

# Application to Rent

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*(All sections must be completed)*

An individual application is required from each occupant 18 years of age or older. Copies of the Driver License, Passport, income/salary statement and application fees (see page 3 for details) are required at the time of submitting the application.

|                                       |                   |                   |
|---------------------------------------|-------------------|-------------------|
| First Name                            | Middle Name       | Last Name         |
|                                       |                   |                   |
| Social Security Number                | Work Phone Number | Home Phone Number |
|                                       |                   |                   |
| Cell Phone Number                     | Email Address     |                   |
|                                       |                   |                   |
| Other names Used in the Last 10 years |                   |                   |

|                         |                 |                   |
|-------------------------|-----------------|-------------------|
| Driver's License Number | Expiration      | State of Issuance |
|                         |                 |                   |
| Date of Birth           | Passport Number | Other ID          |
|                         |                 |                   |

|                      |                     |                     |         |          |
|----------------------|---------------------|---------------------|---------|----------|
| (1) Present Address: |                     |                     |         |          |
| Owner/Manager Name   | Owner/Manager Phone | Owner/Manager Email | Date In | Date Out |
|                      |                     |                     |         |          |
| Reason for Moving:   |                     |                     |         |          |

|                       |                     |                     |         |          |
|-----------------------|---------------------|---------------------|---------|----------|
| (2) Previous Address: |                     |                     |         |          |
| Owner/Manager Name    | Owner/Manager Phone | Owner/Manager Email | Date In | Date Out |
|                       |                     |                     |         |          |
| Reason for Moving:    |                     |                     |         |          |

|                       |                     |                     |         |          |
|-----------------------|---------------------|---------------------|---------|----------|
| (3) Previous Address: |                     |                     |         |          |
| Owner/Manager Name    | Owner/Manager Phone | Owner/Manager Email | Date In | Date Out |
|                       |                     |                     |         |          |
| Reason for Moving:    |                     |                     |         |          |

List all proposed occupants in addition to yourself (include minors and their ages).

|      |      |
|------|------|
| Name | Name |
|      |      |
| Name | Name |
|      |      |

|  |
|--|
| Will you have a waterbed or aquarium? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do you have pets? <input type="checkbox"/> Yes <input type="checkbox"/> No                     |

|                                     |                         |                              |  |
|-------------------------------------|-------------------------|------------------------------|--|
| Present Occupation                  |                         | Employer Name                |  |
|                                     |                         |                              |  |
| Supervisor Name                     | Supervisor Phone Number | How long with this employer? |  |
|                                     |                         |                              |  |
| Employer address: City, State, Zip: |                         |                              |  |

|                                     |                         |                              |  |
|-------------------------------------|-------------------------|------------------------------|--|
| Prior Occupation                    |                         | Employer Name                |  |
|                                     |                         |                              |  |
| Supervisor Name                     | Supervisor Phone Number | How long with this employer? |  |
|                                     |                         |                              |  |
| Employer address: City, State, Zip: |                         |                              |  |

|                      |              |  |                 |
|----------------------|--------------|--|-----------------|
| Current Gross Income |              | Indicate pay period  |                 |
|                      |              | <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year |                 |
| Name of your Bank    | Bank Address | Account Number   |                 |
|                      |              | Checking:  |                 |
|                      |              | Savings:   |                 |
| Name of Creditor     | Address      | Phone  | Monthly Payment |
|                      |              |  |                 |
|                      |              |  |                 |
|                      |              |  |                 |
|                      |              |  |                 |
|                      |              |  |                 |

|                             |         |       |              |
|-----------------------------|---------|-------|--------------|
| In case of emergency notify | Address | Phone | Relationship |
|                             |         |       |              |
|                             |         |       |              |
|                             |         |       |              |

|                     |         |       |            |             |
|---------------------|---------|-------|------------|-------------|
| Personal References | Address | Phone | Occupation | Years Known |
|                     |         |       |            |             |
|                     |         |       |            |             |
|                     |         |       |            |             |

Please list all vehicles

|                 |       |               |      |               |
|-----------------|-------|---------------|------|---------------|
| Automobile Make | Model | Vehicle Color | Year | License Plate |
|                 |       |               |      |               |
|                 |       |               |      |               |
|                 |       |               |      |               |

|  |
|--|
| Do you or anyone living with you smoke/vape? <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| Have you ever filed for bankruptcy? <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| If yes, please explain:  |
| Have you ever been late or defaulted on any rent payments? <input type="checkbox"/> Yes <input type="checkbox"/> No                            |
| If yes, please explain:  |
| Have you ever been evicted or asked to move? <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| If yes, please explain:  |
| Have you ever been convicted of selling, distributing or manufacturing illegal drugs? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Have you ever been arrested? <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| If yes, please explain:  |
| Have you ever been convicted and/or imprisoned for a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No                           |
| If yes, please explain:  |

Applicant represents that all of 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/manager to disclose tenancy information to previous or subsequent owners/manager.

Owner requires an application fee of \$35 per adult applicant. This fee is utilized to purchase credit reports, eviction searches, screening reports and staff time to process each application.

Apartment number \_\_\_\_\_ located at 1785 Almaden Road, San Jose, CA 95125, the rent for which is \$\_\_\_\_\_ per month and upon approval of this application agrees to sign a rental or lease agreement and to pay all sums due, including required security deposit (\$2,000.00), before occupancy.

| Date | Signature |
|------|-----------|
|      |           |

*Hand signature required*

### **Documents required to be submitted with the Application Form:**

- 1. 2 forms of government issued photo identifications such as Driver License and Passport*
- 2. Salary statement and past 3 months of paycheck stubs*
- 3. Bank statements for the past 3 months*
- 4. If new employee, a copy of your acceptance/offer letter which includes your salary*
- 5. Application fee - \$35/adult applicant; can be paid electronically via e-check, credit/debit card and we will send you the link; if paying by check/cashier's check it must be payable to **1785 ALMADEN LLC**. On the memo, please mention the apartment number you apply, for example, "Scotia Apt. 601 Application fee"*

**All information and documents must be provided otherwise the application/s will not be processed and are automatically denied.**

Scotia Apartments 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. Scotia Apartments 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, Scotia Apartments agrees to abide by the following provisions of this Code for Equal Housing Opportunity: We agree that in the rental, lease, sale or 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.