



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. Write clearly on the application.
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 three times the yearly gross 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 for identity verification for credit check.

Procedures and Policies

Completed applications are reviewed and processed at Westgate Real Estate, then reviewed with the property owner for the final decision. Depending on the availability of references listed on application and the owner of the property, the application review and approval process may take 5 to 7 business days.

Once approved, applicant(s) must bring the security deposit, by certified funds within 24 hours and sign the Rental Agreement in order to secure the property. The first month of must be paid by certified check before the tenant(s) can take possession of the unit.

Please note: Westgate Real Estate will continue to market and show the property for rent until a rental agreement is signed, and the deposit have been received.

09/01/12



APPLICATION TO RENT/SCREENING FEE
(C.A.R. Form LRA, Revised 4/11)

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 EMANCIPATED MINOR.

- 1. Applicant is completing Application as a (check one) tenant, tenant with co-tenant(s) or guarantor/co-signor.
2. PREMISES INFORMATION
3. PERSONAL INFORMATION
A. FULL NAME OF APPLICANT
B. Date of Birth
C. Social security No. Driver's license No.
D. Phone number: Home Work Other
E. Email
F. Name(s) of all other proposed occupant(s) and relationship to applicant
G. Pet(s) or service animals (number and type)
H. Auto: Make Model Year License No. State Color
I. In case of emergency, person to notify
J. Does applicant or any proposed occupant plan to use liquid-filled furniture?
K. Has applicant been a party to an unlawful detainer action or filed bankruptcy within the last seven years?
L. Has applicant or any proposed occupant ever been convicted of or pleaded no contest to a felony?
M. Has applicant or any proposed occupant ever been asked to move out of a residence?

- 4. RESIDENCE HISTORY
Current address Previous address
City/State/Zip City/State/Zip
From to From to
Name of Landlord/Manager Name of Landlord/Manager
Landlord/Manager's phone Landlord/Manager's phone
Do you own this property? Did you own this property?
Reason for leaving current address Reason for leaving this address

- 5. EMPLOYMENT AND INCOME HISTORY
Current employer Supervisor From To
Employer's address Supervisor's phone
Position or title Phone number to verify employment
Employment gross income \$ per Other \$ per Source
Previous employer Supervisor From To
Employer's address Supervisor's phone
Position or title Employment gross income \$ per

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LRA REVISED 4/11 (PAGE 1 OF 2)

Applicant's Initials () ()

Reviewed by Date



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

Agent: Carolyn Gavriloff Phone: (707) 762-1565 Fax: (707) 769-9591 Prepared using zipForm® software
Broker: Westgate Real Estate 221 Petaluma Blvd. South Petaluma, CA 94952

Property Address: _____ Date: _____

6. CREDIT INFORMATION

Name of creditor	Account number	Monthly payment	Balance due

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

7. PERSONAL REFERENCES

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

8. NEAREST RELATIVE(S)

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

Applicant understands and agrees that: (i) this is an application to rent only and does not guarantee that applicant will be offered the Premises; (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, and (iii) Applicant will provide a copy of applicant's driver's license upon request.

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: Westgate Real Estate

Address 221 Petaluma Boulevard South City Petaluma State CA Zip 94952

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 \$42.06 as of 2009.)

\$ _____ 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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Reviewed by _____ Date _____

