

Application Instructions

1. Please complete and sign the attached “**Application to Rent**” form in the packet.
2. Please review and sign the “**Rental Leasing Criteria**” form in the packet.
3. Please provide screening fee of \$29.67 per adult 18 years and over.
This payment needs to be made in cash, money order or via certified check.
We do not accept personal checks or other forms of payment.
4. Return to Normand Dandurand or Dorothy Dandurand.
Please call 562-896-1437 to determine a time to drop off the application.
We cannot accept applications electronically as we require a “wet signature” and do not accept electronic forms of payment.



BANKING INFORMATION

Name of Bank/S&L/Credit Union: _____ Branch or Address: _____

Checking #: _____ Approx. Bal. _____ Savings #: _____ Approx. Bal. _____

Name of Bank/S&L/Credit Union: _____ Branch or Address: _____

Checking #: _____ Approx. Bal. _____ Savings #: _____ Approx. Bal. _____

CREDIT REFERENCES (Credit Cards/Car Payments/Other Loans)

Company Name: _____ Address/City: _____

Account #: _____ Present Balance: _____ Monthly Payment: _____

Company Name: _____ Address/City: _____

Account #: _____ Present Balance: _____ Monthly Payment: _____

Company Name: _____ Address/City: _____

Account #: _____ Present Balance: _____ Monthly Payment: _____

PERSONAL REFERENCES

Name	Address & City	Phone	Time Known	Relationship
		()		
		()		
		()		

EMERGENCY CONTACT

Name: _____ Address: _____

Relationship: _____ Email: _____ Phone: () _____

VEHICLES

Year: _____ Make: _____ Model: _____ Color: _____ License#: _____ State: _____

Year: _____ Make: _____ Model: _____ Color: _____ License#: _____ State: _____

Applicant represents that all of the above statements are true and correct and hereby authorizes their verification including, but not limited to, the obtaining of a credit report, and agrees to furnish additional credit references on request. Owner/Agent is authorized to obtain a credit report now and in the future. **Applicant expressly authorizes Owner/Agent to contact all persons or firms named above to verify the contents of this Application.**

In connection with my application for rental and/or employment, I understand that background inquiries will be made on myself including consumer, criminal, driving and other reports. Employment reports may include information as to my character, work habits, performance and experience along with reasons for termination of past employment from previous employers. I understand that information will be requested from various federal, state and other agencies and entities, public and private, which maintain records concerning my past activities relating to driving, credit, criminal, civil and other experiences as well as claims involving me in insurance company files.

I authorize, without reservation, any party or agency contacted to furnish, completely and without limitation, any and all of the above mentioned information and any other information related thereto. Further, I will release from liability and will defend and hold harmless all requesters and suppliers of information in accordance herewith.

I declare that all of my statements on this Application to Rent are true and complete. If I fail to answer any question or give false information, I understand that my application may be rejected. I understand that the Owner/Agent may at any time furnish information to consumer reporting agencies and other rental housing owners regarding your performance of your legal obligations, including both favorable and unfavorable information about applicant's compliance with contractual obligations.

Date: _____ Applicant _____

UNAUTHORIZED USE PROHIBITED

For Members Only
Apartment Association,
California Southern Cities Approved
Form # F01 – 1/25



Notice regarding California Investigative Consumer Reporting Agencies Act

Property owner does **not** intent to request an investigative consumer report regarding the Applicant

Unless the box above is checked, Property owner intends to request an investigative consumer report regarding the Applicants character, general reputation, personal characteristics, and mode of living. In accordance with California Civil Code Section 1786.22, 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, **or** (2) by making a written request for copies to be sent by certified mail to a specified addressee, **or** (3) make a written request for a summary of the file to be provided over the telephone.

The investigative consumer reporting agency may charge a fee, not to exceed the actual duplication costs, if Applicant request a copy of their file. The agency is mandated to have personnel available to explain your file for you, including an explanation of any coded information appearing in your file. If you appear in person, you are permitted to have a person of your choice accompany you, provided that this person furnishes proper identification. Furthermore, 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

Contemporary Information Corporation

Name of Agency

42913 Capital Dr., Unit 101, Lancaster, CA 93535

Address of Agency

To request 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 is checked, Applicant wishes a copy of all reports to be sent by the Owner/Agent within three (3) business days of the date such report is provided (California Civil Code section 1786.16).

Rental Leasing Criteria

Thank you for your interest in our rental property. We comply with all applicable federal, state, and local Fair Housing laws, including the California Fair Employment and Housing Act (FEHA). We do not discriminate based on race, color, religion, sex, gender identity, sexual orientation, marital status, national origin, ancestry, disability, medical condition, source of income (including housing vouchers), familial status, age, or any other protected characteristic.

1. Application Process

- All adult applicants (18 years and older) must complete a rental application and pay the non-refundable application fee of \$29.67 (per applicant).
- Identification and proof of income are required for all applicants.
- The application screening fee does not exceed our actual out-of-pocket costs and is charged in compliance with California Civil Code §1950.6. A receipt will be provided upon request.

2. Income Requirements

- Gross monthly household income must equal at least three (3) times the applicant's portion of the rent.
- For applicants receiving housing assistance (including Section 8), income requirements apply only to the tenant-paid portion.
- Acceptable forms of income verification include recent pay stubs, tax returns, or bank statements.

3. Credit History

- A credit report may be obtained for all applicants.
- A minimum FICO credit score of 700 is required.
- Applicants with a credit score below 700 may still be considered based on compensating factors, including but not limited to:
 - Higher income relative to rent
 - Substantial liquid assets
 - Strong rental history with no late payments
 - Co-signer or guarantor
- Significant housing-related debt, unpaid landlord collections, or patterns of delinquent payments may impact eligibility regardless of score.

4. Rental History

- Two (2) years of verifiable rental history is preferred.
- Prior unlawful detainer judgments that resulted in possession being awarded to a landlord may be considered, subject to applicable California law regarding sealed or restricted records.
- Positive rental references are required where available.
- Applicants should have a history of complying with prior lease agreements. Documented material lease violations within the past three (3) years — including nonpayment of rent, property damage, unauthorized occupants, or serious disturbances — may impact eligibility. Each application will be evaluated based on the nature, severity, and recency of the violation.

5. Criminal History Screening (Conducted Only After Conditional Approval)

- Criminal history will not be considered until all other eligibility factors have been satisfied.
- Criminal history screening will be conducted in accordance with applicable California law.
- Criminal background screening will only occur after conditional approval of the application.
 - Only convictions may be considered.
 - Arrests not resulting in conviction will not be considered.
 - Sealed, dismissed, expunged, or juvenile records will not be considered.
 - Any conviction will be evaluated on an individualized basis considering:
 - Nature and severity
 - Recency
 - Evidence of rehabilitation
 - Relevance to resident safety
 - Applicants will receive a written notice of any preliminary decision based on criminal history and will have at least five (5) business days to respond with mitigating information before a final decision is made.

6. Section 8 Applications

- We welcome applicants using housing assistance and will process such applications in compliance with California source-of-income protections.

7. Occupancy Guidelines

- Occupancy is generally limited to two (2) persons per bedroom plus one additional occupant.
- Reasonable accommodations may be made as required by law.

8. General Considerations

- Approval is based on the overall strength of the application and not on any single factor.
- We reserve the right to verify all information provided.
- Applications are processed in the order received once complete.
- These criteria are applied consistently to all applicants.

9. Screening Fee Notes

- No screening fee will be charged if there is no vacancy at the time the application is received.
- If a credit check is, run a copy will be provided to the applicant within 7 days.

10. Other Notes

- All units are leased exclusively on a month-to-month basis.

Date _____

Applicant Name
(Please Print) _____

Applicant Signature _____