

FORMS TO BE COMPLETED TO PROCESS APPLICATIONS

NAME _____ Phone No. _____

CO- SIGNER NAME _____ Phone No _____

STUDENTS *CO-SIGNER*
(if needed)

Management Application to Rent or Lease _____

Application to Rent _____

Sonoma State Rental Verification _____

If employed, last year's w2, or _____

2 recent pay check stubs _____

Proof of other income, SSI, SDI, etc. _____

Copy of driver's license or id _____

\$35.00 application fee cashier's check _____

or cash for each applicant. _____

Co-signer's form filled out and signed _____

All applications need to be complete before we can process them.

Hills & Homes Property Management Application to Rent or Lease
PLEASE COMPLETE THIS FORM IN FULL.

Name: _____ Date: _____

Property Address: _____

1. Each applicant, 18 years or older, must complete and sign a copy of the application form as it appears on the next page. NO EXCEPTIONS. This includes co-signers if approved as part of the application.
2. A \$35 processing/credit check fee per person is required, made payable by **CASH OR MONEY ORDER** to Hills and Homes Property Management. **Applications will not be processed until application fee is paid. Application fees are non-refundable.**
3. *Reliable* documentation and telephone numbers of all income, landlord, and other references must be presented with the application along with the following.
 - If employed, last year's W-2 form or two most recent pay stubs.
 - If self employed, a copy of last year's federal income tax return and a profit and loss statement for the current year.
 - Proof of other income, such as retirement social security, SDI, etc.
 - Reports supplied by applicants will not be accepted.
 - Provide a copy of drivers license

Hills & Homes has received \$ _____ for processing a rental application for the property located at:

These funds will be used to cover the costs of obtaining a credit report on each person of 18 years of age or older, calling current and previous landlords, employers, and verifying other information on your application. The breakdown of the use of these funds is as follows:

	Factual Data
Cost of credit report	\$23.00
ID scan	\$3.00
Reviewing employment/ landlord information	\$9.00
Total Charge	\$35.00

This is to inform you that as part of our procedure for processing your application, an Investigative Consumer Report may be prepared whereby information's obtained through personal interviews with your landlord, employer, or others with whom you are acquainted. This inquiry includes information as to your character general reputation, personal characteristics, mode of living, and credit report. You have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of this investigation (Fair Credit Reporting Act). I/We hereby agree, in the event of the approval of this application, to execute a lease in accordance with the terms set forth in this rental application and my/our rental liability shall commence on _____ 20, pursuant to the terms of the lease. That if I/We fail to sign the lease and/or pay agreed rental, Security deposit, utility fees, or other required charges as shown in this rental applications the \$ holding fees accompanying this applications shall be retained by landlord as liquidated damages and I/We agree to this amount being retained by landlord as a reasonable estimate of actual damages to landlord if I/We failed to perform as stated above after approval. I/We also do not believe the loss of this holding fee is an unfair trade practice if I/We fail to perform as stated above after approval. I/We understand that the holding fees accompanying this application are non-refundable after three (3) days. Owner and/or agent for the owner reserves the right to reject this application and to and refuse possession of the above-mentioned accommodation. I/We have read the forgoing; certify that the information herein is TRUE and CORRECT, that this application is submitted for the purpose of inducing approval of this application in my/our behalf. Any "yes" or "no" question unanswered shall be considered a "yes".

Date: _____

Acknowledgement by applicant

\$ _____ Received by: _____ Date: _____

Hills & Homes Property Management
Phone (707) 585-2913 Fax (707) 588-5885
5350 Commerce Blvd. Suite A
Rohnert Park, CA 94928

APPLICATION TO RENT

Tenant
 Guarantor

(All sections must be completed) **Individual applications required from each occupant 18 years of age or older.**

Last Name		First Name		Middle Name		Social Security Number or ITIN		
Other names used in the last 10 years				Work phone number ()		Home phone number ()		
Date of birth		E-mail address				Mobile/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 out						Current rent \$ /Month		
2.	Previous address			City		State	Zip	
Date in		Date out		Owner/Agent Name		Owner/Agent Phone number		
Reason for moving out								
3.	Next previous address			City		State	Zip	
Date in		Date out		Owner/Agent Name		Owner/Agent Phone number		
Reason for moving out								
Proposed Occupants: List all in addition to yourself	Name			Name				
	Name			Name				
	Name			Name				
Do you have pets?		Describe			Do you have a waterbed?		Describe	
How did you hear about this rental?								
A.	Current Employer Name			Job Title or Position		Dates of Employment		
Employer address				Employer/Human Resources phone number ()				
City, State, Zip				Name of your supervisor/human resources manager				
Current gross income		Check one						
\$		Per <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year						
B.	Prior Employer Name			Job Title or Position		Dates of Employment		
Employer address				Employer/Human Resources phone number ()				
City, State, Zip				Name of your supervisor/human resources manager				
Other income source		Amount \$		Frequency				
Other income source		Amount \$		Frequency				



**Unauthorized Reproduction
of Blank Forms is Illegal.**



Name of your bank	Branch or address	Account Number

Please list ALL of your financial obligations below.

Name of Creditor	Address	Phone Number	Monthly Pymt. Amt.
		()	
		()	
		()	
		()	
		()	
		()	

In case of emergency, notify:	Address: Street, City, State, Zip	Relationship	Phone
1.			
2.			

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 represents that all the above statements are true and correct, authorizes verification of the above items and agrees to furnish additional credit references upon request. Applicant authorizes the Owner/Agent to obtain reports that may include credit reports, unlawful detainer (eviction) reports, bad check searches, social security number verification, fraud warnings, previous tenant history and employment history. Applicant consents to allow Owner/ Agent to disclose tenancy information to previous or subsequent Owners/Agents.

Owner/Agent will require a payment of \$ _____, which is to be used to screen Applicant.

The amount charged is itemized as follows:

1. Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports \$ _____
2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) \$ _____
3. Total fee charged \$ _____

The undersigned is applying to rent the premises designated as:

Apt. No. _____ Located at _____

The rent for which is \$ _____ per _____. Upon approval of this application, and execution of a rental/lease agreement, the applicant shall pay all sums due, including required security deposit of \$ _____, before occupancy.

_____ **Date**

_____ **Applicant (signature required)**

