

Rental Application Cover Sheet Addendum

Please be advised that this addendum is considered a legal and binding addition to your rental application. It must be read, signed and returned with your application to be considered complete. It is illegal to discriminate potential tenants in any way. Management will keep any personal and financial information received confidential.

QUALIFICATION REQUIREMENTS:

1. An application for each adult, 18 years or older must be submitted for those who will be residing in the unit. NO EXCEPTIONS!
2. Each Application must contain copies of the following documents:
 - A. Valid (not expired) Photo Identification: state issued ID, Driver's License, and/or Passport
 - B. Social Security Card
 - C. Two (2) months' worth of most recent paycheck stub(s) with a year to date figure for each paystub.
 - D. Two (2) months' worth of most recent bank statements that confirm the last two months of payroll/direct deposit.
 - E. If self-employed, individuals must provide full copies of last two (2) years of filed income tax returns and two (2) months of last bank statements.
3. Credit check fee(s) is paid directly by Tenant(s) via rental application screening vendor (ex. Zillow, RentSpree, Rental Beast, etc). Management will provide screening link.
4. Applicants must have a clean credit history: NO BANKRUPTCIES, EVICTIONS, COLLECTIONS, JUDGEMENTS, DELINQUENCIES, OR CHARGE-OFFS.
5. Combined income for ALL adults, 18 year or older, must equal at least three (3) times the rent.
6. Must be employed for at least one (1) year.

PLEASE NOTE:

IF QUALIFICATION REQUIREMENTS ARE NOT MET, ANY SCREENING FEE(S) PAID DIRECTLY TO A THIRD PARTY IS/ARE NOT REFUNDABLE BY MANAGEMENT AND/OR PROPERTY OWNER. IF APPROVED, evidence of Renter's Insurance plus the first month's rent and security deposit (and any applicable pet deposit) is due prior to move in date. All move-in dues are made payable to *Castillo Realty Group, Inc.* via cashier's check. No personal checks accepted for NEW MOVE-INS. NO EXCEPTIONS! Please submit your entire Application package via email: info@castillorealtygroup.com and reference the property address in the subject line.

By signing this addendum, you agree with all the terms stated above.

Applicant Signature: _____ DATE: _____
Applicant Name (print): _____



APPLICATION TO RENT/SCREENING FEE

(C.A.R. Form LRA, Revised 4/11)

I. APPLICATION TO RENT

THIS SECTION TO BE COMPLETED BY APPLICANT. A SEPARATE APPLICATION TO RENT IS REQUIRED FOR EACH OCCUPANT 18 YEARS OF AGE OR OVER, OR AN EMANCIPATED MINOR.

1. Applicant is completing Application as a (check one) ☐ tenant, ☐ tenant with co-tenant(s) or ☐ guarantor/co-signor.
Total number of applicants _____

2. PREMISES INFORMATION
Application to rent property at _____ ("Premises")
Rent: \$ _____ per _____ Proposed move-in date _____

3. PERSONAL INFORMATION
A. FULL NAME OF APPLICANT _____
B. Date of Birth _____ (For purpose of obtaining credit reports. Age discrimination is prohibited by law.)
C. Social security No. _____ Driver's license No. _____
State _____ Expires _____
D. Phone number: Home _____ Work _____ Other _____
E. Email _____
F. Name(s) of all other proposed occupant(s) and relationship to applicant _____
G. Pet(s) or service animals (number and type) _____
H. Auto: Make _____ Model _____ Year _____ License No. _____ State _____ Color _____
Other vehicle(s): _____
I. In case of emergency, person to notify _____
Relationship _____
Address _____ Phone _____
J. Does applicant or any proposed occupant plan to use liquid-filled furniture? ☐ No ☐ Yes Type _____
K. Has applicant been a party to an unlawful detainer action or filed bankruptcy within the last seven years? ☐ No ☐ Yes
If yes, explain _____
L. Has applicant or any proposed occupant ever been convicted of or pleaded no contest to a felony? ☐ No ☐ Yes
If yes, explain _____
M. Has applicant or any proposed occupant ever been asked to move out of a residence? ☐ No ☐ Yes
If yes, explain _____

4. RESIDENCE HISTORY
Current address _____ Previous address _____
City/State/Zip _____ City/State/Zip _____
From _____ to _____ From _____ to _____
Name of Landlord/Manager _____ Name of Landlord/Manager _____
Landlord/Manager's phone _____ Landlord/Manager's phone _____
Do you own this property? ☐ No ☐ Yes Did you own this property? ☐ No ☐ Yes
Reason for leaving current address _____ Reason for leaving this address _____

5. EMPLOYMENT AND INCOME HISTORY
Current employer _____ Supervisor _____ From _____ To _____
Employer's address _____ Supervisor's phone _____
Position or title _____ Phone number to verify employment _____
Employment gross income \$ _____ per _____ Other \$ _____ per _____ Source _____
Previous employer _____ Supervisor _____ From _____ To _____
Employer's address _____ Supervisor's phone _____
Position or title _____ Employment gross income \$ _____ per _____

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Applicant's Initials (_____) (_____)

Reviewed by _____ Date _____



APPLICATION TO RENT/SCREENING FEE (LRA PAGE 1 OF 2)

Agent: Bryan Castillo Phone: 310-751-0938 Fax: 310-598-2877 Prepared using zipForm® software
Broker: Castillo Realty Group, Inc. 2801 Ocean Park Blvd., Suite 198 Santa Monica, CA 90405

Property Address: _____ Date: _____

6. CREDIT INFORMATION

Name of creditor	Account number	Monthly payment	Balance due

Name of bank/branch	Account number	Type of account	Account balance

7. PERSONAL REFERENCES

Name _____ Address _____
Phone _____ Length of acquaintance _____ Occupation _____
Name _____ Address _____
Phone _____ Length of acquaintance _____ Occupation _____

8. NEAREST RELATIVE(S)

Name _____ Address _____
Phone _____ Relationship _____
Name _____ Address _____
Phone _____ Relationship _____

Applicant understands and agrees that: (i) this is an application to rent only and does not guarantee that applicant will be offered the Premises; (ii) Landlord or Manager or Agent may accept more than one application for the Premises and, using their sole discretion, will select the best qualified applicant, and (iii) Applicant will provide a copy of applicant's driver's license upon request.

Applicant represents the above information to be true and complete, and hereby authorizes Landlord or Manager or Agent to: (i) verify the information provided; and (ii) obtain credit report on applicant.

If application is not fully completed, or received without the screening fee: (i) the application will not be processed, and (ii) the application and any screening fee will be returned.

Applicant _____ Date _____ Time _____

Return your completed application and any applicable fee not already paid to: _____

Address _____ City _____ State _____ Zip _____

II. SCREENING FEE

THIS SECTION TO BE COMPLETED BY LANDLORD, MANAGER OR AGENT.

Applicant has paid a nonrefundable screening fee of \$ _____, applied as follows: (The screening fee may not exceed \$30.00, adjusted annually from 1-1-98 commensurate with the increase in the Consumer Price Index. A CPI inflation calculator is available on the Bureau of Labor Statistics website, www.bls.gov. The California Department of Consumer Affairs calculates the applicable screening fee amount to be \$42.06 as of 2009.)

\$ _____ for credit reports prepared by _____;

\$ _____ for _____ (other out-of-pocket expenses); and

\$ _____ for processing.

The undersigned has read the foregoing and acknowledges receipt of a copy.

Applicant Signature _____ Date _____

The undersigned has received the screening fee indicated above.

Landlord or Manager or Agent Signature _____ DRE Lic. # _____ Date _____

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Reviewed by _____ Date _____



APPLICATION TO RENT/SCREENING FEE (LRA PAGE 2 OF 2)