



APPLICATION TO RENT/SCREENING FEE

(C.A.R. Form LRA, Revised 12/19)

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. 1. Driver's License No. _____ State _____ Expires _____

2. See section II, 2 for Social Security Number/Tax Identification Numbers. Such number shall be provided upon request from Landlord/Manager/Agent.

D. Phone number: Home _____ Work _____ Other _____

E. Email _____

F. Name(s) of all other proposed occupant(s) and relationship to applicant _____

G. Pet(s) (Other than service or companion 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 asked to move out of a residence? ☐ No ☐ Yes

If yes, explain _____

M. Has applicant or any proposed occupant ever been convicted of or pleaded no contest to a felony within the last seven years? ☐ No ☐ Yes

If yes, explain _____

(After completing a credit review, Landlord may consider the nature of the felony and the length of time since it occurred so long as the felony is directly related to the applicant's ability to meet its obligations under the lease terms, and any other relevant mitigating information pursuant to 2 CCR §12266.)

4. RESIDENCE HISTORY

Current address _____

City/State/Zip _____

From _____ to _____

Name of Landlord/Manager _____

Landlord/Manager's phone _____

Do you own this property? ☐ No ☐ Yes

Reason for leaving current address _____

Previous address _____

City/State/Zip _____

From _____ to _____

Name of Landlord/Manager _____

Landlord/Manager's phone _____

Did you own this property? ☐ No ☐ Yes

Reason for leaving this address _____



Property Address: _____ Date: _____

5. EMPLOYMENT AND INCOME HISTORY

Current employer _____
Current employer address _____
From _____ To _____
Supervisor _____
Supervisor phone _____
Employment gross income \$ _____ per _____
Other income info _____

Previous employer _____
Prev. employer address _____
From _____ To _____
Supervisor _____
Supervisor phone _____
Employment gross income \$ _____ per _____
Other income info _____

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 _____

9. 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 receive more than one application for the Premises and, will select the best qualified applicant; and (iii) Applicant will provide a copy of applicant's driver's license or other acceptable identification 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; (ii) obtain a credit report on applicant; and (iii) obtain an "Investigative Consumer Report" ("ICR") on and about applicant. An ICR may include, but not be limited to, criminal background checks, reports on unlawful detainers, bad checks, fraud warnings, and employment and tenant history. By signing below, you also acknowledge receipt of the attached NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW (C.A.R. form BIRN).

- ☐ Please check this box if you would like to receive, at no charge, a copy of an ICR or consumer credit report if one is obtained by the Landlord/Manager/Agent whenever you have a right to receive such a copy under California law.

10. Applicant further authorizes Landlord or Manager or Agent to disclose information to prior or subsequent owners and/or agents with whom applicant has had, or intends to have, a rental relationship.

If application is not fully completed, or if section II, 2 is applicable and the application is received without the full screening fee: (i) the application will not be processed, and (ii) the application and any portion of the screening fee paid will be returned.

Applicant Signature _____ Date _____ Time _____

Return your completed application and any applicable fee not already paid to: **SIERRA DESERT PROPERTIES**

Address **613 Main St** City **Susanville** State **CA** Zip **96130-4327**



Property Address: _____ Date: _____

II. SCREENING FEE

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

1. ☐ Applicant will provide screening information and fee directly to Landlord/Manager/Agent's authorized screening service at _____.
- OR 2. ☒ Applicant has paid a nonrefundable screening fee of \$30.00, 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.)
- \$ 20.00 for credit reports prepared by Appfolio Property Management ;
- \$ _____ for _____ (other out-of-pocket expenses); and
- \$ 10.00 for processing.
- Applicant Social Security Number/Tax Identification Number: _____

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

Applicant Signature _____ Date _____

If 2 is selected, the undersigned has ☐ has not received the screening fee indicated above.

Landlord or Manager Agent Signature: _____ DRE Lic. # 01939561

SIERRA DESERT PROPERTIES Date _____

© 2019, California Association of REALTORS®, Inc. United States copyright law (Title 17 U.S. Code) forbids the unauthorized distribution, display and reproduction of this form, or any portion thereof, by photocopy machine or any other means, including facsimile or computerized formats. THIS FORM HAS BEEN APPROVED BY THE CALIFORNIA ASSOCIATION OF REALTORS®. NO REPRESENTATION IS MADE AS TO THE LEGAL VALIDITY OR ACCURACY OF ANY PROVISION IN ANY SPECIFIC TRANSACTION. A REAL ESTATE BROKER IS THE PERSON QUALIFIED TO ADVISE ON REAL ESTATE TRANSACTIONS. IF YOU DESIRE LEGAL OR TAX ADVICE, CONSULT AN APPROPRIATE PROFESSIONAL. This form is made available to real estate professionals through an agreement with or purchase from the California Association of REALTORS®. It is not intended to identify the user as a REALTOR®. REALTOR® is a registered collective membership mark which may be used only by members of the NATIONAL ASSOCIATION OF REALTORS® who subscribe to its Code of Ethics.



Published and Distributed by:
REAL ESTATE BUSINESS SERVICES, LLC.
a subsidiary of the CALIFORNIA ASSOCIATION OF REALTORS®
525 South Virgil Avenue, Los Angeles, California 90020

Reviewed by _____ Date _____



LRA REVISED 12/19 (PAGE 3 OF 3)

APPLICATION TO RENT/SCREENING FEE (LRA PAGE 3 OF 3)

Produced with zipForm® by zipLogix 18070 Fifteen Mile Road, Fraser, Michigan 48026 www.zipLogix.com

SAMPLES



CALIFORNIA
ASSOCIATION
OF REALTORS®

NOTICE REGARDING BACKGROUND INVESTIGATION REPORTS PURSUANT TO CALIFORNIA LAW

(C.A.R. Form BIRN, 12/19)

The person signing below (on behalf of the Landlord, if not the Landlord) intends to obtain information about you from an investigative consumer reporting agency and/or a consumer credit reporting agency for the purpose letting a dwelling. Thus, you can expect to be the subject of "investigative consumer reports" and "consumer credit reports" obtained for housing purposes. Such reports may include information about your character, general reputation, personal characteristics and mode of living. With respect to any investigative consumer report from an investigative consumer reporting agency ("CRA"), the Landlord may investigate the information contained in your rental application and other background information about you, including but not limited to obtaining a criminal record report, eviction report, verifying references, work history, your social security number, and other information about you, and interviewing people who are knowledgeable about you. The results of this report may be used as a factor in making housing decisions. The source of any investigative consumer report (as that term is defined under California law) will be:

CRA: Appfolio, Address: 50 Castilian Dr, Santa Barbara, Ca .93117

Telephone: (866)648-1536 Email: consumer.relations@appfolio.com

The Landlord agrees to provide you with a copy of an investigative consumer report when required to do so under California law.

Under California Civil Code section 1786.22, you are entitled to find out from a CRA what is in the CRA's file on you with proper identification, as follows:

- In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The CRA may not charge you more than the actual copying costs for providing you with a copy of your file.
- A summary of all information contained in the CRA's file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
- By requesting a copy be sent to a specified addressee by certified mail. CRAs complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the CRAs.

"Proper Identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the CRA require additional information concerning your employment and personal or family history in order to verify your identity.

The CRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection.

You may be accompanied by one other person of your choosing, who must furnish reasonable identification. A CRA may require you to furnish a written statement granting permission to the CRA to discuss your file in such person's presence.

Landlord or Manager or Agent Signature: _____

SIERRA DESERT PROPERTIES

DRE Lic. # **01939561**

Date _____

© 2019, California Association of REALTORS®, Inc. United States copyright law (Title 17 U.S. Code) forbids the unauthorized distribution, display and reproduction of this form, or any portion thereof, by photocopy machine or any other means, including facsimile or computerized formats.

THIS FORM HAS BEEN APPROVED BY THE CALIFORNIA ASSOCIATION OF REALTORS®. NO REPRESENTATION IS MADE AS TO THE LEGAL VALIDITY OR ACCURACY OF ANY PROVISION IN ANY SPECIFIC TRANSACTION. A REAL ESTATE BROKER IS THE PERSON QUALIFIED TO ADVISE ON REAL ESTATE TRANSACTIONS. IF YOU DESIRE LEGAL OR TAX ADVICE, CONSULT AN APPROPRIATE PROFESSIONAL.

This form is made available to real estate professionals through an agreement with or purchase from the California Association of REALTORS®. It is not intended to identify the user as a REALTOR®. REALTOR® is a registered collective membership mark which may be used only by members of the NATIONAL ASSOCIATION OF REALTORS® who subscribe to its Code of Ethics.



Published and Distributed by:
REAL ESTATE BUSINESS SERVICES, LLC.
a subsidiary of the CALIFORNIA ASSOCIATION OF REALTORS®
525 South Virgil Avenue, Los Angeles, California 90020

BIRN 12/19 (PAGE 1 OF 1)



NOTICE REGARDING BACKGROUND INVESTIGATION REPORTS PURSUANT TO CALIFORNIA LAW
(BIRN PAGE 1 OF 1)

Sierra Desert Properties, 613 Main St Susanville CA 96130
Melanie Westbrook

Produced with zipForm® by zipLogix 18070 Fifteen Mile Road, Fraser, Michigan 48026 www.zipLogix.com

Phone: 530.250.7146

Fax: (530) 212-9069

SAMPLES



613 Main Street Susanville, Ca 96130 - (530) 250-7146 - Office (530) 212-9069

I, _____, give permission to Sierra Desert Properties obtain the following information regarding my rental history.

Signed: _____ Date: _____

RENTAL OFFICE USE ONLY

NAME OF RESIDENT: _____

PROPERTY ADDRESS: _____

AMOUNT OF RENT: _____

MOVE-IN DATE: _____

LEASE EXPIRATION: _____

NUMBER OF LATE PAYMENTS: _____

NUMBER OF NSF PAYMENTS: _____

NOTICE GIVEN: _____

ANY LEASE VIOLATIONS: _____

IF YES, PLEASE EXPLAIN: _____

WOULD YOU LEASE AGAIN: _____

NAME/TITLE OF PERSON VERIFYING: _____

IF YOU HAVE QUESTIONS PLEASE FEEL FREE TO CONTACT US AT (530) 250-7146 OR EMAIL AT SIERRADESERTPROP@GMAIL.COM.

PLEASE FAX BACK FORM AT (530)212-9069

THANK YOU IN ADVANCE FOR YOUR IMMEDIATE RESPONSE IT IS GREATLY APPRECIATED!

