



311 South Ellsworth Avenue
San Mateo, CA 94401
Ph 650.342.3030
Fx 650.375.7781

RENTAL APPLICATION INSTRUCTIONS

- RENTAL ADDRESS:
- MONTHLY RENT:
- SECURITY DEPOSIT:
- TOTAL MOVE-IN AMOUNT:
- TERM OF LEASE:
- RENT INCLUDES:
- RESTRICTIONS:

Please complete the Rental Application to the best of your knowledge for every potential tenant over the age of 18. Please include names of all proposed occupants.

Please include a copy of 2 recent paycheck stubs, to verify employment and original photo id for everyone over the age of 18.

Each application requires a \$15.00 per person Processing Fee, by cash or check, please make this check payable to:

SC PROPERTY MANAGEMENT.

Applications may be turned into:

SC Properties
311 South Ellsworth Avenue
San Mateo, CA 94401

APPLICATION TO RENT

Tenant
 Guarantor

(all sections must be completed) **Individual applications required from each occupant 18 years of age or older.**

Last Name		First Name		Middle Name		Social Security Number	
Other names used in the last 10 years			Work phone number ()			Home phone number ()	
Date of birth		E-mail address				Mobile/Cell phone number ()	
Driver's license number		Expiration		State		Other ID	
1. Present address				City		State	
Date in		Date out		Owner/Agent Name		Owner/Agent Phone number	
Reason for moving						Current rent \$ /Month	
2. Previous address				City		State	
Date in		Date out		Owner/Agent Name		Owner/Agent Phone number	
Reason for moving							
3. Next previous address				City		State	
Date in		Date out		Owner/Agent Name		Owner/Agent Phone number	
Reason for moving							
Proposed occupants List all in addition to yourself	Name			Name			
	Name			Name			
	Name			Name			
Will you have pets?	Describe			Will you have a waterbed?	Describe		
I <input type="checkbox"/> am <input type="checkbox"/> am not a member of the Armed Forces (including the National Guard and Reserves)							
A. Present occupation or source of income				Employer name			
How long with this employer?		Supervisor's phone number ()		Employer address			
Name of your supervisor				City, State, Zip			
B. Prior occupation				Employer name			
How long with this employer?		Supervisor's phone number ()		Employer address			
Name of your supervisor				City, State, Zip			
Current gross income \$		Per		Check one <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year		Please list ALL of your financial obligations below.	
Name of your bank		Branch or address					



Name of Creditor	Address	Phone Number	Monthly Pymt. Amt.	
		()		
		()		
		()		
		()		
		()		
		()		
		()		
In case of emergency, notify:	Address: Street, City, State, Zip	Relationship	Phone	
1.				
2.				
Personal References:	Address: Street, City, State, Zip	Length of Acquaintance	Occupation	Phone
1.				
2.				

Automobile: Make: _____ Model: _____ Year: _____ License #: _____

Automobile: Make: _____ Model: _____ Year: _____ License #: _____

Other motor vehicles: _____

Have you ever filed for bankruptcy? _____ Have you ever been evicted or asked to move? _____

Have you ever been convicted of selling, distributing or manufacturing illegal drugs? _____

Applicant represents that all the above statements are true and correct and hereby authorizes verification of the above items including, but not limited to, the obtaining of a credit report and agrees to furnish additional credit references upon request. Applicant consents to allow Owner/ Agent to disclose tenancy information to previous or subsequent Owners/Agents.

Owner/Agent will require a payment of \$ 15.00 , which is to be used to screen Applicant with respect to credit history and other background information. The amount charged is itemized as follows:

1. Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports \$ 12.50
2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) \$ 2.50
3. Total fee charged (cannot exceed \$30 per applicant, which may be adjusted annually with the CPI as of 1-1-98) \$ 15.00

The undersigned is applying to rent the premises designated as:

Apt. No. _____ Located at _____

The rent for which is \$ _____ per _____. 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.

_____ Date

_____ Applicant (signature required)

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 best be 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.



California Apartment Association Approved Form
www.caanet.org
 Form 3.0 - Revised 1/07 - ©2007 - All Rights Reserved
 Page 2 of 2

**Unauthorized Reproduction
of Blank Forms is Illegal.**

