

Frontier Financial Services
Property Management Division

Applicant Requirements

Frontier Financial manages several properties throughout the Bay Area. In an effort to be consistent and serve all applicant fairly, our company has set forth the following guidelines:

- ⊞ Applicants must have a total household income of more than two and a half times the rent.
- ⊞ All income must be verifiable. Please provide copies of your two most recent months' paycheck stubs with your application.
- ⊞ Self-employed applicants must submit copies of their last two bank statements.
- ⊞ Anyone 18 years or older must fill out an application.
- ⊞ There is an application fee of \$45 per adult. Applications submitted without the required fee will not be processed.
- ⊞ Prior to move in, all applicants will be asked to show a valid picture I.D.. Acceptable forms of I.D. would be a CA driver's license, CA identification, or a passport.
- ⊞ Please make sure all forms are filled out completely and signed.
- ⊞ Completed applications are processed promptly, as they are received.

3081 Brandywine Drive San Jose, CA 95121
Phone (408) 278-8400 Fax (408) 278-8405
Email: rtalley@mail.com

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 or ITIN	
Other names used in the last 10 years			Work phone number ()		Home phone number ()		
Date of birth		E-mail address			Mobile/Cell phone number ()		
Photo ID/Type		Number		Issuing government		Exp. date	Other ID
1.	Present address			City	State	Zip	
Date in		Date out	Owner/Agent Name			Owner/Agent Phone number	
Reason for moving out					Current rent \$ /Month		
2.	Previous address			City	State	Zip	
Date in		Date out	Owner/Agent Name			Owner/Agent Phone number	
Reason for moving out							
3.	Next previous address			City	State	Zip	
Date in		Date out	Owner/Agent Name			Owner/Agent Phone number	
Reason for moving out							
Proposed Occupants: List all in addition to yourself	Name			Name			
	Name			Name			
	Name			Name			
Do you have pets?	Describe			Do you have a waterbed?	Describe		
How did you hear about this rental?							
A.	Current Employer Name			Job Title or Position		Dates of Employment	
	Employer address			Employer/Human Resources phone number ()			
	City, State, Zip			Name of your supervisor/human resources manager			
Current gross income		Check one					
\$		Per <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year					
B.	Prior Employer Name			Job Title or Position		Dates of Employment	
	Employer address			Employer/Human Resources phone number ()			
	City, State, Zip			Name of your supervisor/human resources manager			
Other income source _____ Amount \$ _____ Frequency _____							
Other income source _____ Amount \$ _____ Frequency _____							



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Name of your bank	Branch or address	Account Number

Please list ALL of your financial obligations below.

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, authorizes verification of the above items and agrees to furnish additional credit references upon request. Applicant authorizes the Owner/Agent to obtain reports that may include credit reports, unlawful detainer (eviction) reports, bad check searches, social security number verification, fraud warnings, previous tenant history and employment history. Applicant consents to allow Owner/ Agent to disclose tenancy information to previous or subsequent Owners/Agents.

Owner/Agent will require a payment of \$ \$45 per adult , which is to be used to screen Applicant.

The amount charged is itemized as follows:

- Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports \$ 20.00
- Cost to obtain, process and verify screening information (may include staff time and other soft costs) \$ 25.00
- Total fee charged \$ 45.00

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) _____



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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.

RECEIPT FOR TENANT SCREENING AND/OR CREDIT CHECKING FEES

On _____, Owner/Agent received \$ _____ from the undersigned, hereinafter called "Applicant,"
(Date)
who offers to rent from Owner/Agent the premises located at:

_____, Unit # (if applicable) _____
(Street Address)

_____, CA _____
(City) (Zip)

Applicant represents that all the above statements are true and correct and authorizes verification of the above items and agrees to furnish additional credit references upon request. Applicant authorizes the Owner/Agent to obtain reports that may include credit reports, unlawful detainer (eviction) reports, bad check searches, social security number verification, fraud warnings, previous tenant history and employment history.

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

1. Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports	\$ _____ 20.00
2. Cost to obtain, process and verify screening information (may include staff time and other soft costs)	\$ _____ 25.00
3. Total fee charged (cannot exceed the amount fixed by law)	\$ _____ 45.00

Date Applicant

Date Owner/Agent Frontier Financial Services, agent for owner

For Owner/Agent Use Only

Screening fees paid by: Cash
 Personal Check Cashier's Check
 Money Order
 Credit Card # (Last 4 digits only) _____
MC/VISA/AMEX Expiration Date: _____



California Apartment Association Approved Form
www.caanet.org
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Frontier Financial Services
Property Management Division

CONSENT TO BACKGROUND AND REFERENCE CHECK

1. By this document **Frontier Financial Services** discloses to you that a consumer report may be obtained for purposes of leasing the **property listed below** as part of the pre-screening background check and at any time during your tenancy.

2. This shall authorize the procurement of a consumer report by a credit reporting agency or other sources as part of the pre-screening background investigation. If accepted, this authorization shall remain on file and shall serve as an ongoing authorization for the named landlord or its agents or other sources to procure consumer reports at any time during the rental period.

3. I also authorize the procurement of an investigative consumer report and understand that it may contain information about my employment and educational background, criminal history, credit, workers comp claims, mode of living, character and personal reputation. I also understand you may make use of the internet including social networking sites.

I understand that I have the right to obtain additional disclosure as to the nature and scope of the investigation upon written request within a reasonable period of time and to obtain a copy of the report upon request. This authorization, in original or copy form, shall be valid for this and any future reports or updates that may be requested.

4. In connection with this request, I authorize all corporations, companies, former employers, supervisors, credit agencies, educational institutions, law enforcement/criminal justice agencies, city, state, county and federal courts, state motor vehicle bureaus and persons to release information they may have about me to the person or company with which this form has been filed if required, or their agent. I further authorize you to secure an investigative consumer report at any time, and any number of times, before, during and after my tenancy, if in the landlord's (or its designees) discretion, it has a legally permissible and legitimate business need for the information requested.

I release and hold harmless all parties involved from any and all liability for damages arising from requesting, procuring or furnishing the requested information except with respect to a violation of the Fair Credit Reporting Act. I authorize the landlord and its agent/credit reporting agency and all associated entities and its clients to receive any criminal history information or credit report pertaining to me in the files of any state or local criminal justice agency.

My signature below also indicates that I have received a Summary of Rights in accordance with the Fair Credit Reporting Act.

Property Address:

Applicant's Signature

Print Name

Date

Frontier Financial Services
Property Management Division

If you would like to pay the application fee with a debit or credit card,
please provide the following information:

Name _____
(as it appears on the card)

Card Number _____

Expiration date _____

Address _____

City _____

State _____

Zip/Postal Code _____

Email Address _____
(for confirmation receipt)