



**PINE CREEK PROPERTIES**

**APPLICATION TO RENT**

www.pinecreekrentals.com

**To Be Completed By Landlord**

Property:  AA  CTMA  DP  EWA  MA  MRA  MRD  MVA  
Date Received: \_\_\_\_\_ Unit: \_\_\_\_\_  MKT  TC  ID Verif.

All sections of this Application to Rent must be completed. If an item is not applicable to you, please write "N/A." Individual applications are required from each occupant 18 years of age or older.

**PART 1 – PERSONAL INFORMATION & ADDRESS HISTORY:**

First Name	Middle Name	Last Name	SSN or ITIN	
Other names used in the last 10 yrs.		Work Phone Number	Home Phone Number	
		( ) -	( ) -	
Date of Birth	E-mail Address		Mobile/Cell Phone Number	
			( ) -	
Photo ID/Type	ID Number	Issuing Gov.	Exp. Date	Other ID
<b>Present Address</b>		City	State	Zip Code
Move-in Date	Move-out Date	Landlord Name	Landlord Phone Number	
			( ) -	
Landlord Email		Reason for Moving Out	Rent at Move-out	
			\$ /Month	
<b>Previous Address</b>		City	State	Zip Code
Move-in Date	Move-out Date	Landlord Name	Landlord Phone Number	
			( ) -	
Landlord Email		Reason for Moving Out	Rent at Move-out	
			\$ /Month	
<b>Next Previous Address</b>		City	State	Zip Code
Move-in Date	Move-out Date	Landlord Name	Landlord Phone Number	
			( ) -	
Landlord Email		Reason for Moving Out	Rent at Move-out	
			\$ /Month	

**OTHER OCCUPANTS – UNDER 18 YEARS OF AGE:**

First Name	Middle Init.	Last Name	Date of Birth	Relation
First Name	Middle Init.	Last Name	Date of Birth	Relation



**Name of Applicant:**

**PART 2 – INCOME:**

**Income from Employment** - If no income is received from employment, write N/A. Along with this completed application, please provide your three (3) most recent earning statements and/or proof of income.

Current Employer Name	Job Title/Position	Dates of Employment	Employment Type (Check One)
			<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> Self-Emp <input type="checkbox"/> Other
Employer Address	Employer/HR Phone Number		Employer/HR E-Mail
	(    )    -		
City, State, Zip	Name of Supervisor/HR		Current <b>Gross Monthly</b> Income
			\$

Prior Employer Name	Job Title/Position	Dates of Employment	Employment Type (Check One)
			<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> Self-Emp <input type="checkbox"/> Other
Employer Address	Employer/HR Phone Number		Employer/HR E-Mail
	(    )    -		
City, State, Zip	Name of Supervisor/HR		Current <b>Gross Monthly</b> Income
			\$

**Income from Other Sources:**

Other income source: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Per  Week  Month  Year  
 Other income source: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Per  Week  Month  Year

**PART 3 – ASSETS & LIABILITIES:**

Name of Your Bank	Branch or Address	Account Number	Type of Account

**Please List ALL of your Financial Obligations Below:**

Name of Creditor	Address	Phone Number	Monthly Pmt. Amount
		(    )    -	\$
		(    )    -	\$
		(    )    -	\$
		(    )    -	\$
		(    )    -	\$



**Name of Applicant:**

**PART 4 – EMERGENCY CONTACT(S):**

In case of an emergency, notify:	1 <sup>st</sup> Emergency Contact	2 <sup>nd</sup> Emergency Contact
Name:		
Address:		
Relation:		
Phone:		
Email:		

**PART 5 – VEHICLES**

Unless otherwise noted, the maximum number of vehicles per single rental unit is two (2). All vehicles parked on the premises must be operable and currently registered.

Automobile # 1	<b>Make:</b>		<b>Model:</b>		<b>Color:</b>	
	<b>Year:</b>		<b>License Plate#:</b>		<b>State:</b>	
Automobile # 1	<b>Make:</b>		<b>Model:</b>		<b>Color:</b>	
	<b>Year:</b>		<b>License Plate#:</b>		<b>State:</b>	

**Other Information:**

<b>Have you ever filed for bankruptcy?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes	<b>If yes, explain:</b>
<b>Have you ever been evicted or asked to move?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes	<b>If yes, explain:</b>
<b>Do you have pets?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes	<b>If yes, explain:</b>
<b>Do you have a waterbed?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes	<b>If yes, explain:</b>
<b>How did you hear about this rental?</b>		



**Name of Applicant:**

**PART 6 – ICRAA NOTICE**

**NOTICE REGARDING CALIFORNIA INVESTIGATIVE CONSUMER REPORTING AGENCIES ACT**

Landlord intends to request an investigative consumer report regarding the Applicant’s character, general reputation, personal characteristics, and mode of living. Under Section 1786.22 of California Civil Code, the files maintained on you by the investigative consumer agency shall be made available to you during business hours and on reasonable notice, provided you furnish proper identification, as follows: (1) You may appear at the investigative consumer reporting agency identified below in person, (2) you may make a written request for copies to be sent by certified mail to a specified addressee, or (3) you may make a written request for a summary of the file to be provided over the telephone. The agency may charge a fee, not to exceed the actual duplication costs, if you request a copy of your file. The agency is required to have personnel available to explain your file to you, and the agency must explain to you any coded information appearing in your file. If you appear in person, a person of your choice may accompany you, provided that this person furnishes proper identification. If you are accompanied by a person of your choosing, the agency may require you to furnish a written statement granting permission to the investigative consumer reporting agency to discuss your file in the other person’s presence. The agency that will prepare the report(s) identified in this section is listed below:

**RENTGROW, INC**  
**177 Huntington Avenue, Suite 1703 #74213**  
**Boston, MA 02155-3153**  
**(800) 898-1351**  
[www.rentgrow.com](http://www.rentgrow.com)

If you would like a copy of the report(s) that is/are prepared, please check the box below:

I would like to receive a copy of the report(s) that is/are prepared

If the box above is checked, by **initialing** Landlord agrees to send the report to Applicant within **three (3) business days of the date the report is provided to Landlord**. Landlord may contract with another entity to send a copy of the report.

LANDLORD INITIALS



Name of Applicant:

**PART 7 – CONSIDERATION OF CREDIT HISTORY**

**Important Information, read carefully:**

*Under California law, applicants with a government rent subsidy have the option, at the applicant's discretion, of providing lawful, verifiable alternative evidence of the applicant's reasonable ability to pay the portion of the rent to be paid by the tenant, including, but not limited to, government benefit payments, pay records, and bank statements.*

*If an eligible applicant elects to submit such alternative evidence, Landlord will consider that alternative evidence instead of the applicant's credit history.*

<b>Option 1: Consideration of Credit History</b>	<b>Option 2: Alternative Evidence of Ability to Pay (This option is ONLY available to government rent subsidy applications)</b>
<p><b>If you <u>either</u>:</b></p> <ul style="list-style-type: none"><li>• Do <b><u>NOT</u></b> have a government rent subsidy, <b>OR</b></li><li>• Do have a government rent subsidy but are <b><u>not</u></b> choosing to submit alternative evidence of your ability to pay rent to be considered instead of credit history,</li></ul> <p><b>Read and initial below.</b></p> <p>Applicant authorizes the Landlord to obtain reports that may include credit reports, background reports, unlawful detainer (eviction) reports, bad check searches, social security number verification, fraud warnings, previous tenant history and employment history. Applicant consents to allow Landlord to disclose tenancy information to previous or subsequent Landlords.</p> <p>Applicant's Initials: _____</p>	<p><b>If you <u>both</u>:</b></p> <ul style="list-style-type: none"><li>• <b>DO</b> have a government rent subsidy, <b>AND</b></li><li>• <b>Are choosing to submit alternative evidence of your ability to pay rent to be considered instead of your credit history,</b></li></ul> <p><b>Read and initial below.</b></p> <p>Applicant authorizes the Landlord to obtain reports <u>other than credit reports</u>, such reports may include background reports, unlawful detainer (eviction) reports, social security number verification, fraud warnings, previous tenant history and employment history. Applicant consents to allow Landlord to disclose tenancy information to previous or subsequent Landlords.</p> <p><u>Application will not be considered complete until Applicant submits their verifiable alternative evidence of the ability to pay.</u></p> <p>Applicant's Initials: _____</p>

By signing below, Applicant represents that all the above statements are true and correct, authorizes verification of the above items, and agrees to furnish additional references upon request.

\_\_\_\_\_  
**Applicant Signature (required)**

\_\_\_\_\_  
**Date**



**Name of Applicant:**

**SCREENING FEE DISCLOSURE AND ITEMIZATION**

Landlord will require payment of a fee, which is to be used to screen Applicant. The total amount of the fee is as follows:

<p><b>Total fee for applications subject to credit history review</b> <i>(Applicable for Applicants who selected <b>Option 1</b> in Part 7 on Page 5 of this Application)</i></p>	<p><b>Total fee for applications subject to review of alternative evidence of ability to pay</b> <i>(Applicable for Applicants who selected <b>Option 2</b> in Part 7 on Page 5 of this Application)</i></p>
<b>\$ 30.00</b>	<b>\$ 30.00</b>

The amount charged is itemized as follows:

1. Actual cost of credit report, unlawful detainer (eviction) search, background reports, and/or other screening reports, as applicable:

<p><b>Actual cost for screening reports inclusive of credit history</b> <i>(Applicable for Applicants who selected <b>Option 1</b> in Part 7 on Page 5 of this Application)</i></p>	<p><b>Actual cost for screening reports NOT including credit history</b> <i>(Applicable for Applicants who selected <b>Option 2</b> in Part 7 on Page 5 of this Application)</i></p>
<b>\$ 22.85</b>	<b>\$ 18.90</b>

2. Cost to obtain, process and verify screening information (may include staff time and other soft costs)

<b>\$7.15 w/ Credit History</b>	<b>\$11.10 w/o Credit History</b>
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<b>To Be Completed by Landlord</b>	
<p>The undersigned Applicant is applying to rent the premises designated as: Apt. No _____ Located at:</p>	
<input type="checkbox"/> <b>Altamont Apartments a Senior Living Community</b> 300 Enterprise Drive, Rohnert Park, CA 94928	
<input type="checkbox"/> <b>Coddington Mall Apartments</b> 2001 Range Avenue, Santa Rosa, CA 95401	
<input type="checkbox"/> <b>Deer Path Villas</b> 2400 – 2452 Edgewater Drive, Santa Rosa, CA 95407	
<input type="checkbox"/> <b>Edgewood &amp; Manor Apartments</b> 557 Laguna Drive, Rohnert Park, CA 94928	
<input type="checkbox"/> <b>Meadowrock Apartments &amp; Duplexes</b> 1598 Becky Court, Santa Rosa, CA 95403	
<input type="checkbox"/> <b>Meadowview Apartments</b> 310 Butterfly Lane, Santa Rosa, CA 95407	
<p>The rent for which is \$ _____ per month. Upon approval of this application, and execution of a rental/lease agreement, the applicant shall pay all sums due, including required security deposit of \$ _____ before occupancy.</p>	

<b>Application Receipt Options</b>	
<p><b>Option 1:</b> Copy of Receipt Received in Person</p> <p><input type="checkbox"/> I would like to have a copy of my receipt provided to me personally at the time of application submission.</p>	<p><b>OR</b> <b>Option 2:</b> Copy of Receipt Received by Email</p> <p><input type="checkbox"/> I would like to have a copy of my receipt emailed to my email address below:</p>
_____	_____
Applicant Signature (required)	Date



Name of Applicant:

### CALIFORNIA APARTMENT ASSOCIATION CODE FOR EQUAL HOUSING OPPORTUNITY

The California Apartment Association supports the spirit and intent of all local, state and federal fair housing laws for all residents without regard to color, race, religion, sex, marital status, mental or physical disability, age, familial status, sexual orientation, or national origin.

The California Apartment Association reaffirms its belief that equal opportunity can be best accomplished through effective leadership, education, and the mutual cooperation of owners, managers, and the public.

Therefore, as members of the California Apartment Association, we agree to abide by the following provisions of this Code for Equal Housing Opportunity:

- We agree that in the rental, lease, sale, purchase, or exchange of real property, owners and their employees have the responsibility to offer housing accommodations to all persons on an equal basis.
- We agree to set and implement fair and reasonable rental housing rules and guidelines and will provide equal and consistent services throughout our residents' tenancy.
- We agree that we have no right or responsibility to volunteer information regarding the racial, creed, or ethnic composition of any neighborhood, and we do not engage in any behavior or action that would result in "steering."
- We agree not to print, display, or circulate any statement or advertisement that indicates any preference, limitations, or discrimination in the rental or sale of housing.

#### Application Checklist:

- A completed application from each proposed occupant 18 years of age or older. Use blue or black ink when completing the application and print legibly. If an item does not apply to you, please write, "N/A."
- A valid, Government-issued Photo ID. (Example: Driver's License, Identification Card, Military ID, Passport, etc.)
- A minimum of 12 months of positive and verifiable rental history from a non-relative. All previous and current rental history (within the last 7 years) must be positive.
- Verification of gross combined monthly income 2.5x the month (2x at Altamont Apartments). (Example: 3 most recent earning statements, benefit award letter, new employment offer letter, etc.). Applicants who receive verifiable housing assistance from the housing authority or similar program are considered income-qualified. If this applies to you, please have a copy of your current voucher.
- Positive credit and background history are required. Please see Part 7 on Page 5 to initial the Credit History option that applies to you. Qualified applicants (*i.e. government rent subsidy recipients*) who choose to submit alternative evidence instead of credit history must provide copies of their three most recent bill/utility statements. The statement must be in the applicant's name and show a positive payment history.
- \$30.00 Application Screening Fee.

As a reminder, we do not have a waitlist. All units are available on a first-come, first-qualified basis.

We have developed a written screening criteria that we can discuss with you in more detail upon request. If you have any questions, please feel free to call us. *Thank you!*



Name of Applicant:

**RECEIPT FOR TENANT SCREENING AND/OR CREDIT CHECKING FEES**

On \_\_\_\_\_, Landlord received \$\_\_\_\_\_ from the undersigned, hereinafter called “Applicant,” who offers to rent from Landlord the premises located at:

Apt. No \_\_\_\_\_

- Altamont Apartments a Senior Living Community** 300 Enterprise Drive, Rohnert Park, CA 94928
- Coddington Mall Apartments** 2001 Range Avenue, Santa Rosa, CA 95401
- Deer Path Villas** 2400 – 2452 Edgewater Drive, Santa Rosa, CA 95407
- Edgewood & Manor Apartments** 557 Laguna Drive, Rohnert Park, CA 94928
- Meadowrock Apartments & Duplexes** 1598 Becky Court, Santa Rosa, CA 95403
- Meadowview Apartments** 310 Butterfly Lane, Santa Rosa, CA 95407

Payment is to be used to screen “Applicant”. The amount charged is itemized as follows:

**Applications Subject to Credit History Review:**

1. Actual cost of credit report, unlawful detainer (eviction) search, background report, and/or other screening reports \$22.85
2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) \$7.15
3. **Total fee charged** (cannot exceed the amount fixed by law) **\$30.00**

**Applications Subject to Review of Alternative Evidence of Ability to Pay**

1. Actual cost of unlawful detainer (eviction) search, background report and/or other screening reports \$18.90
2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) \$11.10
3. **Total fee charged** (cannot exceed the amount fixed by law) **\$30.00**

**For Landlord Use Only**

Screening Fees Paid by:  Cash  Personal Check  Cashier’s Check  Money Order

\_\_\_\_\_  
Agent Signing for Landlord

\_\_\_\_\_  
Date

