

CAL-WESTERN PROPERTY MANAGEMENT
1270 S. Winchester Blvd, Ste 127, San Jose CA 95128 (408) 554-1818

APPLICATION TO RENT

ADDRESS APPLYING FOR: _____

REQUESTED MOVE IN DATE: _____

RENTAL REQUIREMENTS

- Each applicant 18 years of age and over **must completely fill out an individual application**. Please allow approximately two business days to process the application.
- There is a **\$45.00** non-refundable fee for each application which can be paid in the office with cash, personal check or money order only. You can also apply online and pay the fee with a credit card. We will not be able to process your application without payment.
- Employment and Income Qualifications: The gross combined monthly income for the entire household must be at least three times the monthly rent for the property which you are applying. **All income must be verified by providing copies of current paycheck stubs from the last 30 days.** Self-employed persons must provide their previous year's tax return: Form 1040, Form 540 and Schedule C along with the last 3 to 4 months bank statements showing the record of deposits.
- Please provide the names, addresses and phone numbers of two previous landlords as reference.
- Multiple renters will be held jointly and severally responsible for all terms and conditions of the rental agreement.
- **ABSOLUTELY NO PETS** unless noted in writing in the rental agreement.
- Cal-Western Property Management 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. **Each application will be reviewed on the basis of verifiable income, longevity of employment, present and past rental history, banking and credit information.**
- As members of the California Apartment Association, we agree to abide by the following provisions of the 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.
- Maximum occupancy allowed in the property:

Studio = 2 persons	1 Bedroom = 3 persons	2 Bedrooms = 5 persons
3 Bedrooms = 7 persons	4 Bedrooms = 9 persons	5 Bedrooms = 11 persons
- Upon approval of the application, a security deposit is required within 1 to 2 business days.
- Security Deposit and First month's Rent must be paid by Money Order or Cashier's Check before keys are given out. Personal checks will not be accepted - **NO EXCEPTIONS.**
- **CASH IS NOT ACCEPTED FOR PAYMENT OF MONTHLY RENT- NO EXCEPTIONS.**
- Upon vacating the property, the owner/agent may withhold from the deposit only such amounts as are necessary to remedy defaults such as, but not limited to: damage to the premises, cleaning of the premises, payment of rent, payment of late charges and legal fees. The deposit and/or an itemized letter of disposition of deposit will be mailed within 21 days after the keys and possession are returned to the property manager.

REQUIRED INFORMATION

Address applying for _____

(All Sections Must Be Completed)

Last Name		First Name		Middle Name		Social Security Number																		
Other names used in the last 10 years				Work phone number ()		Home phone number ()																		
Date of Birth		E-mail address				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						Current rent \$ /Month																		
2. Previous address				City		State		Zip																
Date in		Date out		Owner/Agent Name			Owner/Agent Phone number																	
Reason for moving						Current rent \$ /Month																		
Name of occupant				Date of Birth		Name of occupant				Date of Birth														
Name of occupant				Date of Birth		Name of occupant				Date of Birth														
Name of occupant				Date of Birth		Name of occupant				Date of Birth														
Will you have pets?		Describe			Will you have a waterbed?		Describe																	
How did you hear about this rental?																								
I ☐ am ☐ am not a member of the Armed Forces (including the National Guard and Reserves)																								
A. Present occupation or source of income					Employer Name																			
Dates of employment			Supervisor's phone number ()			Employer address																		
Name of your supervisor					City, State, Zip																			
B. Prior occupation					Employer Name																			
Dates of employment			Supervisor's phone number ()			Employer address																		
Name of your supervisor					City, State, Zip																			
Current gross income					(Check one)					Other source of income:					(Check one)									
\$ Per					☐ Week ☐ Month ☐ Year					\$ Per					☐ Week ☐ Month ☐ Year									
In case of emergency, notify:					Address: Street, City, State, Zip					Relationship					Phone									
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 ACKNOWLEDGEMENT

Applicant represents that all the above statements are true and correct and authorizes verification of the above items including, but not limited to, the obtaining of a credit report and agrees to furnish additional credit references upon request. Applicant consents to allow Owner/Agent to disclose tenancy information to previous or subsequent Owner/Agents.

I understand this application is not considered complete and will NOT be processed until I have provided Cal-Western Property Management with a packet which includes: Application (2 pages), Processing Fees and Income Verification from the last 30 days.

I HAVE READ, AGREED AND COMPLETED ALL THE INFORMATION ABOVE:

Signature: _____ Date: _____

Please return ALL Required Copies, this Application and the Fees to the business address above.