



Haven Properties

1024 Iron Point Road, Suite 1009, Folsom, CA 95630

Office: 916-990-0770 Fax: 916-218-6305

www.haven-properties.com

Application Information:

- ✓ **\$35.00 per adult.** The application fee is Non-Refundable and is payable via Cash, Money Order, or Cashier's Check. We will only accept monies from checking accounts ONLY if they are processed through Paylease.com for application fees. (www.Paylease.com) We will not start processing your rental application until fees are paid for every applicant.
- ✓ **Each potential tenant 18 years of age and older is required to submit an application.**
- ✓ **Applications must be signed and complete. We will not process any incomplete application.**
- ✓ **Please include a copy of your pay stubs and/or any other qualifying income for the current month.**

Note: If multiple applications are received and more than one party qualifies with excellent credit, verifiable income and tenant history, our decision will be based on a first come, first served basis.

The application process can take up to 3 – 5 working days. Please allow at least 3 days from the time you turn in your completed application before contacting us regarding the status of it.

I understand and agree to the above terms.

X

The completed application can be mailed, emailed, faxed, or delivered in person to our office during regular business hours (Monday – Friday 10am to 5pm). Our office is located at 1024 Iron Point Rd, close by the Folsom Outlets.

PLEASE NOTE: SECURITY DEPOSIT AND 1ST MONTH'S RENT MUST BE RECEIVED VIA CERTIFIED FUNDS (MONEY ORDER OR CASHIER'S CHECK). NO PERSONAL CHECKS WILL BE ALLOWED FOR MOVE-IN COSTS.

Authorization for File Disclosure

I hereby authorize Haven Properties to obtain a consumer credit and/or investigative report from National Tenant Information Systems on myself. I understand that such information may be derived in whole or in part from Trans Union and other credit and public record providers and/or NTIS.

Signature	Date	
Full Name (please print)		
Address		
City	State	Zip Code
Social Security Number	Phone Number	
Email Address		

1024 Iron Point Road
Suite 1009
Folsom, CA 95630

(916) 990-0770
(916) 218-6305 fax
holsen@rwnetwork.com
www.haven-properties.com

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					Current rent \$ /Month			
2. Previous address				City		State	Zip	
Date in		Date out		Owner/Agent Name		Owner/Agent Phone number		
Reason for moving								
3. Next previous address				City		State	Zip	
Date in		Date out		Owner/Agent Name		Owner/Agent Phone number		
Reason for moving								
Proposed Occupants: List all in addition to yourself	Name			Name				
	Name			Name				
	Name			Name				
Will you have pets?		Describe			Will you have a waterbed?		Describe	
How did you hear about this rental? <input type="checkbox"/> am <input type="checkbox"/> am not a member of the Armed Forces (including the National Guard and Reserves)								
A. Present occupation or source of income				Employer name				
Dates of employment		Supervisor's phone number ()		Employer address				
Name of your supervisor				City, State, Zip				
B. Prior occupation				Employer name				
Dates of employment		Supervisor's phone number ()		Employer address				
Name of your supervisor				City, State, Zip				
Current gross income \$		Per		Check one <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year		Please list ALL of your financial obligations below.		
Name of your bank		Branch or address			Account Number			



California Apartment Association Approved Form
www.caanet.org
Form 3.0-R - Revised 1/09 - ©2009 - All Rights Reserved
Page 1 of 2

Unauthorized Reproduction
of Blank Forms is Illegal.



RECEIPT FOR TENANT SCREENING AND/OR CREDIT CHECKING FEES

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

who offers to rent from Owner/Agent the premises located at:

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

_____, CA _____
(City) (Zip)

Applicant authorizes verification of information supplied by Applicant via methods which may include, but are not limited to, tenant screening and credit checking.



California Apartment Association Approved Form
www.caanet.org
Form 3.0-R - Revised 1/09 - ©2009 - All Rights Reserved
Page 1 of 2

Unauthorized Reproduction
of Blank Forms is Illegal.



Name of Creditor	Address	Phone Number	Monthly Pymt. Amt.
		()	
		()	
		()	
		()	
		()	
		()	
In case of emergency, notify:		Address: Street, City, State, Zip	Relationship
1.			Phone
2.			
Personal References:		Address: Street, City, State, Zip	Length of Acquaintance
1.			Occupation
2.			Phone

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 and hereby authorizes verification of the above items including, but not limited to, the obtaining of a credit report and agrees to furnish additional credit references upon request. 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 with respect to credit history and other background information. The amount charged is itemized as follows:

- Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports \$ _____
- Cost to obtain, process and verify screening information (may include staff time and other soft costs) \$ _____
- 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 agreement or lease, the applicant shall pay all sums due, including required security deposit of \$ _____, before occupancy.

_____ Date _____ Applicant (signature required)

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.



California Apartment Association Approved Form
www.caanet.org
Form 3.0-R - Revised 1/09 - ©2009 - All Rights Reserved
Page 2 of 2

Unauthorized Reproduction
of Blank Forms is Illegal.



Payment is to be used to screen "Applicant" with respect to credit history and other background information. The amount charged is itemized as follows:

- Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports \$ _____
- Cost to obtain, process and verify screening information (may include staff time and other soft costs) \$ _____
- Total fee charged (cannot exceed \$30 per applicant, which may be adjusted annually with the CPI as of 1-1-98) \$ _____

Date Applicant

Date Owner/Agent

For Owner/Agent Use Only
Screening fees paid by: Cash
 Personal Check Cashier's Check
 Money Order
 Credit Card # (Last 4 digits only) _____
MC/VISA/AMEX Expiration Date: _____



California Apartment Association Approved Form
www.caanet.org
Form 3.0-R - Revised 1/09 - ©2009 - All Rights Reserved
Page 2 of 2

Unauthorized Reproduction
of Blank Forms is Illegal.



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 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 2. Copies of this form and of the Applicant's signature are acceptable.
- The Applicant may be contacted to verify the authenticity of this request.

1. Person requesting the employment reference

Name of Owner/Agent _____ Haven Properties (Attn: Hanna or Emelia) _____
Address _____ 1024 Iron Point Road, Suite 1009 _____ Unit # _____
City _____ Folsom _____ State _____ CA _____ Zip _____ 95630 _____
Phone number (916) _____ 990-0770 _____ Fax number (916) _____ 218-6305 _____

2. Authorization by rental Applicant for the release of information

I hereby authorize the release of the information requested on this Employment Verification Request to the Owner/Agent listed above. 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 _____

3. Applicant's employment information:

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

Employer Name _____
Employer Address _____
City _____ State _____ Zip _____
Supervisor's Name and Phone Number _____ Phone number (_____) _____
Beginning and Ending Dates of Employment _____
Current Gross Income (if applicable) \$ _____

4. Employment information verified by former or current Employer

Is the information provided in Section 3 above correct?

- | | | | |
|--|---|------------------------------|-----------------------------|
| <input type="checkbox"/> Present | <input type="checkbox"/> Prior Occupation (check one) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Employer Name | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Employer Address | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Supervisor's Name and 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: _____

Please mail or fax this form to the person listed in section 1 as soon as possible (within 24-48 hours)



California Apartment Association Approved Form
www.caanet.org
Form 3.8 - Created 1/09 - ©2009 - All Rights Reserved
Page 1 of 1

Unauthorized Reproduction
of Blank Forms is Illegal.



RENTAL APPLICANT REFERENCE FORM

- This form is used to obtain information regarding the rental history of Applicants for rental housing. The information provided by the current or former Owner/Agent may be used solely for the purpose of evaluating the application 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 2. Copies of this form and of the Applicant's signature are acceptable.
- The Applicant may be contacted to verify the authenticity of this request.

1. Person requesting the rental reference

Name of Owner/Agent Haven Properties (Attn: Hanna or Emelia)
Address 1024 Iron Point Road, Suite 1009 Unit # _____
City Folsom State CA Zip 95630
Phone number (916) 990-0770 Fax number (916) 218-6305

2. Authorization by rental Applicant for the release of information

I hereby authorize the release of the information requested on this Rental Applicant Reference Request to the Owner/Agent listed above. 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 _____

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

4. Rental reference information provided by former or current Owner/Agent

Did Applicant live at your property during the period indicated above? Yes No
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

Please mail or fax this form to the person listed in section 1 as soon as possible (within 24-48 hours)



California Apartment Association Approved Form
www.caanet.org
Form 3.7 - Revised 1/08 - ©2008 - All Rights Reserved
Page 1 of 1

Unauthorized Reproduction
of Blank Forms is Illegal.

