Phone 209/521-8072 Fax 209/521-8172 www.heritagepm.com

Application Information

PLEASE DO NOT SIGN THIS DOCUMENT WITHOUT READING IT!

Proud member of the City of Modesto Multi-Housing Crime Free Program.

You must make an appointment and view the inside of unit prior to submitting an application. Please fill out the front and back of the application legibly and completely. If an item does not apply to you, write N/A. Submit all required documentation with your application. **You must sign the application**; we cannot process unsigned applications, incomplete applications, or applications missing documents. Each person 18 years or older who will be residing in the unit must submit an application *in person* at our office. **You must call to make an appointment to submit the application. Each applicant must appear in person at our office** and show two forms of ID. One must be a current, government-issued picture ID. The application process can take 3-5 business days.

We run applications on a first qualified, first approved basis. Completed applications are considered in the order they are received, and the first applicant who meets the minimum qualifications will be made an offer to rent.

We run credit and unlawful detainer reports on each applicant. We may contact each rental reference, the applicant's current employer, and we may check publicly available information, such as court or public access legal records.

We ask for a Social Security Number (SSN) to run a credit report. If an applicant does not have a SSN, we can use an Individual Taxpayer Identification Number (ITIN). If an applicant does not have a SSN or ITIN, we will attempt to run a credit report using other identifying information such as name, date of birth and address. If we are unable to obtain a credit report, we will use the Alternative Credit Verification Methods listed on the back of this page.

Minimum Qualifications

Income: Combined gross income from all applicants must equal a minimum of 2.5 times the rent. Proof of income is required. If an applicant is submitting paycheck stubs as proof of income, please submit the last two most recent stubs if paid bi-weekly or monthly; the last four most recent stubs if paid weekly. If an applicant's income is from a government agency the eligibility letter is required. If the income is from court-ordered payments, proof of receipt of this income must be provided, the court order itself does not establish receipt of these payments. We do count food stamps as income with proof of eligibility.

Credit Report: A credit report will be run on each applicant. The credit score must be 600 or above for all applicants. (*Government Rent Subsidy Recipients Only*: Please see part 8 of the application for Alternative Evidence of Ability to Pay if you don't meet credit score minimum requirements.)

Rental History: A minimum of three years' rental history is required. Rental history must be verifiable. An applicant will be denied if rent has been late more than two times per year, has an eviction within the last seven years, owes a landlord or agency monies owed due to their tenancy or has a current legal action in progress due to their current or previous tenancy.

Bankruptcy: This is acceptable if new credit has been established that meets the above guidelines and the bankruptcy has been discharged or dismissed for at least one year. Applications will be denied if a bankruptcy is not fully discharged.

Fees

There is a \$40.00 *non-refundable* fee per application. Each person 18 years or older must submit an application in person and pay the fee. **Money order or cashier's check only.** We do not accept personal checks or cash for application fees. This fee covers the cost of obtaining a credit report or verifying credit, conducting an unlawful detainer search, verifying references, and administrative time.

Move-In Process

All applicants 18 years or older must sign the rental agreement prior to the move-in date or keys will not be issued. Rental agreements are signed in our office only.

Submission of an application and payment of application fee does not guarantee or imply any applicant is or will be approved. If an applicant is not chosen for the unit he or she applied for, we may offer other units for which we believe he or she is qualified. *Do not submit this application if you do not agree with these requirements.*

I have read and understand the above.	
Signature	Date
Printed Name	

Alternate Credit Verification Methods

If Heritage Property Management (HPM) is unable to obtain a credit report using a social security number (SSN), Individual Taxpayer Identification Number (ITIN) or other identifying information, an applicant can submit the following documents (**PLEASE NOTE! This does not apply to you if we are able to obtain a credit report.**):

- 1) Receipts showing on-time and in-full rental or mortgage payments for the past six (6) months.
- 2) Receipts or statements showing on-time and in-full payments for the past six (6) months from two (2) utility companies or other regular monthly bills. Utility companies include, but are not limited to:
 - a. Phone company
 - b. Electric company
 - c. Gas company
 - d. Cable/Satellite company
 - e. Water/Sewer or garbage

If an applicant cannot provide the above documents, the applicant may have a guarantor submit an application for consideration. The guarantor is required to follow the same application procedures as a potential tenant and is subjected to the same criteria to qualify.

☐Tenant ☐Guarantor Submit application to: Heritage Property Management 1214 11th Street, Suite 5, Modesto, CA 95354 (209) 573-0968

Name of Applicant:		

APPLICATION TO RENT

All sections must be completed. Individual applications are required from each occupant 18 years of age or older, unless instructed otherwise by Landlord. If any occupant over the age of 18 is <u>not</u> intended to be a signatory to the Rental/Lease Agreement, please contact Landlord regarding their policy prior to completing this Application.

(To be comple	ted by	/ Landlord) Applic	ant is app	lying to rent the	e premise	s designa	ated	as:	
Unit. No. (if ap	plicab	le)	Located a	ıt					
PART 1 – PEI	RSON	IAL INFORMATION	ON & ADI	DRESS HISTO	RY				
Last Name		First Na			ddle Nam	ne	SSI	N or ITIN	
Other names (used i	in the last 10 yrs.		Work phone n	umber		Hor (me phone nun)	nber
Date of birth		E-mail ad	ddress	,			Mol (bile/Cell phone)	e number
Photo ID/Type)	Number		Issuing Gov.		Exp. dat	е	Other ID	
Present addre	ess			City		State		Zip	
Date in		Date out	Landlord	d Name				Landlord pho	ne number
Reason for mo	oving	out	_ [,	Curi \$	rent rent	/Month
Previous add	ress			City		State		Zip	
Date in		Date out	Landlord	d Name				Landlord pho	ne number
Reason for mo	oving	out					Rer \$	nt at move-out	: /Month
Next previous	s add	ress		City		State		Zip	
Date in		Date out	Landlord	d Name				Landlord pho	ne number
Reason for mo	oving	out					Rer \$	nt at move-out	: /Month
PART 1 – PEI	RSON	IAL INFORMATION	ON & ADI	DRESS HISTO	RY (CON	TINUED))		
Proposed Occupants:	Nan	ne			Nam	е			
List all in addition	Nan	ne			Nam	е			
to yourself	Nan	ne			Nam	е			
	Nan	ne			Nam	е			



□Tenant
□Guarantor

Name of Applicant:	

PART 2 – INCOME					
Income from Employment	(If no income is received from	n employment, writ	e N/A)		
Current Employer Name		Job Title or Posit	ion	Dates of Emp	loyment
Employer address		Employer/Humai	n Resources	phone numb	er
City, State, Zip		Name of supervisor	r/human res	ources manag	jer
Current gross employment i \$		rcheck one) Per □ Week □ Mo	onth 🗖 Year		
Prior Employer Name		Job Title or Posit	ion	Dates of Emp	loyment
Employer address		Employer/Humai	n Resources	phone numb	er
City, State, Zip	1	Name of supervisor	r/human res	ources manag	jer
Income from Other Source	es .				
Other income source	Amou	unt \$ F	requency		
Other income source	Amou	unt \$ F	requency		
PART 3 – ASSETS & LIAB	ILITIES				
Name of your financial	Branch or addr	ess	Accoun	t Number	Type of Acct

PARI 3 - ASSETS & LIA	DILITIES		
Name of your financial	Branch or address	Account Number	
institution			Type of Acct

□Tenant
□Guarantor

Name of Applicant:		

PART 3 – ASSETS & LIABILITIES (CONTINUED)						
Please list ALL of your financial obligations below.						
Name of Creditor	Address	Phone Number	Monthly Pmt. Amount			
		()				
		()				
		()				
		()				
		()				

PART 4 – EMERGENCY CONTACT(S)					
In case of emergency, notify:	Address: Street, City, State, Zip	Relation	Phone		
1.					
2.					

PART 5 – REFERENCES				
Personal References:		Length of Acquaintance	Occupation	Phone
1.				
2.				

□Tenant	Name of Applicant:
□Guarantor	

PART 6 – MISCELLANEOUS INFORMATION				
Vehicles				
Vernicles	Make:	Model:		
Automobile #1				
	Year:	License #:		
Automobile #2	Make:	Model:		
	Year:	License #:		
Other motor vehicles (list all):				
Other Information				
Have you ever filed for bank	cruntov2 🗖 No. 🗖 Ves			
If yes, explain:	itupicy: Bino Bites			
ii yes, explairi.				
Have you ever been evicted	I or asked to move? ☐ No ☐ Yes			
If yes, explain:				
n you, oxplain				
Do you have pets? ☐ No ☐	l Yes			
If yes, describe:				
11 900, 00001100.				
Do you have a waterbed? ☐ No ☐ Yes				
If yes, describe:				
900, 0000	ii yes, describe.			
How did you hear about this	How did you hear about this rental?			



□Tenant
□Guarantor

Name of Applicant:	

PART 7 – ICRAA NOTICE

NOTICE REGARDING CALIFORNIA INVESTIGATIVE CONSUMER REPORTING AGENCIES ACT

☐ Landlord does <u>not</u> intend to request an investigative consumer report regarding the Applicant

Unless the box above is checked, 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 the 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:

Agency 1:
Experian
Name of Agency
701 Experian Parkway, P.O. Box 2002, Allen, TX, 75013
Address of Agency
Agency 2 (if applicable):
Name of Agency
Address of Agency
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, 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.



□Guarantor			
PART 8 – CONSIDERATION OF CREDIT HISTORY Important Information, read carefully:			
Under California law, applicants with a government rent su providing lawful, verifiable alternative evidence of the application be paid by the tenant, including, but not limited to, governistatements.	licant's reasonable ability to pay the portion of the rent to		
If an eligible applicant elects to submit such alternative evinstead of the applicant's credit history.	idence, Landlord will consider that alternative evidence		
Option 1: Consideration of Credit History	Option 2: Alternative Evidence of Ability to Pay (This option is ONLY available to government rent subsidy recipients)		
If you either: Do NOT have a government rent subsidy OR Do have a government rent subsidy but are not choosing to submit alternative evidence of your ability to pay rent to be considered instead of credit history Applicant: read and check the box below. Applicant authorizes the Landlord 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.	 If you both: DO have a government rent subsidy AND Are choosing to submit alternative evidence of your ability to pay rent to be considered instead of your credit history Applicant: read and check the box below. Applicant authorizes the Landlord to obtain reports other than credit reports, such reports may include unlawful detainer (eviction) reports, social security number verification, fraud warnings, previous tenant history and employment history. Application will not be considered complete until Applicant submits their verifiable alternative evidence of the ability to pay. 		
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 authorizes Landlord to obtain the reports indicated in Part 8 of this Application. Applicant further consents to allow Landlord to disclose tenancy information to previous or subsequent Landlords.			
Date	Applicant (signature required)		



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□Tenant



Name of Applicant:

□Tenan	t
□Guarai	otor

Name of Applicant:		

TO BE COMPLETED BY LANDLORD - SCREENING FEE DISCLOSURE AND ITEMIZATION

Landlord ☑ does ☐ does NOT require payment of a screening fee. If payment of a screening fee is <u>not</u> required, this portion of the Application may be left blank.

Landlord will require payment of a fee, which is to be used to screen Applicant. The total amount of the fee is specified below. As required by California Civil Code Section 1950.6, Landlord's screening process complies with at least one of the policies indicated below (*check one*):

Tirst Qualified, First Approved. Landlord's written screening criteria are provided together with this Application. Completed applications are considered in the order received, and the first applicant who meets Landlord's screening criteria will be made an offer to rent. Applicants are not charged a screening fee unless or until their application is actually considered. In the case of payment of a screening fee tendered by cash, check, or money order at the time the Application is submitted, such payment will not be deposited or cashed, as applicable, unless this Application is actually considered. In the case of payment of a screening fee tendered by credit or debit card, payment may be authorized and a hold placed at the time the Application is submitted but such payment will not be charged unless this Application is actually considered. In the event Landlord inadvertently charges screening fees to multiple applicants as the result of concurrent submissions, Landlord will refund the screening fee within 7 days to any applicant whose application is not considered, except as otherwise agreed by applicant. Landlord is not required to refund a screening fee to an applicant whose application is denied, after consideration, because the applicant does not meet the landlord's established, written screening criteria.

☐ **Refund to Denied Applicants.** Landlord will return the entire screening fee to any applicant who is not made an offer to rent, regardless of the reason, within 7 days of selecting an applicant for tenancy or 30 days of when the application was submitted, whichever occurs first.

Total fee for applications subject to credit history	Total fee for applications subject to review of
review	alternative evidence of ability to pay
(Applicable for Applicants who selected Option 1 in	(Applicable for Applicants who selected Option 2 in
Part 8 of this Application)	Part 8 of this Application)
\$ 40.00	\$ 40.00

The amount charged is itemized as follows:

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

	Actual cost for screening reports inclusive of	Actual cost for screening reports NOT including
	credit history	credit history
	(Applicable for Applicants who selected Option 1 in	(Applicable for Applicants who selected Option 2 in
	Part 8 of this Application)	Part 8 of this Application)
	\$ 17.00	\$ 17.00
г		·

\$ 23.00				
3. \$ <u>40.00</u>	of the screening fee shall be paid directly to Landlord and \$	0.00	_ shall be paid	

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

directly to ______, which provides screening services, including but not limited obtaining screening reports, on Landlord's behalf.



□Tenant □Guarantor	Name of Applicant:
Option to receive receipt by email. ☐ (Landlord of receive a receipt by email. If you would like to have you	heck only if applicable) If box is checked, Applicant can choose your receipt emailed
to you, please provide your email address here:	
	(Applicant fill in email address, if electing email receipt)

If the box is not checked, or if you do not provide a valid email address, your receipt will be mailed to the present address listed in Part 1 of this Application, or provided personally.



□Tenant
□Guarantor

Name of Applicant:	

RECEIPT FOR TENANT SCREENING AND/OR CREDIT CHECKING FEES

(Date)	, Landlord received \$ alled "Applicant," who seeks to	rent from Landlard the pr	romicos locatod at:
undersigned, neremaner c	alled Applicant, who seeks to	Tent Irom Landiord the pr	emises located at.
	(Street Add	ress)	
Unit # (if applicable)			
/		_	
(0)		, CA	· ·
(City)			(<i>∠</i> ıp)
(Complete only if applicable	e) In addition, \$	was paid directly to a	a third party,
	, which pro	ovides screening services	s, including but not limited
obtaining screening report	s, on Landlord's behalf.		
Payment is to be used to scr	een "Applicant". The amount char	ged is itemized as follows:	
1. Actual cost of credit repor	t, unlawful detainer (eviction) sear	ch, and/or other screening	
reports		\$_	
2. Cost to obtain, process a	nd verify screening information (ma	ay include staff time and	
other soft costs)		\$_	
3. Total fee charged (cannot	exceed the amount fixed by law)	\$_	
Screening fees paid by:	For Landlord U ☐ Cash ☐ Personal Check ☐ C		y Order
☐ Credit Card # (Last 4	digits only) Mo	C/VISA/AMEX Expiration	Date:
Landlord		Individual Signing	for Landlord

_ Agent for Landlord. Date:_____



Management Co. (If Applicable)

□Tenant
□Guarantor

Name of Applicant:		

CALIFORNIA APARTMENT ASSOCIATION CODE FOR EQUAL HOUSING OPPORTUNITY

We, the members of the California Apartment Association, support the spirit and intent of all local, state and federal fair housing laws for all residents without regard to protected characteristics including race, color, religion, age, sex, sexual orientation, gender, gender identity, gender expression, genetic information, marital status, military or veteran status, national origin, ancestry, immigration status, familial status, source of income, disability of that person or whether that person is the victim of domestic violence, dating violence, sexual assault, stalking, human trafficking, or abuse of an elder or a dependent adult, or any combination of these characteristics.

We believe 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:

- 1. 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.
- 2. 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.
- 3. 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."
- 4. 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.



