



## Qualifying Criteria for All Applicants

Legacy Partners supports The Fair Housing Act, as amended, prohibiting discrimination in housing. The following qualification standards will be required from every prospective resident. They include, but are not limited to:

### **Applicants**

All persons over the age of 18 who will be residing in the apartment are required to complete an application and be screened unless they are under legal conservatorship of another applicant for the apartment. All household members under the age of 18 must be listed on the primary renter's application.

### **Income/Employment**

Total combined household income for all applicants must be at least two (2) times the amount of the apartment monthly rental rate. Applicants must provide their three (3) most recent pay stubs as proof of income. If the applicant is self-employed, retired, or cannot provide pay stubs, the applicant must provide photocopies of the tax return from the previous year, financial statements from a certified public accountant, letter from employer or job offer letter on original company letterhead, proof of trust income, income investment statement, grant documentation, proof of Social Security, retirement or disability income, or photocopies of the three (3) most recent bank statements showing equivalent to rental obligation for the term of the lease.

### **Rental History**

Applicants must have at least six (6) months of confirmable residency. Payment history will be reviewed, and no negative history will be accepted. Negative rental history is described as, but not limited to, any damages owed, rental related debt with a balance due over \$200 within the past forty-eight (48) months, and/or evictions filed within the past eighty-four (84) months.

### **Credit History**

A retail credit report will be pulled on each applicant. Accounts with a negative rating will affect the applicant's ability to be approved. No mortgage related bankruptcies or foreclosures in the past forty-eight (48) months will be accepted. If the applicant has a non-mortgage related bankruptcy within the past twenty-four (24) months AND applicant has reestablished credit from the date of discharge of the bankruptcy, it will not affect the applicant's ability to be approved.

### **Picture Identification**

A valid State of Federal government issued photo identification is required. If using a foreign passport for identification, it must include a valid entry visa or be accompanied by a valid resident alien card.

### **Liability Insurance Required**

Your lease contains a financial responsibility requirement to provide insurance coverage that has, at a minimum, personal liability coverage with limits of liability in an amount not less than \$100,000 per occurrence. As an added service to our residents, this community is working with a leading insurance company to offer you high quality, low cost insurance protection. If you elect to obtain coverage from another insurance carrier you will be required to provide a certificate of insurance from your provider naming this community as an interested party on your policy. Please inquire about details of the insurance program from the leasing office.

### **Utilities Required**

By move in date, resident will be required to establish electricity service directly with utility provider. Along with monthly rent, resident will be billed for other utilities including, but not limited to, water, sewer, gas, and trash.

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Applicant

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Date

# 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 _____								





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 \$ \_\_\_\_\_, which 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 \$ \_\_\_\_\_
2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) \$ \_\_\_\_\_
3. Total fee charged \$ \_\_\_\_\_

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.

