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We appreciate your interest in renting a property from our company. Please fill out the attached application completely and make sure you sign the 2nd and 4th page of the application. Please read the following before turning in an application:

- Applicant(s) must have recent rental history or mortgage history in good standing. We must be able to verify rental history on any address that appears on your credit report within the past 5 years. If rental history cannot be verified then this will disqualify applicant(s).
- The following situations will disqualify an applicant:
 - Eviction on record within the past 5 years
 - Outstanding balance due to a previous landlord
 - Bankruptcy in a non-discharged status
- A copy of a valid California Drivers license or ID card and a rental application must be provided by each adult (18 years of age or older), intending to occupy the property.
- There is a non-refundable application fee for each application and is payable in cash or money order. The application fee is \$40 for 2 adults. If there are more than 2 adults applying, please ask for the amount of the fee.
- The application process generally takes 3 - 4 business days, depending on the availability of references, etc. If a reference cannot be located or does not return our phone calls/e-mails this may disqualify applicant(s).
- The property you are applying for can be held for a maximum of 2 weeks with a full deposit.
- All properties require a 1 year lease to be signed. Security deposit and first months rent must be paid prior to moving in. Move in funds are accepted in the form of cashiers checks or money orders only.

Please include income verification when submitting your application:

If you are employed and earn wages: Copies of the 2 most recent pay stubs.

If you are self employed: Last year's tax return and year to date profit and loss.

If you have any additional income sources such as social security, child support, ect and would like that income to be included please submit documentation of payments.

*Note that we are unable to include non- reported "cash" income in the qualification process.

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 out					Current rent \$ /Month			
2. Previous address				City		State	Zip	
Date in		Date out	Owner/Agent Name			Owner/Agent Phone number		
Reason for moving out								
3. Next previous address				City		State	Zip	
Date in		Date out	Owner/Agent Name			Owner/Agent Phone number		
Reason for moving out								
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 _____								



Name of your bank	Branch or address	Account Number

Please list ALL of your financial obligations below.

Name of Creditor	Address	Phone Number	Monthly Pymt. 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? _____

Have you ever been convicted of selling, distributing or manufacturing illegal drugs? _____

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 the Owner/Agent 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 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.

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)**



**Unauthorized Reproduction
 of Blank Forms is Illegal.**



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.



CRIMINAL ACTIVITY ADDENDUM

Have you or any member of your household ever been convicted of a felony or pled guilty or “no contest” to a felony, whether or not resulting in a conviction?

Yes ___ No ___

Have you or any member of your household ever been convicted of, or pled guilty or “no contest” to, engaging in the illegal manufacture, sale, distribution, use, or possession of an illegal drug or controlled substance, whether or not resulting in a conviction?

Yes ___ No ___

Have you or any member of your household ever been convicted of, or pled guilty or “no contest” to, a criminal complaint involving sexual misconduct, whether or not resulting in a conviction?

Yes ___ No ___

Have you or any member of your household ever been convicted of, or pled guilty or “no contest” to, engaging in acts of violence or threats of violence, including, but not limited to, unlawful activity involving weapons or ammunition, whether or not resulting in a conviction?

Yes ___ No ___

All questions must be answered. If you have answered “yes” to any question, please provide an explanation below. Include the date, circumstances, and the nature of the offense.

CONSENT & VERIFICATION

I understand that my occupancy is contingent upon meeting management’s resident selection criteria and housing program requirements. All information supplied here or elsewhere will be used to determine my household’s eligibility for housing. I authorize the verification of all such information. I consent to allow owner/agent to disclose any information obtained to previous, current, or subsequent owners/agents, law enforcement, and any others owner/agent deems appropriate.

I further understand that providing any false, fraudulent, misleading, or incomplete information can cause a delay in processing and may be grounds for denial of tenancy; or in the event that I become a tenant, or I am an existing tenant, would be considered a material breach of my rental agreement and can be used as grounds to immediately terminate my tenancy.

Any “yes” response on this addendum may lead to rejection of my application or the immediate termination of my rental agreement if I am an existing tenant. I declare that all information and answers supplied during the application/recertification process by me, or on my behalf, including, but not limited to, the answers to the above-noted questions, are true and correct.

Date

Signature