

HARRISON COURT APARTMENTS

4981 HARRISON STREET NORTH HIGHLANDS CALIFORNIA 95660

HARRISONCOURT.ORG 916.332.1100

Thank you for your interest in our community. Attached please find a rental application for you to fill out. Each person 18 years of age or older must fill out an application. Our qualifications are as follows:

1. The total gross monthly income in your home must be greater than 2.5 times the amount of the monthly rent. Income must be verifiable by paycheck stub or the previous year's tax statements if self-employed.
2. We require at least 5 years of good rental history. Qualified applicants may not owe any outstanding debts to any prior Landlords.
3. Credit History may not have any unpaid utility debts.

**You must also have the following items
When turning in your application.**

1. Driver's License or State Issued Identification Card
2. Social Security Card
3. Two Recent Paycheck Stubs
4. \$35 Credit/Background Check Fee . Check or Money Order Made Payable to "**ARK HARRISON LLC**"

Tenant
 Guarantor

Name of Applicant: _____

APPLICATION TO RENT

(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		Landlord Name		Landlord phone number	
Reason for moving out						Current rent \$ /Month	
2.	Previous address			City		State	Zip
Date in		Date out		Landlord Name		Landlord phone number	
Reason for moving out						Rent at move-out \$ /Month	
3.	Next previous address			City		State	Zip
Date in		Date out		Landlord Name		Landlord phone number	
Reason for moving out						Rent at move-out \$ /Month	
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 _____							



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Tenant
 Guarantor

Name of Applicant: _____

Name of your bank	Branch or address	Account Number	Type of Acct

Please list ALL of your financial obligations below.

Name of Creditor	Address	Phone Number	Monthly Pmt. 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? _____



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- Tenant
- Guarantor

Name of Applicant: _____

NOTICE REGARDING CALIFORNIA INVESTIGATIVE CONSUMER REPORTING AGENCIES ACT

Landlord does not intend to request an investigative consumer report regarding the Applicant.

Unless the box above is checked, Landlord intends to request an investigative consumer report regarding the Applicant's character, general reputation, personal characteristics, and mode of living. Under Section 1786.22 of the California Civil Code, the files maintained on you by the investigative consumer agency shall be made available to you during business hours and on reasonable notice, provided you furnish proper identification, as follows: (1) You may appear at the investigative consumer reporting agency identified below in person, (2) you may make a written request for copies to be sent by certified mail to a specified addressee, or (3) you may make a written request for a summary of the file to be provided over the telephone. The agency may charge a fee, not to exceed the actual duplication costs, if you request a copy of your file. The agency is required to have personnel available to explain your file to you, and the agency must explain to you any coded information appearing in your file. If you appear in person, a person of your choice may accompany you, provided that this person furnishes proper identification. If you are accompanied by a person of your choosing, the agency may require you to furnish a written statement granting permission to the investigative consumer reporting agency to discuss your file in the other person's presence. The agency that will prepare the report(s) identified in this section is listed below:

Name of Agency

Address of Agency

If you would like a copy of the report(s) that is/are prepared, please check the box below:

I would like to receive a copy of the report(s) that is/are prepared

If the box above is checked, Landlord agrees to send the report to Applicant within three (3) business days of the date the report is provided to Landlord. Landlord may contract with another entity to send a copy of the report.

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 Landlord 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 Landlord to disclose tenancy information to previous or subsequent Landlords.

Landlord 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 Applicant 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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Tenant
 Guarantor

Name of Applicant: _____

RECEIPT FOR TENANT SCREENING AND/OR CREDIT CHECKING FEES

On _____, Landlord received \$ _____ from the undersigned, hereinafter called "Applicant,"
(Date)

who offers to rent from Landlord the premises located at:

_____, Unit # (if applicable) _____
(Street Address)

_____, CA _____.
(City) (Zip)

Payment 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 (cannot exceed the amount fixed by law) | \$ _____ |

For Landlord Use Only	
Screening fees paid by: <input type="checkbox"/> Cash <input type="checkbox"/> Personal Check <input type="checkbox"/> Cashier's Check <input type="checkbox"/> Money Order	
<input type="checkbox"/> Credit Card # (Last 4 digits only) _____	MC/VISA/AMEX Expiration Date: _____

_____ by _____, _____ Agent for Landlord
Landlord Individual Signing for Landlord Management Co. (If Applicable)

Date

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.



RENTAL APPLICANT REFERENCE FORM

- This form is used to obtain information regarding the rental history of Applicants for rental housing.
- The Owner/Agent requesting this information must receive authorization from the Applicant before obtaining the information. Such authorization is granted if Applicant's signature is provided in Section 1. Copies of this form and of the Applicant's signature are acceptable. The Applicant may be contacted to verify the authenticity of this request. **Please mail or fax this form to the person listed in section 2 as soon as possible (within 24-48 hours)**

TO BE COMPLETED BY APPLICANT

1. Authorization by rental Applicant for the release of information

I hereby authorize the release of the information requested on this Rental Applicant Reference Form. I hereby acknowledge that the Owner/Agent can make copies of this executed page in order to obtain the information requested.

Name _____ Phone number (_____) _____

Signature _____ Date _____

TO BE COMPLETED BY OWNER/AGENT

2. Person requesting the rental reference

Name of Owner/Agent _____

Address _____ Unit # _____

City _____ State _____ Zip _____

Phone number (_____) _____ Fax number (_____) _____

3. Applicant's rental information

Name of rental community (if any) _____

Address of rental unit _____ Unit # _____

City _____ State _____ Zip _____

Name of Owner/Agent _____

Phone number (_____) _____ Fax number (_____) _____

Move-in date: Month _____ Year _____ Move-out date: Month _____ Year _____ or current resident

TO BE COMPLETED BY FORMER OR CURRENT OWNER/AGENT

4. Rental reference information

Did Applicant live at your property during the period indicated above? Yes No. Last effective monthly rent? \$ _____

If no, what were the dates of occupancy? From (month/year): _____ / _____ To (month/year): _____ / _____

How many times during the past 12 months did Applicant pay the rent late? 0 1-2 3-5 6 or more

Was any check from Applicant returned due to non-sufficient funds (NSF)? Yes No

Did you ever file for an unlawful detainer against Applicant for unpaid rent? Yes No

If yes, what was the result? _____

Does Applicant owe any amount for delinquent rent, utilities or damage to unit? Yes No

Did Applicant provide notice for ending tenancy according to the terms of the rental agreement? Yes No

Not applicable because Applicant still resides at unit

Did you ever serve a Three Day Notice to Applicant Yes No

If yes, please explain: _____

Information provided by: Name _____ Phone number (_____) _____

Information obtained by: Phone Mail Fax



EMPLOYMENT VERIFICATION FORM

- This form is used to obtain information regarding the employment history of Applicants for rental housing. The information provided by the current or former Employer may be used solely for the purpose of evaluating the application for rental housing.
- The Landlord requesting this information must receive authorization from the Applicant before obtaining the information. Such authorization is granted if Applicant's signature is provided in Section 1. Copies of this form and of the Applicant's signature are acceptable. The Applicant may be contacted to verify the authenticity of this request. **Please mail or fax this form to the person listed in section 2 as soon as possible (within 24-48 hours)**

TO BE COMPLETED BY APPLICANT

1. Authorization by rental Applicant for the release of information

I hereby authorize the release of the information requested on this Employment Verification Form to the Landlord listed below.
I hereby acknowledge that the Landlord can make copies of this executed page in order to obtain the information requested.

Name _____ Phone number (_____) _____

Signature _____ Date _____

TO BE COMPLETED BY LANDLORD

2. Person requesting the employment reference

Name of Landlord _____

Address _____ Unit # _____

City _____ State _____ Zip _____

Phone number (_____) _____ Fax number (_____) _____

3. Applicant's employment information:

Present **OR** Prior Occupation (check one)

Employer Name _____

Employer Address _____

City _____ State _____ Zip _____

Supervisor's/HR Manager's Name _____ Employer/HR Phone number (_____) _____

Beginning and Ending Dates of Employment _____

Current Gross Income (if applicable) \$ _____

TO BE VERIFIED BY CURRENT OR FORMER EMPLOYER

4. Employment information verification

Is the information provided in Section 3 above correct?

Employer Name	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employer Address	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Supervisor's/HR Manager's Name	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employer/HR Phone Number	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Beginning and Ending Dates of Employment	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current Gross Income (if applicable)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If No, please explain: _____

Verification provided by:

Name: _____

Title: _____

Phone: (_____) _____

Verification obtained by:

Phone Mail Fax



RENTAL APPLICANT REFERENCE FORM

- This form is used to obtain information regarding the rental history of Applicants for rental housing.
- The Landlord requesting this information must receive authorization from the Applicant before obtaining the information. Such authorization is granted if Applicant's signature is provided in Section 1. Copies of this form and of the Applicant's signature are acceptable. The Applicant may be contacted to verify the authenticity of this request. **Please mail or fax this form to the person listed in section 2 as soon as possible (within 24-48 hours)**

TO BE COMPLETED BY APPLICANT

1. Authorization by rental Applicant for the release of information

I hereby authorize the release of the information requested on this Rental Applicant Reference Form. I hereby acknowledge that the Landlord can make copies of this executed page in order to obtain the information requested.

Name _____ Phone number (_____) _____

Signature _____ Date _____

TO BE COMPLETED BY LANDLORD

2. Person requesting the rental reference

Name of Landlord _____

Address _____ Unit # _____

City _____ State _____ Zip _____

Phone number (_____) _____ Fax number (_____) _____

3. Applicant's rental information

Name of rental community (if any) _____

Address of rental unit _____ Unit # _____

City _____ State _____ Zip _____

Name of Landlord _____

Phone number (_____) _____ Fax number (_____) _____

Move-in date: Month _____ Year _____ Move-out date: Month _____ Year _____ or current resident

TO BE COMPLETED BY FORMER OR CURRENT LANDLORD

4. Rental reference information

Did Applicant live at your property during the period indicated above? Yes No. Last effective monthly rent? \$ _____

If no, what were the dates of occupancy? From (month/year): _____ / _____ To (month/year): _____ / _____

How many times during the past 12 months did Applicant pay the rent late? 0 1-2 3-5 6 or more

Was any check from Applicant returned due to non-sufficient funds (NSF)? Yes No

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Did you ever serve a Three Day Notice to Applicant Yes No

If yes, please explain: _____

Information provided by: Name _____ Phone number (_____) _____

Information obtained by: Phone Mail Fax



STATEMENT OF RENTAL POLICY

FAIR HOUSING: We are committed to compliance with fair housing laws and do not engage in unlawful discrimination on the basis of race, color, religion, sex, national origin, familial status, source of income/payment, disability or any other characteristic protected by law. We do reserve the right to have differences in policies at our different properties, and to treat some people differently than others, based on lawful criteria. Lawful reasons we may treat people differently include, but are not limited to: rental history, credit record, criminal history, income, illegal drug use, etc. Upon request, we will make reasonable accommodations to rules, policies, practices, or services, and allow reasonable physical modifications, when required to give persons with disabilities access to and use of our property. We may require execution of an addendum regarding the approval and implementation of accommodations or modifications and any restoration obligations. This is a good faith statement of our intent to abide by applicable fair housing laws. This statement is not intended to and does not expand, extent, or create any legal obligation, right, or remedy for us or for you beyond those independently imposed by applicable fair housing laws (including, without limitation, by contractually extending any statute of limitation

RIGHT TO REVIEW LEASE: Before you submit an application or pay any fee(s) or security deposit(s), we recommend you review our lease form and any community policies that will be part of the lease. You may take as long as you like to do so. Set forth below are the general policies of CEÜSÄPCEÜÜQUUPÄSSÔ (herein after the “Company” or “Management”) that will be used in determining your eligibility for leasing. T [•cÄ&~!!^}cÄÇ^!•ä [}Ä [-Ä|^æ•^Ä { æ^Äà^Äæ&~^ä!^ÄÄ-! [{ Ä { æ }æ*^ { ^ }cÄ~ [] }Ä!^~^•cÄÄT [•cÄ&~!!^}cÄÇ^!•ä [}Ä [-ÄPæ!ä• [] }ÄÖ [~!cÄÄP [~•^ÄÜ~|^•ÉÄÄ { æ^Äà^ÄÇä^, ^äÄ []É!ä }^ÄæcÄ@cc]KDD , , , È@æ!ä• []& [~!cÉ [!*D@ [~•^!~|^•É@c { |

APPLICATION SUBMITTAL. Rental applications must be processed for all prospective leaseholders 18 years of age and older from which income/credit/employment/criminal history must be verified. All persons 18 years of age and older who wish to be listed as occupant• must complete rental application from which a criminal history search will be completed.

APPLICATION FEE: A \$35.00 non-refundable application processing fee will be required for each application to cover the cost of credit and criminal history reports, application processing administration and overhead.

INCOME: Verifiable gross monthly income shall be a minimum of 2.5 times the monthly RENT. Verifiable income as confirmed by the employer, trust, through a minimum if two (2) years prior tax returns, or other satisfactory documentation for self-employed person. On some properties monthly obligations must not exceed 60% of such income. Roommates income may be combined to satisfy this requirement, however on some properties each roommate alone must meet the qualification based on 60% of rent in the even that there are three or more roommates at least two of the roommates must meet the 60% requirement in addition to the combined three times the monthly rate minimum.

CREDIT CHECKS: The following check of credit history will be made on all applicants and co-signers:
1. Credit Bureau – satisfactory credit rating for a minimum of one (1) year will be required and 70% of all credit lines must show as “positive” (paid on tie or as agree) to qualify without an additional deposit. If a minimum of 30% of all credit line are “positive” the applicant(s) will be conditionally approved with the requirement of an additionally deposit will be made depending on property.

2. Employment and Income Verification – applicant(s) must have verifiable income based on current and past employment for a minimum of one (1) year or other verifiable sources. To verify income for self-employed, retired or non-working applicant(s), copies of federal income

tax returns for the immediate (1) prior years or other documentation satisfactory to management will be required.

3. Prior Residences(s) – prompt payment record and/or satisfactory references for a minimum of one (1) year are required. No evictions or broken leases will be accepted, with the exception that a broken lease is allowed if restitution has been made to the satisfaction of the management of such property.

CRIMINAL HISTORY: All prospective leaseholders and occupants 18 years old and older must submit an application for a criminal history check and verify their criminal history at Management's request. The application of occupancy of any person may be denied at any time based on their criminal history or behavior, in Management's sole and absolute discretion. Criminal history for which Management will deny applications or occupancy includes, but is not limited to, arrests, prosecutions or convictions for: any crimes involving actual or potential physical harm to person(s) or property; sex or morals related crimes; crimes involving possession, manufacture, sale or delivery of any controlled substance, marijuana, drug paraphernalia, or weapons; fraud or financial crimes

MAXIMUM OCCUPANCY: Two (2) adults per bedroom for our two-bedroom apartments, or a total of Four (4) adults per two-bedroom apartment.

AGE: Lesser must be classified as an adult per State Law.

SECURITY DEPOSIT: \$1,500 for 2-bedroom Apartment, however may differ among individuals based upon objective factors such as credit and rental history. Note: Harrison Court Apartments may require higher amount due to credit or other less than satisfactory histories or properties. If I am denied for any reason the deposit will be returned to me within 21 days. If I withdraw application this deposit will be forfeited unless written cancellation is received within 72 hours from the date of the application.

PAYMENTS: Rent is due and payable on the 1st day of each month. All applicable fees outlined in the Lease Agreement will apply if not paid as agreed. Returned checks: a service fee, initial late charge, and any daily charges will apply. Personal checks are not accepted for late rent. Fee schedules are outlined in the Lease Agreement. Roommates: Each is fully responsible for the entire rental payment, and must execute the lease.

LEASE TERM: Initial lease terms may be for one (1) year, 9 months or 6 months, or 1 month, after which the lease and contract automatically go month-to-month. We may serve notice to vacate for lease violations prior to the end date if warranted.

WATER FURNITURE: Water furniture is not accepted unless with Renters Insurance and Managements written approval.

VEHICLES: Recreational vehicles, storage vehicles, or boats, are not permitted to be parked on the property. All vehicles must be registered with the Management Office and are subject to tow at the Owner's expense, per the community parking policies.

POOL: All residents and occupants must agree and sign Pool Rules addendum prior to use of the community pool

COMMUNITY POLICIES: All residents and occupants agree to abide by these polices for the health, safety, and enjoyment of everyone in the community.