

# 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?							
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	



Unauthorized Reproduction  
 of Blank Forms is Illegal.



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

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:

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 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)

**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.



## Tenant Screening Report Authorization and Notice

As part of L.A. Southpark High-Rise, LP dba 717 Olympic ("Landlord/Agent") screening procedure for residency, Landlord/Agent will obtain the following report(s) about you:

	Nature of Report	Scope of Report
<input type="checkbox"/>	Eviction report	
<input checked="" type="checkbox"/>	Criminal history records <sup>1</sup>	
<input type="checkbox"/>	Financial history (other than credit check)	
<input type="checkbox"/>	Employment history verification	
<input type="checkbox"/>		

The report(s) may contain information about your character, general reputation, personal characteristics and/or mode of living, and will be used, in part, to verify information contained in your application for residency. The report(s) will be obtained from the following company:

*Credit Retriever*  
 5889 S. Greenwood Plaza Boulevard, Suite 201  
 Greenwood Village, CO 80111  
 1-888-966-8607

A summary of consumer rights under the California Investigative Consumer Reporting Agencies Act, California Civil Code §1786.22 is attached<sup>2</sup>. Landlord/Agent reserves the right to verify any information provided by you in your application by any other method allowed by law.

By signing below, you authorize Landlord/Agent to obtain the indicated report(s). Additionally, if you are applying for residency with a co-applicant, you authorize Landlord/Agent to release any and all information related to your application for residency (including your application form, your credit reports, the report(s) indicated above, and any notice of adverse action related to these items), to your co-applicants.

Landlord/Agent will provide you with a copy of your report(s) at your request. Please indicate below whether you want a copy of your report(s) and return this form to the Landlord/Agent leasing agent. If you do not indicate a preference above, your report(s) will not be sent to you. If you request a copy of your report(s), they will be sent to you within three business days after Landlord/Agent receives the report(s).

- (If checked) Yes, I would like a copy of my report(s). Please provide them to me at the following address: \_\_\_\_\_
- (If checked) No, I do not want a copy of my report(s).

Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Print Your Name: \_\_\_\_\_

**FOR OFFICE USE ONLY**

A copy of the report(s) were provided to the applicant by  personal delivery  first class mail on \_\_\_\_\_ by employee \_\_\_\_\_

<sup>1</sup> While Landlord/Agent may obtain criminal history checks on potential residents, occupants, guests or contractors in the Community, Landlord/Agent has no duty to do so, and does not warrant or guarantee the personal safety of any resident, occupant, guest or other person in the Community.

<sup>2</sup> The issue as to whether the specified reports fall under the California Investigative Consumer Reporting Agencies Act ("ICRA") is contested and is currently being litigated. Landlord/Agent does not admit or concede that ICRA applies to these reports.

**Summary of Rights Under the  
California Investigative Consumer Reporting Agencies Act**

**California Civil Code § 1786.22**

You have a right under California law to inspect files maintained on you by an investigative consumer reporting agency pursuant to any of the following procedures, during normal business hours and on reasonable notice:

- 1) You may personally inspect the files if you provide proper identification (e.g., valid driver's license, social security account number, military identification card, credit cards), and may receive a copy of the file for the actual cost of duplication services provided.
- 2) You may make a written request, by certified mail and with proper identification, as described above, for copies to be sent to a specified addressee.
- 3) You may make a written request, with proper identification as described above, for telephone disclosure of a summary of information contained in your files, if any toll charge is prepaid by or charged directly to you.

If you are unable to provide "proper identification" through the types of cards or numbers listed above, the agency may require additional information concerning your employment and personal or family history in order to verify your identity.

The agency must provide trained personnel to explain to you any information that the agency is required to furnish to you from your file. The agency also must provide you with a written explanation of any coded information contained in your files at the time your file is provided to you for inspection. You are permitted by law to be accompanied by one other person of your choosing when inspecting your files. That person must furnish reasonable identification. The agency may require you to provide the agency with a written statement granting permission to the agency to discuss your file in such person's presence. The agency also is not required by law to make available to you the sources of information in your files, although such information would be obtainable through discovery procedures in any court action brought under the Investigative Consumer Reporting Agencies Act.

## Holding Deposit Agreement

We are pleased that you have chosen our community as your new home and feel confident that you will enjoy living here. In consideration of your holding deposit of \$ \_\_\_\_\_, and signature below, the undersigned landlord's representative will hold residence \_\_\_\_\_ located at 717 Olympic for you, as described below.

Once you sign this Agreement, and we receive the holding deposit, the premises will be taken off the rental market and reserved for you<sup>1</sup>. If your application is accepted, the monthly rent under the rental agreement/lease will be \$ \_\_\_\_\_ per month and the term of the rental agreement/lease will be as follows:

A fixed term of \_\_\_\_\_, beginning on \_\_\_\_\_ and ending on \_\_\_\_\_.

The amount of your concession will be \_\_\_\_\_.

The amount of your security deposit will be between \$ \_\_\_\_\_ and an amount equal to one month's rent, depending upon your credit, rental references and employment verification.

**Full Refund of Holding Deposit for 72 Hours.** If you notify us within 72 hours of submitting the application that you are withdrawing your application, you will receive a full refund of your holding deposit. However, application fees are not refundable if we have already processed the application.

**Denial of Application—Deposit Refund.** If your application is not approved, we will refund your entire deposit amount within 21 business days from the date you are notified that the application was not approved (subject to your check clearing the bank).

**Acceptance of Application.** If your application is approved, you must sign a rental agreement/lease (in a form acceptable to us) for the premises within seven (7) business days of notice of your acceptance, or we will deduct "lost rental damages" that we incur as a result of holding the subject premises off market. **You and we agree that "lost rental damages" will be 1/30th of the monthly rent specified above for each day the premises was taken off market (beginning on the date of this agreement) and ending on the date by which you were required to sign a rental agreement/lease.** Within 21 business days after the property is put back on the market, we will return to you, (jointly to all applicants listed below, at the first address shown below), any holding deposit balance remaining (subject to your check clearing the bank.)

**Applicant Obligations Before and At the Rental Agreement/Lease Commencement Date.** If your application is accepted, you must call the following to start services in your new home by your move-in date:

Phone: AT&T 800-288-2020

Water & Electric: Ista Energy (this service will be set-up by the property)

Cable: Time Warner 800-971-8832

**All residents must sign the rental agreement/lease, provide utility account numbers, and pay the amounts below before keys will be issued. You must have a money order payable to 717 Olympic upon move-in for the following amounts:**

<sup>1</sup> Note that a binding rental agreement will be subject to our acceptance of your application, and subject to you and us entering into a separate rental agreement/lease. However, this holding agreement will be binding upon execution by you and us.

<sup>2</sup> If there is inconsistency between the terms of this Holding Deposit Agreement, and a rental agreement/lease signed by the parties, the terms of rental agreement/lease will control.

Your Initials: \_\_\_\_\_ Landlord's Representative: \_\_\_\_\_

Security deposit	\$
Rent (from ___/___/___ to ___/___/___)	\$
Other: _____	\$
Subtotal	\$
Less holding deposit	\$
Less move-in concession	\$
<b>Balance due at time of move-in</b>	<b>\$</b>

**Miscellaneous.** If any legal action or proceeding is brought by either party to enforce any part of this Agreement, the prevailing party will recover, in addition to all other relief, reasonable attorneys' fees and costs.

If we are unable to deliver possession of the premises to you on the scheduled move-in date for any reason, we will not be liable for the delay, nor will this affect the validity of this Agreement or the rental agreement/lease, nor extend the term of any rental agreement/lease. However, rent will not accrue under the rental agreement/lease until possession of the premises is tendered to you. If we have not tendered possession of the premises to you within three days of the scheduled move-in date, you may withdraw your application and/or terminate the rental agreement/lease at any time until we tender possession of the premises to you.

Date: \_\_\_\_\_  
 Applicant's Signature: \_\_\_\_\_  
 Applicant's Name: \_\_\_\_\_  
 Applicant's Address: \_\_\_\_\_  
 Applicant's Phone Number: \_\_\_\_\_  
 Applicant's Alt. Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_  
 Applicant's Signature: \_\_\_\_\_  
 Applicant's Name: \_\_\_\_\_  
 Applicant's Address: \_\_\_\_\_  
 Applicant's Phone Number: \_\_\_\_\_  
 Applicant's Alt. Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_  
 Landlord's Signature: \_\_\_\_\_

Your Initials: \_\_\_\_\_ Landlord's Representative: \_\_\_\_\_

**717 OLYMPIC**  
**SUMMARY OF RENTAL STANDARDS**

**Initial Lease Term:** 6 through 13 month lease terms available.

**Renewal Lease Term:** 6 through 13 month lease terms available. Month to month extensions are available at \$200.00 above the current market rent.

**Security Deposit:**

- A. \$500.00 (1/1); \$750.00 (2/2); Penthouse Residences require a security deposit equal to half (1/2) of one month's full market rental rate. . The security deposit is refundable in compliance with the application and rental agreements.
- B. Qualifying Deposit for Credit: Low Accept – Equal to ½ of one month's rent; Conditional – Equal to one month's rent; which is refundable in accordance with the rental agreement.

**Application Fee:** \$39.00 non-refundable fee per applicant

Payment indicated above is used for processing the rental application with regard to include, but not limited to credit history report (s) and any other pertinent background information. *The amount charged is itemized as listed below per applicant:*

- Actual cost of credit report to include fraud database check, eviction database research and / or other screening reports: \$19.70
  - Cost to obtain, process and verify screening information, which may include staff time and other soft costs: \$19.30
  - TOTAL COST: \$39.00**
- All occupants 18 years of age and older must meet our residential leasing criteria.

**Income:** The monthly gross income must equal three (3) times the monthly rent, based on annual gross income. Lease Guarantor's gross monthly income must equal five (5) times the monthly rent, based on annual gross income. Applicants may combine income to meet the income criteria.

- If applicant is employed, the most recent three (3) consecutive pay stubs are required.
- If applicant is newly employed, a letter must be provided on company letterhead and signed by an officer of the company that states employment agreement and income. Employment must start within 30 days of the lease start date.
- If applicant is self-employed, personal tax records showing reported income and paid taxes are required. Business tax records and/or letters from CPA's or other such organizations will not be considered. A Federal ID number is required.
- If Alimony/Child Support is used as income, notarized or court awarded documentation indicating amount and frequency of payment must be provided.
- If Social Security is used as income, official documentation from the Social Security Administration indicating the amount and frequency of payment must be provided.
- If Disability is used as income, official documentation from payment source indicating the amount of frequency of payment must be provided.
- If Savings Accounts are used as income, Bank Statements from the past three consecutive months demonstrating (1) sufficient balance (per property minimum income requirement) to cover entire lease term and (2) balance has been maintained over three month period, with no major fluctuations.
- If Retirement/Trust Fund is used as income, official documentation from company managing the fund, indicating amount and frequency of payment. Verification of full retirement fund balance, which must cover rent for the entire lease term (per property minimum income requirements).
- If Military, a letter verifying income from military or pay stubs covering past 30 days are required. Or, notarized documentation of military housing allowance is required.

**Applicants Without a Social Security Number:** Applicants must provide proof of foreign citizenship, proof of employment/income and letter of credit in good standing from bank.

**Credit:** Credit history is one of the most important elements to qualifying prospects. An unsatisfactory credit history can disqualify an applicant from renting an apartment at the community. An unsatisfactory credit history is one that reflects past or current bad debts, late payments or unpaid bills, liens, judgments or bankruptcies (new credit must have been established with a clean record when reviewing bankruptcy). If an applicant is rejected for poor credit history, the applicant will be given the name, address, and telephone number of the credit-reporting agency that provided the credit information, as required by the FCRA. An applicant rejected for unsatisfactory credit is encouraged to obtain a copy of their credit report from the credit-reporting agency, correct any erroneous information that may be on the report, and resubmit an application to this community. Applicants with no credit history will be charged an extra security deposit equal to half of one month's rent and/or require a Lease Contract Guarantor.

**Criminal History:** A criminal background check will be conducted for each applicant. The criminal search will be run for all addresses at which the applicant(s) has resided over the previous 24 months. The application will be rejected for any of the following reported criminal reasons that have occurred within the last 10-years period to the application date:

- Any felony conviction

- Any terrorist conviction
- Any illegal drug conviction
- Any prostitution related conviction
- Any cruelty animal convictions
- Misdemeanor convictions involving crime against a person or property
- Any of the above related charges resulting in "adjudication withheld" and/or "deferred adjudication".
- Active status on probation or parole resulting from any of the above.

**CreditRetriever:** Applicant(s) hereby consent to allow 717 Olympic through its designated agents and employees, to obtain a consumer report and criminal record information on each applicant and to obtain and verify each applicant's credit and employment information for the purpose of determining whether to lease an apartment to such applicants. Applicant(s) also agree and understand that Owner and its agents and employees may obtain additional consumer reports and criminal record reports on each applicant and/or occupant in the future to update or review our account. Upon applicant and/or occupant request, Owner will inform applicant and/or occupant whether consumer reports or criminal record reports were requested and the names and addresses of any consumer reporting agency that provided such reports. By applicant(s) signing below, you acknowledge your receipt of this disclosure and you hereby consent to allow us, independently or through its designated agents and employees of 717 Olympic may require an additional application deposit equal to one month's rent based on credit history, debt ratio or other information obtained through our designated agent. Applicant must consent to allow 717 Olympic through its designated agent and its employees, to obtain a consumer report and criminal background check.

*Pursuant to California law, applicant(s) may obtain a free copy of the consumer report from the consumer-reporting agency within sixty (60) days and has the right to dispute the information contained in the report.*

**Rental:** All applicants must complete rental and/or mortgage history for a minimum of six months. Any previous insufficient check written is deemed grounds for an automatic rejection for residency. Other reasons for denial may include a skip or eviction; balance owed to prior Landlord, collections and breached lease.

**Animals:** Pets may be permitted with an additional fee; dogs are restricted by breed. Dog breeds not permitted are Pit Bull/American Staffordshire Terrier, Dobermans, Rottweillers and Chow Chows. Pets weighing 25 pounds or under require an additional \$300.00 refundable deposit. Pets weighing over 25 pounds will require an additional \$500.00 refundable deposit. In addition, a pet rent of \$35.00 per pet will be assessed monthly to the lease contract. Pet Owner must provide a copy of the pet's veterinarian records, including weight, to Management, as well as a picture of the pet, prior to approval. No more than two pets allowed per residence however only one pet over 25 pounds will be allowed. Pet rent and deposits are on a per pet basis. Pet policy and guidelines are strictly enforced. See the Lease for additional requirements. Assistance animals for disabled are not considered to be pets and are exempt from the fees and breed restrictions outlined above. Assistance animals for the disabled still require prior written approval of management.

**Renter's Insurance:** Renter's Insurance is required as part of your Residential Lease Agreement. You must provide proof of your Renter's Insurance on or before your move-in date. Insurance obtained must include \$100,000.00 in Liability, \$5,000.00 in Medical, \$25,000.00 in Personal Contents (Recommended) and a maximum deductible of \$1000.00.

**Occupancy:** One bedroom: Maximum of three (3) persons per residence; Two bedrooms: Maximum of five (5) persons per residence.

**Disclaimer:** Neither Landlord nor Management guarantees, warrants or represents that all residents and occupants meet the above criteria due to the length of residency in comparison to when criteria was implemented or amended. Additionally, our ability to verify the information provided by an applicant is limited to the information made available to us by CreditRetriever.

*717 Olympic and its authorized agents and/or employees, in compliance with State and Federal Fair Housing Guidelines, do not discriminate against any person because of race, color, religion, sex, age, medical condition, sexual orientation, marital status, national origin, ancestry, familial status, source of income, or disability of that person.*

\_\_\_\_\_  
Applicant(s) Signature

\_\_\_\_\_  
Landlord or Landlord's Representative

\_\_\_\_\_  
Applicant(s) Signature

\_\_\_\_\_  
Date



**Privacy Policy for Personal Information  
of Rental Applicants and Residents**

We are dedicated to protecting the privacy of your personal information, including your Social Security or other governmental identification numbers. We have adopted a privacy policy to help ensure that your information is kept secure. We follow all federal and state laws regarding the protection of your personal information.

**How information is collected.** You will be furnishing some of your personal information (such as your Social Security or other governmental identification numbers) at the time you apply to rent from us. This information will be on the rental application form or other document that you provide to us or to a locator service, either on paper or electronically.

**How and when information is used.** We may use this information in the process of verifying statements made on your rental application, such as your rental, credit and employment history. We may use the information when reviewing any lease renewal. We may also use it to assist us in obtaining payment from you for any money you may owe us in the future.

**How the information is protected and who has access.** In our company, only authorized persons have access to your Social Security or other governmental identification number. We keep all documents containing this information in a secure area, accessible only by authorized persons. We limit access to electronic version of the information to authorized persons only.

**How the information is disposed of.** After we no longer need your Social Security or other governmental identification numbers, we will store or destroy the information in a manner that ensures that no unauthorized person will have access to it. Our disposal method may include physical destruction or obliteration of paper documents or electronic files containing such information.

**Locator Services.** If you found us through a locator service, please be aware that locator services are independent contractors and are not our employees-even though they may initially process rental applications and fill out lease forms. You should require any locator services you use to furnish you their privacy policies, as well.

\_\_\_\_\_  
Applicant(s) Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Representative

\_\_\_\_\_  
Date