

RECEIPT FOR RESIDENT SCREENING

Applicant:	Applicant Address:
Owner/Agent (Apartment Community):	Address:
Phone Number:	Fax Number:

Owner/Manager requested the following reports on the dates listed below and these reports may constitute investigative consumer reports" and/or "consumer credit reports" as defined by California Law. These reports may provide information regarding the consumer's character, general reputation, personal characteristics, mode of living and/or credit worthiness. These reports are being processed by the reporting agency ("agency") indicated below.

On-Site Manager, Inc
P.O. Box 1514
Los Altos, CA 94023-1514
(877) 222-0384

First Advantage Safe Point
1140 Rockville Pike, PMB 1200
Rockville, MD 20852
(800) 999-9350

Requested	Report
	Unlawful Detainer (Eviction) Search
	Consumer Credit Report
	Rental Reference or Landlord Reference Verification

If you would like a copy of the report(s), please check the box below, and return it to the Owner/Manager at the address listed above. The report(s) will be sent to you within three business days of their receipt by Owner/Manager.

Yes, please send me a copy of the reports listed above.

Send reports to Address (if different than above):		
City:	State:	Zip Code:

Return this form to: _____

_____ (Apt. Community Address)

NOTICE TO CONSUMER¹

California Civil Code Section 1786.16(a)(3), states that a consumer shall be notified in writing regarding any report which may be construed as an "investigative consumer report" that is requested for the purpose of evaluating the consumer's ability to hire a dwelling unit.

California Civil Code Section 1786.22, states in summary that the agency listed above shall supply files and information relating to these investigations during normal business hours and on reasonable notice. Files maintained shall be made available for the consumer's visual inspection either: (1) by certified mail, pursuant to a written request, with proper identification, for copies to be sent to a specified addressee; (2) by telephone, if the consumer has made a written request, with proper identification for telephone disclosure, and the toll charge, if any is prepaid by or charged directly to the consumer; or (3) in person, upon furnishing proper identification. "Proper identification" shall mean identification generally deemed sufficient to identify a person, including a valid driver's license, social security account number, military identification card and credit card. Only if the consumer is unable to identify himself with the forgoing information may the agency require additional information concerning the consumer's employment, personal or family history. The agency shall provide a written explanation of any coded information for visual inspection. The agency shall provide trained personnel to explain to the consumer any information furnished to the consumer by the agency. The consumer shall be permitted to be accompanied by one other person of his choosing, who shall also furnish reasonable identification. The agency may require the consumer to furnish a written statement granting permission to the agency to discuss the consumer's file in such person's presence. There may be a fee associated with said disclosure.

A fee of _____ has been received from above applicant for an offer to rent. The above payment is to be used for processing the resident screening, including any investigative consumer report and/or consumer credit report.

Cost of investigative consumer report, consumer credit report and reference verification	_____
Labor cost of employees for application processing and verifications	_____
Total Fee	_____

Applicant has given written authorization to run a consumer credit report, including a search of any other public information to evaluate their application to live at _____ Apartments, and use the information contain therein for **no other purpose**, as limited by **federal law**. Applicant has provided for verification acceptable form of identification to confirm the applicant's identity.

Applicant

Management Representative

¹Owner/Manager does not waive the issue of whether this notice is its legal obligation, but provides such notice to protect the legal right, if any, of the consumer thereto.

RESIDENT SCREENING VERIFICATION

Current Landlord [] Previous Landlord [] Other: _____

Current or Former Landlord RE: (Name): _____

Address: _____

Dear Sir or Madam

Our Resident Selection Policy obliges us to verify certain information about all applicants submitting an application to rent our apartment community. We ask for your cooperation in supplying information on the resident history of the applicant listed above.

Your prompt return of this information will be appreciated. You may fax it to us at _____ (fax number).

Sincerely,

Management Representative Signature Date

Apartment Community Name Phone Number

I hereby authorize the release of the information requested below.

Signature of Applicant Date

Signature of Applicant Date

Are you a relative or friend of the applicant? [] Yes [] No

Date of Applicant's tenancy: From: _____ To: _____

Does (did) the applicant have a lease/rental agreement? [] Yes [] No

1. Rent Payment

a. Amount of monthly rent: \$ _____

b. Has (had) he/she ever paid late? [] Yes [] No

c. Has (had) he/she had an NSF check? [] Yes [] No

d. Have (had) you ever started or completed eviction proceedings for nonpayment? [] Yes [] No

e. Does the applicant still owe you money? [] Yes [] No

f. Did the applicant give a 30-day notice? [] Yes [] No

2. Caring for the Apartment

a. Does (did) the applicant keep the apartment clean, safe and sanitary? [] Yes [] No

b. Beyond normal wear and tear, has (had) the applicant damaged the apartment? [] Yes [] No

If so, please describe: _____ Cost to repair? _____

c. Has (had) the applicant paid for the damage? [] Yes [] No

d. Will (did) you keep any of the security deposit? \$ _____ [] Yes [] No

3. General

- a. Is (was the applicant listed on the lease/rental agreement for the apartment? Yes No
 - b. Does (did) the applicant permit persons other than those on the lease/rental agreement to live in the apartment on a regular basis? Yes No
 - c. Has (had) the applicant, household members or guests damaged or vandalized the the common areas? Yes No
 - d. Does (did) the applicant, household members or guests interfere with the rights and quiet enjoyment of other residents? Yes No
 - e. Does (did) the applicant, household members or guests engaged in any criminal activity, including drug-related criminal activity, in the apartment or on the grounds? Yes No
 - f. Has (had) the applicant, household members or guests acted in a physically violent and/or verbally abusive manner toward neighbors, Landlord, or management staff? Yes No
 - g. Would you re-rent this applicant? Yes No
 - h. Have you ever given this applicant notice to move? Yes No
 - i. What was the applicant's reason for moving? _____
 - j. Did this applicant rent from you, or just stay with you? _____
 - k. Do you have additional comments about this applicant? _____
-

Landlord or Management Representative

Date

EMPLOYMENT VERIFICATION

Current Employer Previous Employer Other: _____

Current or Former Employer

Re: (Name): _____

Address: _____

To Whom It May Concern:

Our Resident Selection Policy obliges us to verify certain information about all applicants submitting an application to rent to our apartment community. We ask for your cooperation in supplying information on the employment history of the applicant listed above.

Your prompt return of this information will be appreciated. You may fax it to use at _____ (fax number).

Sincerely,

Management Representative Signature Date

Apartment Community Name Phone Number

I hereby authorize the release of the information requested below.

Signature of Applicant Date

Signature of Applicant Date

Are you a relative or friend of the applicant? Yes No

Date of Applicant's employment: From: _____ To: _____

Salary \$ _____ hr./wk./mo./yr. Are paycheck stubs available? Yes No

Position: _____

Verified BY: _____

Thank you for your assistance in this matter.



FPI Management Inc.

_____ APARTMENTS
APPLICATION CRITERIA

Thank you for choosing _____ Apartments as your new potential home. We look forward to serving you. Below is a list of our rental qualifications. Please supply us with all the information listed below. All requested information must be received in order to process and evaluate whether your application for rental at our community qualifies for approval. In addition, we ask that you complete the rental application honestly and accurately in its entirety.

All applicants must meet the itemized criteria below to be considered for tenancy:

- A. All applicants must fill out their application legibly and accurately. Incomplete or falsified applications will be denied.
- B. Roommates/Co-Residents: In the event there are multiple applications to reside in the same apartment, the information from all applicants will be combined during the verification process. A rental application must be completed for each person age 18 or older.
- C. All applicants must show proof of a state or federal issued photo ID, which must be verified with the information on the rental application. If an applicant's ID cannot be verified it is ground for rejection.
- D. All requested information of documentation must be supplied within 72 hours from the date of the holding deposit. Failure to supply or failure to timely supply the requested information is grounds for rejection. A rejected applicant may not reapply for a period of six months.
- E. Credit history may not include derogatory credit. A copy of the credit history will be obtained through an outside agency. In order for applicants to receive consideration, applicants **must have at least two positive accounts** and there must be **more positive account than negative accounts**. No accounts in a "charge off" status. Lack of credit history may increase deposit.
- F. All applicants must have an income of at least 2.5 times the rent. Written verification or proof of all income such as current month bank statement, last 2 current paycheck stubs or last year's tax returns must be provided. If you have income from child support, disability, or retirement, you must provide proof of them. Continuous employment of at least 1 year(s) is required.
- G. All applicants must have 1 year(s) good rental history, and/or have good mortgage payment history, written verification from the landlord and/or previous landlord may be required. If renting for the first time, an additional deposit may be required depending on your particular situation.
- H. Any applicant with a public record of an unlawful detainer action or an eviction, owing another landlord or apartment community money and/or having negative rental history will be automatically denied. **NO EXCEPTIONS!**
- I. The following occupancy guidelines will be applied:
One bdrm: 2 person maximum. Two bdrm: 4 person maximum.
Three bdrm: _____ person maximum
- J. Bankruptcies: Bankruptcy must be no less than 2 years old and have been discharged. There can be no new negative credit and the bankruptcy cannot have affected previous landlords. Following the discharge the applicant must have positive, independent rental history. The applicant will be considered under these conditions.

- K. Applicants may be rejected for conviction of fraud, theft, drugs, assault and battery or a violent crime, misdemeanor, or for other convictions of illegal activity.
- L. Applications may be rejected for behavior displayed during tour or application process that would constitute a violation of lease policies. Applicant must display the ability to comply with lease policies.
- M. All applications will be processed and reviewed. Depending on each individual situation, credit will be taken into consideration with all of the rental qualifications listed above. Additional deposits may be required depending on your particular situation. Unfortunately, we cannot guarantee that your application will be approved. The application may take up to 3 days to process.
- N. Denied applicants or conditional approvals will be notified in writing of the reason for denial or conditional approval.
- O. All applications will be reviewed and a consumer credit report, public search and/or an investigative consumer report, that discloses the consumer's character, general reputation, personal characteristics and mode of living, will be obtained and a copy of any such report(s) will be provided to the applicant.

Please sign below acknowledging that you have read the above rental qualification procedure.

		Apt # applying for _____
Applicant Signature	Date	
Applicant Signature	Date	
Applicant Signature	Date	

Application Checklist
(for office use only)

Property Name _____

Applicant Name: _____

The application **MUST** have the following in order to begin the approval process. Please initial each item completed.

_____ Applicant received Receipt for Resident Screening.

_____ Applicant requested a copy of consumer and/or credit report – **notify Community Director**
Mailed _____ In Person _____
(Date) (Date)

_____ Verified Photo ID (Driver's License, Passport, etc) against application.

_____ Verified Social Security Number (if unavailable, it is not grounds for application denial)

_____ Income Verification (one option required)
a) Two most recent paycheck stubs
b) Recent years tax returns, if self employed
c) Proof of income – bank statement

_____ Resident Screening Verification (must be obtained in writing – **not verbal**)

_____ Previous Resident Screening Verification, if applicable (must be obtained in writing – **not verbal**)

_____ Agency Recommendation – Received Date: _____

_____ Approved _____ Approved w/ Conditions _____ Denied – Received Date: _____

- 1. Filled out application completely and accurately _____
- 2. Verified income _____
- 3. Sufficient monthly income: _____
 - a) _____ times x monthly rental rate of \$ _____ = \$ _____
 - b) Monthly income \$ _____ / \$ _____ Income Required
- 4. Stable income or employment for a minimum of _____ months. _____
- 5. Able to pay full amount of deposit or rent. _____
- 6. Gave proper notice to previous landlord _____
- 7. Resident Screening Verification reviewed. _____

Notes: _____

Upon move-in only, a copy of the photo verification is to be placed in the resident file.

Application Processed By: _____

Community Director Approval: _____ Date: _____