

# Community Real Estate Services & Leisure Town Properties

169 LEISURE WAY, VACAVILLE, CA 95687 • OFFICE: 707-447-7777 • FAX: 707-447-2817 • 1COMMUNITYRE.COM

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## APPLICATION REQUIREMENTS & SCREENING CRITERIA

### PLEASE READ CAREFULLY

Homes **MUST** be viewed inside and out before application submission.

**MUST** have a credit score of 650 or higher to qualify.

Application(s) must be filled out **COMPLETELY** and all required documents must be attached, or it will **NOT** be accepted. We require a completed and signed application from each applicant 18 years or older that will be occupying the unit. Pictures of any pets **MUST** be attached to the application (or emailed).

**IDENTIFICATION:** EACH Applicant 18 years or older must provide a color copy of their Driver's License or Identification Card.

**APPLICATION FEES:** Application fees are \$40.00 per person for each applicant 18 years or older. These fees are non-refundable once credit reports are processed. Application fees can be paid by cash, money order, personal check, or cashier's check. (*application fees are waived for active-duty military persons*). Applications are valid for 60 days - if you want to apply for the same or different property after 60 days, you will need to submit a new application and pay the \$40.00 application fee.

**PAY-STUBS & BANK STATEMENTS:** Please attach 2 or 3 of your most recent pay stubs as well as 2-3 months of most recent bank statements. If you are self-employed, we require a copy of last year's taxes -or- 3 current monthly business bank statements. For military employment, we will require a copy of your most recent LES. *Note: If your company uses the Work Number Company or any other third-party job verifying system for employment verifications, it will be your responsibility to obtain that verification and get it to us. Only verifiable income will be accepted.*

**INCOME:** Combined gross monthly income of all applicants must be 3 times the rent to qualify for our single-family homes - for apartments, condos, or townhomes, the combined gross monthly income must be 2.5 times monthly rent.

**CREDIT REPORT:** If any credit reports have unpaid judgments, tax liens, unpaid or late pay on rental history or utility collection accounts, the application will be denied. The credit report cannot contain any bankruptcies that have not been discharged or dismissed.

**RESIDENTIAL HISTORY:** We require current and previous rental reference with at least 5 consecutive years of residential history with **NO** gaps in the date ranges. If you own/owned your current or previous residence, please state that on your application "OWN" and provide the dates. Landlord references are very important - if we are not able to speak with your landlord or are unable to verify your rental references, this may stop your application from being approved. Any negative references will result in denial of your application.

**DETAINER REPORT:** The unlawful detainer report must be free of evictions or eviction data within the last 7 years, it also must **NOT** show any criminal record or felonies within the last 7 years.

**SECURITY DEPOSITS:** Deposits amounts vary and are based upon approved credit and rental history. All pets approved through the owner(s) will increase the deposit by \$300 - \$500 for each pet.

**PROCESSING TIME:** Application processing time generally can take up to seven business days but can vary.

**\*APPROVAL IS NOT ON A FIRST COME FIRST SERVE BASIS; APPROVAL WILL BE DETERMINED SOLELY BY THE HOMEOWNER BASED ON QUALIFYING INCOME, RESIDENTIAL HISTORY, AND CREDIT HISTORY. ALL QUALIFICATIONS DIFFER BASED ON THE PROPERTY OWNER\***

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### AFTER APPROVAL:

If you are approved for any of our properties, and it is move-in ready, we require the first months' rent, the full security deposit, and all applicants must sign the rental agreement before move-in. To hold the property until a future move-in date, we require that you pay a minimum of half the security deposit immediately upon approval and all applicants will be required to sign the rental agreement. If the property is vacant and available now, we can only hold the property for a maximum of 2 weeks. The security deposit and first month's rent must be paid through the portal once you have signed the lease and are entered into our system. **NO EXCEPTIONS**. After the payment of the security deposit and first months' rent are paid, your monthly rent can be paid through the portal or with a check.

**WE DO NOT ACCEPT CASH PAYMENT FOR RENT.**

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## RENTAL APPLICATION

*for Office use Only:*

### Application Fees:

Credit Report/Unlawful Detainer: \$25.00

CRES / LTP Processing Fee: \$15.00

**TOTAL (Per 18+ Applicant): \$40.00**

Amount Paid: \_\_\_\_\_

Check  Cash

Receipt Given: Yes No

Date: \_\_\_\_\_

**\*I received, read, and understand the application requirements & screening criteria:** \_\_\_\_\_

*Primary Applicant*

*Spouse/ Co-Applicant*

\*DESIRED RESIDENCE: \_\_\_\_\_

\*I HAVE VIEWED THE PROPERTY: Y N

\*DESIRED MOVE-IN DATE: \_\_\_\_\_

\*ADVERTISED RENT AMOUNT: \$ \_\_\_\_\_

\*LEASE PERIOD: \_\_\_\_\_

## PERSONAL INFORMATION

### PRIMARY APPLICANT

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
*First Middle Last (Maiden)*

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Driver's License / ID Card #: \_\_\_\_\_ State: \_\_\_\_\_

Phone #: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_

### SPOUSE / CO-APPLICANT

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
*First Middle Last (Maiden)*

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Driver's License / ID Card #: \_\_\_\_\_ State: \_\_\_\_\_

Phone #: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_

### OTHER RESIDENTS (Under the age of 18)

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_

**ALL OF OUR PROPERTIES ARE NON-SMOKING! There is NO smoking or vaping within 20 feet from any garage, doorway, window, opening, or vent into an enclosed area in which smoking is prohibited.**

Disclosure Acknowledgment via Applicants' Initials:

\_\_\_\_\_  
*Primary Applicant*

\_\_\_\_\_  
*Spouse/ Co-Applicant*

## PET INFORMATION

Do you own any pets? Y N If yes, how many? \_\_\_\_\_ *\*Please include a photo of ANY & ALL pets*

Breed: \_\_\_\_\_ Weight: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: M F Fixed: Y N

Breed: \_\_\_\_\_ Weight: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: M F Fixed: Y N

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## RESIDENCE HISTORY

### CURRENT RESIDENCE

MOVE-IN DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_ Current Rent: \$ \_\_\_\_\_.  
Address City State Zip

Landlord/Owner Name: \_\_\_\_\_ Friend or Relative? Y N Phone #: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Notice to Move given? Y N If yes, what date: \_\_\_\_\_ Reason for Moving: \_\_\_\_\_

### PREVIOUS RESIDENCE

FROM: \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_ Rent: \$ \_\_\_\_\_.  
Address City State Zip

Landlord/Owner Name: \_\_\_\_\_ Friend or Relative? Y N Phone #: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Notice to Move given? Y N If yes, what date: \_\_\_\_\_ Reason for Moving: \_\_\_\_\_

## EMPLOYMENT HISTORY

### PRIMARY APPLICANT CURRENT EMPLOYER

START DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
Address City State Zip

Employer / Supervisor Name & Contact Info: \_\_\_\_\_

Gross Monthly Income: \$ \_\_\_\_\_ Check One:  Full-time  Part-time  Temporary/Seasonal

### PRIMARY APPLICANT PREVIOUS EMPLOYER

FROM: \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
Address City State Zip

Employer / Supervisor Name & Contact Info: \_\_\_\_\_

Gross Monthly Income: \$ \_\_\_\_\_ Check One:  Full-time  Part-time  Temporary/Seasonal

Please Note any Other Income: \_\_\_\_\_

[Spouse / Co-Applicant Employment History Continued on Next Page]

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## SPOUSE/ CO-APPLICANT CURRENT EMPLOYER

START DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
*Address City State Zip*

Employer / Supervisor Name & Contact Info: \_\_\_\_\_

Gross Monthly Income: \$\_\_\_\_\_.\_\_\_\_\_ Check One:  Full-time  Part-time  Temporary/Seasonal

## SPOUSE/ CO-APPLICANT PREVIOUS EMPLOYER

FROM: \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
*Address City State Zip*

Employer / Supervisor Name & Contact Info: \_\_\_\_\_

Gross Monthly Income: \$\_\_\_\_\_.\_\_\_\_\_ Check One:  Full-time  Part-time  Temporary/Seasonal

Please Note any Other Income: \_\_\_\_\_

## VEHICLE INFORMATION

List all vehicles (including company issued vehicles) that will be parked on the property:

Vehicle 1: \_\_\_\_\_  
*Make Model Year Color Lic. Plate State*

Vehicle 2: \_\_\_\_\_  
*Make Model Year Color Lic. Plate State*

Vehicle 3: \_\_\_\_\_  
*Make Model Year Color Lic. Plate State*

## PERSONAL REFRENCES (NON-RELATED)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
*Address City State Zip*

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
*Address City State Zip*

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## EMERGENCY CONTACT

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Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Address City State Zip

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## OTHER ITEMS

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Have you ever been evicted, refused to pay rent, or served a notice to vacate?    Y    N    *If yes, please explain the circumstances:*

\_\_\_\_\_  
\_\_\_\_\_

Have you ever filed for Bankruptcy?    Y    N    *If yes, what was/is the Discharge or Dismissal Date:* \_\_\_\_\_

Have you ever been convicted of a misdemeanor or felony (other than a traffic violation):    Y    N    *If yes, please explain:*

\_\_\_\_\_  
\_\_\_\_\_

*Other Items Requested, if any:* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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### AUTHORIZATION -

*// We agree that // we have previewed the rental unit being applied for and // we are accepting it in "AS-IS" condition, unless otherwise noted above in "Other Items Requested". Applicants represent that all the above statements are true and correct and hereby authorize verification of the above items including, but not limited to the obtaining of a credit report and agree to furnish additional credit references upon request. The applicant also agrees that when information verified through routine methods proves negative or insufficient that this agency reserves the right to obtain additional information such as is public record at the agent's discretion. ANY FALSE INFORMATION SUPPLIED BY ANY APPLICANT SHALL RESULT IN DISQUALIFICATION.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Spouse/ Co-Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## PERMISSION TO RELEASE INFORMATION

*I/We AUTHORIZE Community Real Estate Services Inc. and their Agents to obtain relevant information about me/us for the purpose of evaluation my/our application to rent and/or determining eligibility for affordable housing programs, wherever applicable.*

*I/We give PERMISSION for the following to disclose such information: landlords, credit reporting agencies, employers, payees, instructors, caseworkers, banks, and other financial organizations. They may disclose such information as a rental, payment or work history, and income received from employment, public agencies, grants, scholarships, retirement, investments, gifts or any other source.*

*I/We UNDERSTAND that Community Real Estate Services Inc. reserves the right to obtain additional information on matters which are Public Record at their discretion, (i.e.: criminal searches), should other information verified through routine methods prove negative or insufficient. I/We UNDERSTAND that Community Real Estate Services Inc. will not release this information EXCEPT as necessary to related agencies in connection with determining eligibility for affordable housing programs (wherever applicable) as the law requires.*

*I/We KNOW that I/We may receive a copy of this authorization upon request.*

*I/We AGREE that a photographic or faxed copy of this authorization shall be as valid as the original.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Spouse/ Co-Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_