



Thank you for your interest in the property offered for rent by Westgate Real Estate. Please follow the application instructions listed below and deliver the completed application to the Westgate Real Estate office located at **221 Petaluma Boulevard South, Petaluma, Attn: Property Management.**

Please include all required back-up documentation listed below and a copy of your photo ID.  
**NOTE:** Incomplete applications will not be processed. If you have any questions, feel free to contact our Property Management office at 707-762-1565

1. **Application:** A separate and complete application is required by **EACH** person 18 years and older who intends to reside at the property. All residents, adults and minors, must be listed on the application. All occupants, pets, vehicles (cars, boats and RV's) and water-filled furniture including aquariums must also be listed.
2. **Processing Fees:** A non-refundable \$30.00 per person processing fee in the form of a cashier's check or cash is required for **all** applicants. Personal checks will *not* be accepted.
3. **Income Verification:** Verifiable income should be at least two and one-half to three times the base rent of the property of interest.

Employment and salary must be verifiable and include the two most recent pay stubs and last year's W-2.

Self-employed applicants must provide the last two years' income tax returns including schedule C, a current year Profit & Loss Statement and two months of bank statements.

Verifiable documentation for other income such as pension/retirement, AFDC, SSI, etc. must be provided.

4. **Photo ID:** A copy of each applicant's driver's license or other acceptable government issued picture ID is **required**.

### **Procedures and Policies**

Completed applications are reviewed and processed at Westgate Real Estate, then reviewed with the property owner for the final decision. This process usually takes about 1 week.

Once approved, the applicant must:

Pay a partial security deposit of **\$500 (minimum) in the form of a cashier's check or money order within 24 hours in order** to secure the property. If the applicant defaults taking possession on the agreed-upon date, these funds will be held as liquidated damages. The rental agreement must be signed at the time the partial security deposit is made. The first month's rent and the total security deposit must be paid, in certified funds or money order, before the tenant(s) can take possession of the unit.

**Note:** Westgate Real Estate will continue to market and show the property for rent until a rental agreement is signed and the partial security deposit is secured.



**APPLICATION TO RENT/SCREENING FEE**  
(C.A.R. Form LRA, Revised 11/09)

**I. APPLICATION TO RENT**

THIS SECTION TO BE COMPLETED BY APPLICANT. A SEPARATE APPLICATION TO RENT IS REQUIRED FOR EACH OCCUPANT 18 YEARS OF AGE OR OVER, OR AN EMANICIPATED MINOR.

Applicant is completing Application as a (check one)  tenant,  tenant with co-tenant(s) or  guarantor/co-signor.  
Total number of applicants \_\_\_\_\_

**PREMISES INFORMATION**

Application to rent property at \_\_\_\_\_ ("Premises")  
Rent: \$ \_\_\_\_\_ per \_\_\_\_\_ Proposed move-in date \_\_\_\_\_

**PERSONAL INFORMATION**

**FULL NAME OF APPLICANT** \_\_\_\_\_  
Social security No. \_\_\_\_\_ Driver's license No. \_\_\_\_\_ State \_\_\_\_\_ Expires \_\_\_\_\_  
Phone number: Home \_\_\_\_\_ Work \_\_\_\_\_ Other \_\_\_\_\_  
Email \_\_\_\_\_  
Name(s) of all other proposed occupant(s) and relationship to applicant \_\_\_\_\_  
Pet(s) or service animals (number and type) \_\_\_\_\_  
Auto: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License No. \_\_\_\_\_ State \_\_\_\_\_ Color \_\_\_\_\_  
Other vehicle(s): \_\_\_\_\_  
In case of emergency, person to notify \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Does applicant or any proposed occupant plan to use liquid-filled furniture?  No  Yes Type \_\_\_\_\_  
Has applicant been a party to an unlawful detainer action or filed bankruptcy within the last seven years?  No  Yes  
If yes, explain \_\_\_\_\_  
Has applicant or any proposed occupant ever been convicted of or pleaded no contest to a felony?  No  Yes  
If yes, explain \_\_\_\_\_  
Has applicant or any proposed occupant ever been asked to move out of a residence?  No  Yes  
If yes, explain \_\_\_\_\_

**RESIDENCE HISTORY**

Current address _____ City/State/Zip _____ From _____ to _____ Name of Landlord/Manager _____ Landlord/Manager's phone _____ Do you own this property? <input type="checkbox"/> No <input type="checkbox"/> Yes Reason for leaving current address _____	Previous address _____ City/State/Zip _____ From _____ to _____ Name of Landlord/Manager _____ Landlord/Manager's phone _____ Did you own this property? <input type="checkbox"/> No <input type="checkbox"/> Yes Reason for leaving this address _____
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**EMPLOYMENT AND INCOME HISTORY**

Current employer _____ Employer's address _____ Position or title _____ Employment gross income \$ _____ per _____ Previous employer _____ Employer's address _____ Position or title _____	Supervisor _____ From _____ To _____ Supervisor's phone _____ Phone number to verify employment _____ Other \$ _____ per _____ Source _____ Supervisor _____ From _____ To _____ Supervisor's phone _____ Employment gross income \$ _____ per _____
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LRA REVISED 11/09 (PAGE 1 OF 2)

Applicant's Initials ( \_\_\_\_\_ ) ( \_\_\_\_\_ )

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_



**APPLICATION TO RENT/SCREENING FEE (LRA PAGE 1 OF 2)**

Property Address: \_\_\_\_\_ Date: \_\_\_\_\_

**CREDIT INFORMATION**

Name of creditor	Account number	Monthly payment	Balance due

Name of bank/branch	Account number	Type of account	Account balance

**PERSONAL REFERENCES**

Name _____	Address _____
Phone _____	Length of acquaintance _____ Occupation _____
Name _____	Address _____
Phone _____	Length of acquaintance _____ Occupation _____

**NEAREST RELATIVE(S)**

Name _____	Address _____
Phone _____	Relationship _____
Name _____	Address _____
Phone _____	Relationship _____

Applicant understands and agrees: (i) this is an application to rent only and does not guarantee that applicant will be offered the Premises; and (ii) Landlord or Manager or Agent may accept more than one application for the Premises and, using their sole discretion, will select the best qualified applicant.

Applicant represents the above information to be true and complete, and hereby authorizes Landlord or Manager or Agent to: (i) verify the information provided; and (ii) obtain credit report on applicant.

If application is not fully completed, or received without the screening fee: (i) the application will not be processed, and (ii) the application and any screening fee will be returned.

Applicant \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Return your completed application and any applicable fee not already paid to: \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**II. SCREENING FEE**

**THIS SECTION TO BE COMPLETED BY LANDLORD, MANAGER OR AGENT.**

Applicant has paid a nonrefundable screening fee of \$ 30.00 , applied as follows: (The screening fee may not exceed \$30.00 adjusted annually from 1-1-98 commensurate with the increase in the Consumer Price Index.) A CPI inflation calculator is available on the Bureau of Labor Statistics website, www.bls.gov. The California Department of Consumer Affairs calculates the applicable screening fee amount to be \$37.57 as of 2006.

\$ \_\_\_\_\_ for credit reports prepared by \_\_\_\_\_ ;  
\$ \_\_\_\_\_ for \_\_\_\_\_ (other out-of-pocket expenses); and  
\$ \_\_\_\_\_ for processing.

The undersigned has read the foregoing and acknowledges receipt of a copy.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

The undersigned has received the screening fee indicated above.

Landlord or Manager or Agent Signature Carolyn Gavriloff DRE Lic. # 01381423 Date \_\_\_\_\_

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