

Neubauer Enterprises & Mission Village Realty

www.MissionVillageRealty.com

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Los Banos Office Location: 822 Seventh St. Los Banos, CA 93635

INSTRUCTIONS FOR APPLICATION TO RENT

Please read thoroughly before filling out application(s)

- A non-refundable tenant screening/credit check fee of \$30.00 per rental property is charged. Please make checks payable to: NEUBAUER ENTERPRISES
- Please complete one Application to Rent for each adult (18 or older) or emancipated minor. Each adult who will be occupying the rental property MUST complete a separate Application to Rent.
- A CLEAR photocopy or picture identification for each adult must be turned in with each application.
- The application(s) must be signed before we can begin processing the application(s); processing can not begin without signature(s) and tenant screening/credit check fee. The average processing time is three to seven days. Please note that under certain circumstances process time may exceed this time period.
- **Applications for Los Banos properties may be submitted to our Los Banos office located at 822 Seventh Street.**
- Rental properties will not be shown without approved application(s). Applications will be accepted until the rental property is vacant and/or ready to be shown. At such time, the most qualified applicants will be chosen to view the rental property.
- Acceptance of this application and fee does not guarantee you a rental property.

INSTRUCTIONS FOR APPROVAL OF OCCUPANCY

- **Credit History**
We pledge to the property owners that approved applicants have a good credit history or other evidence of financial responsibility. This is verified by running a credit check through Experian on all adult applicants. Any evidence of bankruptcy/collection accounts, charge off accounts, and/or excessive delinquent accounts may result in the denial of your application. When an applicant has derogatory accounts, management may, in certain circumstances, exercise its discretion and look to other factors which will provide a basis for approval.
- **Tenant History**
Verifiable tenant references from current and previous property owners/managers that reflect a history satisfactory tenancy.
- **Rent to Income Ratio**
The combined gross income (before taxes) should be at least three times the amount of the monthly rent. Management may exercise some discretion. In most cases, your employer verifies your gross income. If you are self-employed we require verification of your income by your most recent income tax form filed or equivalent.
- **Pets Policy**
Please ask our office regarding pets for the individual rental properties.

Neubauer Enterprises supports equal opportunity. In no way will we discriminate against anyone due to race, ethnicity, handicap, religion, color, age, ancestry, sex, or marital status



APPLICATION TO RENT/SCREENING FEE (C.A.R. Form LRA, Revised 4/03)

I. APPLICATION TO RENT

THIS SECTION TO BE COMPLETED BY APPLICANT. A SEPARATE APPLICATION TO RENT IS REQUIRED FOR EACH OCCUPANT 18 YEARS OF AGE OR OVER, OR AN EMANICIPATED MINOR.

Applicant is completing Application as a (check one) [] tenant [] tenant with co-tenant(s) or [] guarantor/co-signor.

Total number of applicants _____

PREMISES INFORMATION

Application to rent property at _____ ("Premises")
Rent: \$ _____ per _____ Proposed move-in date _____

PERSONAL INFORMATION

FULL NAME OF APPLICANT _____
Social Security No. _____ Driver's license No. _____ State _____ Expires _____
Phone Number: Home _____ Work _____ Other _____
Email _____
Name(s) of all other proposed occupant(s) and relationship to applicant _____
Pet(s) or service animals (number and type) _____
Auto: Make _____ Model _____ Year _____ License No. _____ State _____ Color _____
Other vehicle(s): _____
In case of emergency, person to notify _____ Relationship _____
Address _____ Phone _____
Does applicant or any proposed occupant plan to use liquid-filled furniture? [] No [] Yes Type _____
Has applicant been a party to an unlawful detainer action or filed bankruptcy within the last seven years? [] No [] Yes
If yes, explain _____
Has applicant or any proposed occupant ever been convicted of or pleaded no contest to a felony? [] No [] Yes
If yes, explain _____
Has applicant or any proposed occupant ever been asked to move out of a residence? [] No [] Yes
If yes, explain _____

RESIDENCE HISTORY

Current address _____ Previous address _____
City/State/Zip _____ City/State/Zip _____
From _____ to _____ From _____ to _____
Name of Landlord/Manager _____ Name of Landlord/Manager _____
Landlord/Manager's phone _____ Landlord/Manager's phone _____
Do you own this property? [] No [] Yes Did you own this property? [] No [] Yes
Reason for leaving current address _____ Reason for leaving this address _____

EMPLOYMENT AND INCOME HISTORY

Current employer _____ Supervisor _____ From _____ To _____
Employer's address _____ Supervisor's phone _____
Position or title _____ Phone number to verify employment _____
Employment gross income \$ _____ per _____ Other \$ _____ per _____ Source _____
Previous employer _____ Supervisor _____ From _____ To _____
Employer's address _____ Supervisor's phone _____
Position or title _____ Employment gross income \$ _____ per _____

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LRA REVISED 4/03 (PAGE 1 OF 2)

Applicant's Initials (_____) (_____)

Reviewed by _____ Date _____



APPLICATION TO RENT/SCREENING FEE (LRA PAGE 1 OF 2)

Property Address: _____ Date: _____

CREDIT INFORMATION

Name of creditor	Account number	Monthly payment	Balance due

Name of bank/branch	Account number	Type of account	Account balance

PERSONAL REFERENCES

Name _____	Address _____
Phone _____	Length of acquaintance _____ Occupation _____
Name _____	Address _____
Phone _____	Length of acquaintance _____ Occupation _____

NEAREST RELATIVE(S)

Name _____	Address _____
Phone _____	Relationship _____
Name _____	Address _____
Phone _____	Relationship _____

Applicant understands and agrees: **(i)** this is an application to rent only and does not guarantee that applicant will be offered the Premises; and **(ii)** Landlord or Manager or Agent may accept more than one application for the Premises and, using their sole discretion, will select the best qualified applicant.

Applicant represents the above information to be true and complete, and hereby authorizes Landlord or Manager or Agent to: **(i)** verify the information provided; and **(ii)** obtain credit report on applicant.

If application is not fully completed, or received without the screening fee: (i) the application will not be processed, and (ii) the application and any screening fee will be returned.

Applicant _____ Date _____ Time _____

Return your completed application and any applicable fee not already paid to: _____

Address _____ City _____ State _____ Zip _____

II. SCREENING FEE

THIS SECTION TO BE COMPLETED BY LANDLORD, MANAGER OR AGENT.

Applicant has paid a **nonrefundable** screening fee of \$ _____, applied as follows: The screening fee may not exceed \$30.00 (adjusted annually from 1-1-98 commensurate with the increase in the Consumer Price Index.)

\$ _____ for credit reports prepared by _____ ;

\$ _____ for _____ (other out-of-pocket expenses); and

\$ _____ for processing.

The undersigned has read the foregoing and acknowledges receipt of a copy.

Applicant Signature _____ Date _____

The undersigned has received the screening fee indicated above.

Landlord or Manager or Agent Signature _____ Date _____

THIS FORM HAS BEEN APPROVED BY THE CALIFORNIA ASSOCIATION OF REALTORS® (C.A.R.). NO REPRESENTATION IS MADE AS TO THE LEGAL VALIDITY OR ADEQUACY OF ANY PROVISION IN ANY SPECIFIC TRANSACTION. A REAL ESTATE BROKER IS THE PERSON QUALIFIED TO ADVISE ON REAL ESTATE TRANSACTIONS. IF YOU DESIRE LEGAL OR TAX ADVICE, CONSULT AN APPROPRIATE PROFESSIONAL.

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