

Application Information

PLEASE DO NOT SIGN THIS DOCUMENT WITHOUT READING IT!

Proud member of the City of Modesto Multi-Housing Crime Free Program.

Please fill out the front and back of the application legibly and completely. If an item does not apply to you, write N/A. Submit all required documentation with your application. **You must sign the application;** we cannot process unsigned applications, incomplete applications, or applications missing documents. Each person 18 years or older who will be residing in the unit must submit an application *in person* to our office from the hours of 9 to 4:30 pm. **You must call to make an appointment if you need to submit an application after 4:30 pm.**

We run credit and unlawful detainer reports on each applicant. We may contact each rental reference, the applicant's current employer, and we may check publicly available information, such as social networking sites and court or public access legal records. We may interview each applicant to discuss the information gathered from the reports and references. An applicant's income to rent ratio is only one factor we use in determining eligibility to rent. We use all information obtained from all applicants to make a final determination.

We ask for a Social Security Number (SSN) to run a credit report. If an applicant does not have a SSN, we can use an Individual Taxpayer Identification Number (ITIN). If an applicant does not have a SSN or ITIN, we will attempt to run a credit report using other identifying information such as name, date of birth and address. If we are unable to obtain a credit report, we will use the Alternative methods listed on the back of this page.

Fees

There is a \$30.00 *non-refundable* fee per application. Each person 18 years or older must submit an application in person and pay the fee. **Money order or cashier's check only.** We do not accept personal checks for application fees. This fee covers the cost of obtaining a credit report or verifying credit, conducting an unlawful detainer search, verifying references, and administrative time.

Documents

Each applicant must appear in person at our office and show two forms of ID. One must be a current government-issued picture ID. Proof of all income declared on the application is also required. If an applicant is submitting paycheck stubs as proof of income, please submit the last two most recent stubs if paid bi-weekly or monthly; the last four most recent stubs if paid weekly.

Move-In Process

Once applicants are approved, a date for move-in is set. The security deposit must be paid within 1 business day after applicant is approved. The full first month's rent must be paid before move-in. **The first month's rent plus deposit must be paid by money order or cashier's check.** Personal checks will not be accepted for move-in. Thereafter, we accept payments using personal checks, money order or cashier's check, or online through the tenant portal. We do not accept cash, credit or debit cards. _____ **(please initial here).**

All applicants 18 years or older (including co-signers) must sign the rental agreement prior to the move-in date or keys will not be issued. Rental agreements are signed in our office only.

Submission of an application and payment of application fee does not guarantee or imply any applicant is or will be approved. If an applicant is not chosen for the unit he or she applied for, we may offer other units for which we believe he or she is qualified. *Do not submit this application if you do not agree with these requirements.*

I have read and understand the above.

Signature

Date

Printed Name

Alternate Credit Verification Methods

If Heritage Property Management (HPM) is unable to obtain a credit report using a social security number (SSN), Individual Taxpayer Identification Number (ITIN) or other identifying information, an applicant can submit the following documents:

- 1) Receipts showing on-time and in-full rental or mortgage payments for the past six (6) months.
- 2) Receipts or statements showing on-time and in-full payments for the past six (6) months from two (2) utility companies or other regular monthly bills. Utility companies include, but are not limited to:
 - a. Phone company
 - b. Electric company
 - c. Gas company
 - d. Cable/Satellite company
 - e. Water/Sewer or garbage

If an applicant cannot provide the above documents, the applicant may have a co-signer submit an application for consideration. The co-signer is required to follow the same application procedures as a potential tenant and is subjected to the same criteria to qualify.

CALIFORNIA APARTMENT ASSOCIATION CODE FOR EQUAL HOUSING OPPORTUNITY

The California Apartment Association 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.

The California Apartment Association reaffirms its belief that equal opportunity can best be accomplished through effective leadership, education, and the mutual cooperation of owners, managers, and the public. Therefore, as members of the California Apartment Association, we agree to abide by the following provisions of this 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.

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						Rent \$ /Month			
3. Next previous address		City		State		Zip			
Date in		Date out		Owner/Agent Name		Owner/Agent Phone number			
Reason for moving out						Rent \$ /Month			
Proposed Occupants: List all in addition to yourself	Name		Date of Birth		Name		Date of Birth		
	Name		Date of Birth		Name		Date of Birth		
	Name		Date of Birth		Name		Date of Birth		
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 _____									



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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: _____ Color: _____ Model: _____ Year: _____ License #: _____

Automobile: Make: _____ Color: _____ 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 \$ 30.00 , 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 \$ 15.00
2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) \$ 15.00
3. Total fee charged \$ 30.00

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)**



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