

***Applicant: Please keep a copy of Tenant Policy and return one***

**RENTAL POLICY (TENANT)**

**TENANT APPLICATION-** Please fill out the Tenant Application completely and return to us as soon as possible. Be sure to sign and date where indicated. All prospective tenants 18 and over must fill out a separate application and pay a fee for a credit/background check.

**DRIVER'S LICENSE** – Per current law and credit bureau requirements, we will need to see and make a copy of a government issued photo ID (driver's license, passport or military ID) for each individual filling out a Tenant Application.

**TENANT SCREENING FEE** - \$35.00 per person – ***payable in cash only***

**TENANT SELECTION** – Tenants are *not* necessarily selected on a “first come” basis. Landlord will select a tenant based on qualifications such as credit history, income, pets and desired length of tenancy.

**FIRST MONTH'S RENT & SECURITY DEPOSIT:** Our rental service includes collection of the first month's rent and security deposit. ***These must be in the form of a cashier's check payable to: Curtis Real Estate, Trustee*** or electronic transfer to our Bank of America trust account #0205631936. Routing # 121000358 for electronic transfer. 026009533 for wire transfer. A \$15.00 fee must be added to the amount transferred to cover bank charges for wire and electronic transfers.

A deposits of one month's rent is required to hold the property, one business day after the landlord has accepted your application. The security deposit can be paid at the same time or just prior to the date the lease begins.

Security deposits are held in our trust account until the day the lease begins and are then transferred to the landlord.

If a tenant does not go through with the rental after signing a Lease/Rental Agreement, all or portions of the rent/deposit may be non-refundable.

**UTILITIES:**

Southern California Gas Co. (800) 427-2200  
Edison Co. (electricity) (800) 655-4555

[www.socalgas.com](http://www.socalgas.com)  
[www.sce.com](http://www.sce.com)

City of Claremont (trash) (909) 399-5431  
Golden State Water Co. (800) 999-4033

[www.ci.claremont.ca.us](http://www.ci.claremont.ca.us)  
[www.gswater.com](http://www.gswater.com)

**WALK THROUGH INSPECTION** – Since Curtis Real Estate does not do ongoing property management we are unable to perform Move In/Move Out inspections. We will provide the tenant with a form for this purpose. It is best filled out after spending a day or two in the property so you can have had a chance to try appliances, etc. After it is filled out, the form should then be sent to the landlord by the tenant. When possible, we recommend that the tenant and landlord perform this inspection together. The form also provides for a “move-out inspection”, noting any changes in the property condition during the tenancy. Both the tenant and landlord may also wish to take pictures of the interior and exterior to keep a record of the condition of the property. Careful completion and return of the inspection form is the best way to insure that you will get your security deposit back from the landlord.

Curtis Real Estate does not do ongoing property management. Please contact your landlord directly regarding any repairs, questions or concerns regarding the property or security deposit after your lease begins. (See contract for landlord’s contact information). After the first month, all subsequent rent payments are made directly to the landlord at the address specified in the rental agreement.

Thank you for allowing Curtis Real Estate to help you find your rental! We hope you will be happy in your new home. If we can help you in the future with another rental or with purchasing a home, please let us know.

\_\_\_\_\_  
Tenant Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant Applicant

\_\_\_\_\_  
Date

# REALTY CREDIT BUREAU

## Tenant Authorization

### PRINT YOUR ID LEGIBLY BELOW

I, first \_\_\_\_\_ middle \_\_\_\_\_ last name \_\_\_\_\_ am applying for a tenant opening with [ \_\_\_\_\_ ]. I am giving them and their background checking company, Realty Credit Bureau, authorization to view my credit bureau profile and optionally Nationwide ID/Criminal data. I hold all the above parties legally harmless in their efforts to review my record data in helping me get quickly approved.

My SS# is \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DOB: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ DL#: \_\_\_\_\_ State: \_\_\_\_\_

My current address is \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

My previous address is \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

**MY SIGNATURE** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Property Mgr. Account Name: Curtis Real Estate Attn: \_\_\_\_\_

FAX NOW TO (909)792-3247. When completed fax back to us (909) 626-1165

### SUMMARY REPORT

**ID VERIFICATION:** Name Y/N, SS# Y/N, Address Y/N ID Fraud?

**CREDIT RATING:** No Data Good Fair Neutral Poor Conflicting Data ID Fraud?

**REASON:** \_\_\_\_\_

**CRIMINAL RECORD:** \_\_\_\_\_

**RCB Signature: X** \_\_\_\_\_ **Date:** \_\_\_\_\_



# APPLICATION TO RENT/SCREENING FEE

(C.A.R. Form LRA, Revised 11/12)

## 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? <input type="checkbox"/> No <input type="checkbox"/> Yes	Did you own this property? <input type="checkbox"/> No <input type="checkbox"/> Yes
Reason for leaving current address _____	Reason for leaving this address _____
5. EMPLOYMENT AND INCOME HISTORY
 

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

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LRA REVISED 11/12 (PAGE 1 OF 2)

Applicant's Initials ( \_\_\_\_\_ ) ( \_\_\_\_\_ )

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_



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

Agent: Curtis Curtis Phone: 909.626.1261 Fax: 909.626.1165 Prepared using zipForm® software  
Broker: Curtis Real Estate 107 Harvard Ave Claremont, CA 91711

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: Curtis Real Estate  
Address 107 Harvard Ave. City Claremont State CA Zip 91711

II. SCREENING FEE

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

Applicant has paid a nonrefundable screening fee of \$ 35.00 (cash only) , 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 Realty Credit Bureaus ;  
 \$ \_\_\_\_\_ 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 Curtis Real Estate DRE Lic. # 00897370 Date \_\_\_\_\_

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Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

