

Reliable Property Management

1382 Longfellow Avenue, Chico, CA 95926 P.O.

Box 6880, Chico, CA 95927 Phone (530)

895-1733 Fax (530) 895-1769

www.reliableproperty.com

info@reliableproperty.com

INSTRUCTION SHEET FOR APPLICATION

The following guidelines have been established for renting this living unit so that all applicants receive the same consideration in determining their eligibility.

1. Owners follow the California Apartment Association Code for Equal Opportunity and Code of Ethics. Owner/management will not discriminate against any rental applicant by reason of their color, race, marital status, or physical handicap, or any discrimination prohibited by law.
2. **Each adult must fill out an application to rent. Each application must be completely filled out before it will be processed. Each application must be signed before it will be processed. DO NOT LEAVE BLANKS!** Incomplete application will drop to the bottom of the processing pile. Falsified information shall be cause for rejections. The rental application is used to determine if:
 - prospective resident(s) can and will pay rent
 - prospective resident(s) will not disturb neighbors
 - prospective resident(s) will take care of the property
3. All income sources, employment, rental references and credit rating will be verified for each applicant.
4. Unless other guaranteed, applicant(s) monthly net income from all sources must be two and a half (2 ½) times one month's rent (some properties require 3 times on month's rent). You must provide verification of all income (2 months of wage stubs, Form 1040 & Schedule C if Self-employed, and/or award letters for Financial Aid, Social Security, SSI, Veteran's Benefits, Retirement Benefits, Unemployment, Disability, TANF/Cal Works, Parent Support, Child Support, Spousal Support, etc.). **Your application is incomplete until income verifications are received.** Incomplete applications will drop to the bottom of the processing pile.
5. Any applicant(s) who does not have the credit needed to qualify may possibly qualify with a cosigner. Any applicant(s) who does not have enough income to qualify may possibly qualify with a cosigner. The cosigner must be a full time employed person able to verify they have sufficient income to qualify and have excellent credit.
6. **All applicants and cosigner must provide a copy of a valid driver's license or valid ID card.**
7. **APPLICANTS MAY BE SUBJECT TO A PERSONAL INTERVIEW PRIOR TO APPROVAL.**
8. No pet will be allowed (except legal guide, signal, or service dogs) without prior written permission from the management and a signed pet agreement. Only one (1) cat or dog will be allowed. Known breeds of dogs prone to aggression such as Pit Bulls, Rottweilers, Siberian Huskies, German Shepherds, Alaskan Malamutes, Dalmatians, Chows, Doberman Pinscher, Great Dane, Saint Bernard, Akita, and Wolf Hybrids will not be approved due to insurance restrictions. **Be sure to specify your breed of dog.**
9. **Upon acceptance to rent, applicant must pay deposit in full. On or before the move-in date the applicant must pay one full month's rent.** Both deposit and first month's rent must be in the form of a cash, cashier's check or money order. The rent for the partial month's period shall be prorated on the basis of a 30-day month and shall be paid on or before the next rental due date.
10. Prior to occupancy, each resident shall be required to sign a standard rental agreement or lease. All proposed applicants must be legally qualified and competent to execute a rental contract

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GUARANTEE OF RENTAL AGREEMENT CO-SIGNER APPLICATION AND AGREEMENT

1. In consideration of the execution of the Rental Agreement, dated , for the premises located at , Chico, CA. by and between Reliable Property Management as Owner ("Landlord") and as Resident ("Tenant"), and for valuable consideration, receipt of which is hereby acknowledged, the undersigned , herein Guarantor, does hereby guarantee unconditionally to Owner, its successor and assigns, including management companies, the prompt payment by Resident of the rent or any other sums which become due pursuant to the Rental Agreement, a copy of which is attached hereto, including any and all court costs or attorney's fees incurred in enforcing the Rental Agreement.

- 1 In the event of the breach of any terms of the Rental Agreement by Resident, Guarantor shall be liable for any damages, financial or physical, caused by Resident, including any legal fees incurred in enforcing the Rental Agreement.
- 2 This Guarantee may be immediately enforced by Owner or Owner's designated representative upon any default by Resident and any action against Guarantor may be brought at any time without first seeking recourse against Resident.
- 3 The insolvency of Resident or nonpayment of any sums due from Resident may be deemed a default giving rise to action by Owner against Guarantor.
- 4 If any legal action or other proceeding is brought by any party to enforce any part of this Guarantee, the prevailing party shall be entitled to reasonable attorney's fees and costs incurred.
- 5 This Guarantee does not confer a right to possession of the premises by Guarantor, and Owner is not required to serve Guarantor with any notices to terminate or to perform covenants, including any demand for payment of rent, prior to Owner proceeding against Guarantor for Guarantor's obligations under this guarantee.
- 6 Unless released in writing by Owner, Guarantor shall remain obligated by the terms of this Guarantee for the entire period of the tenancy provided by the Rental Agreement and for any extensions granted pursuant thereto.

Guarantor's Name (please print)				Social Security Number	
Street Address	City	State	ZIP	Date of Birth (mm/dd/yy)	
Work Phone		Home Phone		Cell Phone	
Employer				Employer's Phone Number	
Employer's Street Address		City		State	ZIP
Household Gross Monthly Income		# In Household		Monthly Mortgage or Rental Costs	

APPLICANT REPRESENTS THAT ALL THE ABOVE STATEMENTS ARE TRUE AND CORRECT AND AGREES TO BE A GUARANTOR FOR THE ABOVE MENTIONED PERSON(S). APPLICANT 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.

Guarantor's Signature Date .

PLEASE ATTACH A COPY OF YOUR CURRENT DRIVER'S LICENSE !!!

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Application to Rent

Individual applications required from each occupant 18 years of age or older. All sections must be completed.

LAST NAME		FIRST NAME		MIDDLE NAME		SOCIAL SECURITY NUMBER	
DATE OF BIRTH		DRIVER'S LICENSE & STATE		CELL PHONE		HOME PHONE	
E-MAIL ADDRESS							
1	PRESENT ADDRESS			APT #	CITY	STATE	ZIP CODE
	DATE IN	DATE OUT		OWNER/MGR NAME		OWNER/MGR PHONE	
REASON FOR MOVING							
2	PREVIOUS ADDRESS			APT #	CITY	STATE	ZIP CODE
	DATE IN	DATE OUT		OWNER/MGR NAME		OWNER/MGR PHONE	
REASON FOR MOVING							
3	PREVIOUS ADDRESS			APT #	CITY	STATE	ZIP CODE
	DATE IN	DATE OUT		OWNER/MGR NAME		OWNER/MGR PHONE	
REASON FOR MOVING							
PROPOSED OCCUPANTS	NAME			NAME			
LIST ALL IN ADDITION TO YOURSELF							
WILL YOU HAVE PETS? ___ YES ___ NO	DESCRIBE/STATE BREED			WILL YOU HAVE LIQUID FILLED FURNITURE? ___ YES ___ NO		DESCRIBE	
A	PRESENT OCCUPATION			COMPANY NAME			
	START DATE	END DATE	WORK ADDRESS				
NAME OF YOUR SUPERVISOR			SUPERVISOR'S PHONE NBR	GROSS INCOME	PER (CHECK ONE) ___ WEEK ___ MONTH ___ YEAR		
B	PRIOR OCCUPATION			COMPANY NAME			
	START DATE	END DATE	WORK ADDRESS				
NAME OF YOUR SUPERVISOR			SUPERVISOR'S PHONE NBR	GROSS INCOME PER (CHECK ONE) ___ WEEK ___ MONTH ___ YEAR			
LIST INCOME FROM SOURCES OTHER THAN EMPLOYMENT (FINANCIAL AID, SOCIAL SECURITY, SSI, VETERANS BENEFITS, RETIREMENT BENEFITS, UNEMPLOYMENT, DISABILITY, TANF/CALWORKS, CHILD SUPPORT, SPOUSAL SUPPORT, ETC.)							
SOURCE OF OTHER INCOME				AMOUNT	PER (CHECK ONE) ___ WEEK ___ MONTH ___ YEAR		
SOURCE OF OTHER INCOME				AMOUNT	PER (CHECK ONE) ___ WEEK ___ MONTH ___ YEAR		
TOTAL GROSS INCOME FROM ALL SOURCES				PER (CHECK ONE) ___ WEEK ___ MONTH ___ YEAR			
PROVIDE WRITTEN VERIFICATION OF ALL INCOME							

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IN CASE OF EMERGENCY, NOTIFY:	ADDRESS	CITY/STATE	PHONE	RELATIONSHIP
1.				
2.				

PERSONAL REFERENCES:	ADDRESS	CITY/STATE	PHONE	LENGTH OF ACQUAINTANCE
1.				
2.				

AUTO MAKE	MODEL	YEAR	LICENSE #
AUTO MAKE	MODEL	YEAR	LICENSE #
MOTORCYCLE OR OTHER VEHICLE	MODEL	YEAR	LICENSE #

HAVE EVER BEEN EVICTED OR ASKED TO MOVE? <input type="checkbox"/> YES <input type="checkbox"/> NO	EXPLAIN
HAVE EVER FILED FOR BANKRUPTCY? <input type="checkbox"/> YES <input type="checkbox"/> NO	EXPLAIN

MOTHERS MAIDEN NAME

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. The undersigned makes application to rent housing accommodations designated as: Address:

_____ Apt: _____ Monthly Rent: \$ _____ Address: _____
 _____ Apt: _____ Monthly Rent: \$ _____ Address: _____
 _____ Apt: _____ Monthly Rent: \$ _____ Address: _____
 _____ Apt: _____ Monthly Rent: \$ _____ Address: _____
 _____ Apt: _____ Monthly Rent: \$ _____ Address: _____
 _____ Apt: _____ Monthly Rent: \$ _____ and upon approval of this application agrees to sign a rental or

lease agreement and to pay all sums due, including required deposits, before occupancy. _____
Signature Date

CALIFORNIA APARTMENT ASSOCIATION CODE FOR EQUAL OPPORTUNITY The California Apartment Association reaffirms its policy that equal opportunity in the rental industry can best be accomplished through leadership, example, education and the mutual cooperation of the owners, managers, and the public. In the spirit of this endeavor, this association proclaims the following provisions of its Code for Equal Opportunity to which each member is obligated to adhere. I. In the rental, lease, sale, purchase or exchange of real property, owners and their managers have the responsibility to offer housing accommodations to all prospects without regard to color, race, religion, sex, marital status, physical handicaps, national origin or any unlawful discrimination, and including all other statutes applicable to equal opportunities. II. Members shall stand ready to enter into owner/resident relationships and to show housing accommodations to all equally. III. Members, individually and collectively in performing these functions, have no right or responsibility to volunteer information regarding the racial, creedal or ethnic composition of any neighborhood or any part thereof unless required by law. IV. Members shall not print, display or circulate any statement or advertisement with respect to the rental or sale of a dwelling that indicates any preference, limitations or discrimination. V. Members who violate the spirit or any provisions of this Code for Equal Opportunity shall be subject to appropriate action.