applicant or any proposed occupant ever been convicted of or pleaded no contest to a felony?  No  Yes  
If yes, explain \_\_\_\_\_  
Has applicant or any proposed occupant ever been asked to move out of a residence?  No  Yes  
If yes, explain \_\_\_\_\_

**RESIDENCE HISTORY**

Current address _____ City/State/Zip _____ From _____ to _____ Name of Landlord/Manager _____ Landlord/Manager's phone _____ Do you own this property? <input type="checkbox"/> No <input type="checkbox"/> 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? <input type="checkbox"/> No <input type="checkbox"/> Yes Reason for leaving this address _____
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**EMPLOYMENT AND INCOME HISTORY**

Current employer _____ Employer's address _____ Position or title _____ Employment gross income \$ _____ per _____ Previous employer _____ Employer's address _____ Position or title _____	Supervisor _____ From _____ To _____ Supervisor's phone _____ Phone number to verify employment _____ Other \$ _____ per _____ Source _____ Supervisor _____ From _____ To _____ Supervisor's phone _____ Employment gross income \$ _____ per _____
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Applicant's Initials ( \_\_\_\_\_ ) ( \_\_\_\_\_ )

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



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

Property Address: \_\_\_\_\_ Date: \_\_\_\_\_

**CREDIT INFORMATION**

Name of creditor	Account number	Monthly payment	Balance due

Name of bank/branch	Account number	Type of account	Account balance

**PERSONAL REFERENCES**

Name _____	Address _____
Phone _____	Length of acquaintance _____ Occupation _____
Name _____	Address _____
Phone _____	Length of acquaintance _____ Occupation _____

**NEAREST RELATIVE(S)**

Name _____	Address _____
Phone _____	Relationship _____
Name _____	Address _____
Phone _____	Relationship _____

Applicant understands and agrees: (i) this is an application to rent only and does not guarantee that applicant will be offered the Premises; and (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.

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 credit report on applicant.

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: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**II. SCREENING FEE**

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

Applicant has paid a nonrefundable screening fee of \$ \_\_\_\_\_, 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.)

\$ \_\_\_\_\_ 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 \_\_\_\_\_ Date \_\_\_\_\_

THIS FORM HAS BEEN APPROVED BY THE CALIFORNIA ASSOCIATION OF REALTORS® (C.A.R.). NO REPRESENTATION IS MADE AS TO THE LEGAL VALIDITY OR ADEQUACY OF ANY PROVISION IN ANY SPECIFIC TRANSACTION. A REAL ESTATE BROKER IS THE PERSON QUALIFIED TO ADVISE ON REAL ESTATE TRANSACTIONS. IF YOU DESIRE LEGAL OR TAX ADVICE, CONSULT AN APPROPRIATE PROFESSIONAL.

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Published by the California Association of REALTORS®

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





## RENTAL POLICY

It is our policy not to discriminate on the basis of race, ancestry, handicap, children, religion, national origin, sex, or marital status. In determining the suitability of a prospective resident the following will be used.

1. All prospective tenants 18 years old and up must complete an application.
2. All applicants must pay an application fee of \$30.00 to process the application and credit checks. Cashier's check or money order payable to Century 21 Fairway Realty.
3. A credit check and unlawful detainer (eviction) check will be run on each application.
4. General Character, prior conduct will be checked.
5. NO EVICTIONS.
6. Income requirements minimum of 3 times the monthly rent. Income through the last 2 most earnings statements. Self employed individual verification through tax returns.
7. Prior and current rent history.
8. Good credit history with a current credit report.
9. Occupancy standard is 2 people per bedroom plus one for the unit.

No individual will be considered as an applicant for an apartment or home until he/she thoroughly completes an application. Any FALSE or MISLEADING information in the application shall cause the application to be rejected.

The above standards apply to all applicants. Applications are processed on a first come first served basis. If more than one application is received for a vacancy, the order of receipt will not be considered in deciding tenancy, only the applicant who is better qualified. Selection of resident will be made within a reasonable time. Century 21 Fairway will verify the information on the application and present complete package to property owner. The property owner makes the decision regarding final approval.

I have read and received a copy of this information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**APPLICANTS AUTHORIZATION FOR RELEASE OF INFORMATION**

Applicant's Name: \_\_\_\_\_  
Applicant's Current Address: \_\_\_\_\_  
Applicant's Social Security # \_\_\_\_\_

The person named above has applied for rental with Century 21 Fairway Realty. You and/ or you firm has been named by this applicant as a reference as having currently or previously either employed, rented to , extended credit to, or have had financial dealings with this person. The applicant is hereby authorizing you to release the requested information to us. Your timely cooperation in providing accurate data is greatly appreciated. If you would like to speak to us, you can call @ (760) 242-4663. Please return the questionnaire by facsimile to (760) 242-6511.

In consideration of my application, I authorize, without any reservation, Century 21 Fairway Realty and/or it's agents to conduct and report research and share with each other, information about my past and current employment, consumer credit history, criminal record, and general public history. I further authorize the research into the truthfulness of any information provided by me in this application process and any information found as subsequent to any research done.

I understand that any investigative consumer report requested will be used as defined under the Fair Credit Report Act. I release the Credit Report Agency and its agents, their respective officers, directors, employees, and all persons, agencies, and providing information or reports about me from all liability arising out of the release of any such information or reports.

I further understand that Century 21 Fairway Realty may use this authorization form to obtain information relevant to my application and/or tenancy not only during the application process, but also during or after tenancy (should I be granted tenancy).

X \_\_\_\_\_ Applicant's Signature/Date

**Employer to Fill out This Section Only**

Does the above name match your records? \_\_\_\_\_ Yes/No  
Does the above address provided match your records? \_\_\_\_\_ Yes/No  
Social Security Number on file matches? \_\_\_\_\_  
Employees' Position or Department: \_\_\_\_\_  
Dates of Employment: (From) \_\_\_\_\_ (To) \_\_\_\_\_  
Gross Monthly Salary/Wages: \_\_\_\_\_  
-OR-Hourly Wage: \_\_\_\_\_ Average Hrs. Per. Week \_\_\_\_\_  
Other Comments: \_\_\_\_\_  
Employer Signature/Title \_\_\_\_\_ Date \_\_\_\_\_

**CENTURY 21 FAIRWAY REALTY/FAX # (760)-242-6511**