



HAVEN PROPERTIES

(Property Management)

1024 Iron Point Road, Suite 1009, Folsom, CA 95630

Phone: 916-990-0770 / Fax: 916-218-6305

www.haven-properties.com

Screening Criteria Point System

INCOME	POINTS
Income is 2.00 – 2.49x rent	1
Income is 2.50 – 2.99x rent	2
Income is 3.00x rent or greater	3
<i>**If amount is net, not taxes taken out, multiply by 1.5 to get Equivalent gross income**</i>	
Income less than 2.00x rent is automatic disqualification	
Length of source of income is 6 months or less	0
Numerous lapses in employment	0
Employment or source of income is 6 months – 1 year, or is Temporary or subject to change (disability, unemployment, AFDC, Food stamps, SSI for minor child)	1
Employment or source of income is 1 year or greater (Wages, retirement, SSI, SSDI or other permanent income)	2
Savings account is \$2000 or less	0
Savings account is \$2001 - \$5000	1
Savings account is \$5001 or greater	2
• Verify with current copy of bank statement	
TOTAL INCOME POINTS (min.2)	_____
RENTAL HISTORY	POINTS
Bad	0
None (living with family or friends)	1
Good or most recent living situation was home ownership	2
TOTAL RENTAL HISTORY POINTS (min.1)	_____
CREDIT	POINTS
Contains an R-5 or worse, or has unpaid collection(s) or judgment	0
No credit, closed bankruptcy over 1 year old, paid collection or judgment or written proof from credit agency of payment	1
All R-4 or better	2
TOTAL CREDIT POINTS (min.1)	_____
TOTAL POINTS (min. 4) _____	

Tenant must meet minimum points in each category to qualify. (Applicant with 0 in credit may qualify, with property manager approval.)

**** If trying to qualify for RENT SPECIAL, you must meet a requirement of a 6 point minimum****

Automatic Disqualifications:

- * Previous eviction (in the last 2 years)
- * Poor Rental History
- * Income less than 2.00x rent

- * Open bankruptcy
- * Bankruptcy closed 6 mos or less (period to which it can be reopened)

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 _____							



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



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 \$35.00 _____, 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 \$12.00 _____
2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) \$23.00 _____
3. Total fee charged \$35.00 _____

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.

RECEIPT FOR TENANT SCREENING AND/OR CREDIT CHECKING FEES

On _____, Owner/Agent received \$ _____ from the undersigned, hereinafter called "Applicant,"
(Date)
who offers to rent from Owner/Agent the premises located at:

_____, Unit # (if applicable) _____
(Street Address)

_____, CA _____.
(City) (Zip)

Applicant represents that all the above statements are true and correct and 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.

Payment 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 | \$ _____ 12.00 |
| 2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) | \$ _____ 23.00 |
| 3. Total fee charged (cannot exceed the amount fixed by law) | \$ _____ 35.00 |

Date

Applicant

Date

Owner/Agent

For Owner/Agent Use Only

Screening fees paid by: Cash
 Personal Check Cashier's Check
 Money Order
 Credit Card # (Last 4 digits only) _____
MC/VISA/AMEX Expiration Date: _____



California Apartment Association Approved Form
www.caanet.org
Form 3.0-R - Revised 1/12 - ©2012 - All Rights Reserved
Page 3 of 3

Unauthorized Reproduction
of Blank Forms is Illegal.



EMPLOYMENT VERIFICATION FORM

- This form is used to obtain information regarding the employment history of Applicants for rental housing. The information provided by the current or former Employer may be used solely for the purpose of evaluating the application for rental housing.
- The Owner/Agent requesting this information must receive authorization from the Applicant before obtaining the information. Such authorization is granted if Applicant's signature is provided in Section 2. Copies of this form and of the Applicant's signature are acceptable. The Applicant may be contacted to verify the authenticity of this request. **Please mail or fax this form to the person listed in section 2 as soon as possible (within 24-48 hours)**

TO BE COMPLETED BY APPLICANT

1. Authorization by rental Applicant for the release of information

I hereby authorize the release of the information requested on this Employment Verification Request to the Owner/Agent listed above. I hereby acknowledge that the Owner/Agent can make copies of this executed page in order to obtain the information requested.

Name _____ Phone number (_____) _____

Signature _____ Date _____

TO BE COMPLETED BY OWNER/AGENT

2. Person requesting the employment reference

Name of Owner/Agent _____ Haven Properties - Linda Kelly, Leasing Assistant

Address _____ 1024 Iron Point Road _____ Unit # _____ 1009

City _____ Folsom _____ State _____ CA _____ Zip _____ 95630

Phone number (____ 916 ____) _____ 990-0770 or 916-729-4709 _____ Fax number (____ 916 ____) _____ 218-6305 or havenlease@live.com

3. Applicant's employment information:

Present **OR** Prior Occupation (check one)

Employer Name _____

Employer Address _____

City _____ State _____ Zip _____

Supervisor's/HR Manager's Name _____ Employer/HR Phone number (____) _____

Beginning and Ending Dates of Employment _____ Employer Fax Number (____) _____ -

Current Gross Income (if applicable) \$ _____

TO BE VERIFIED BY CURRENT OR FORMER EMPLOYER

4. Employment information verification

Is the information provided in Section 3 above correct?

- | | | |
|--|------------------------------|-----------------------------|
| Employer Name | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Employer Address | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Supervisor's/HR Manager's Name | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Employer/HR Phone Number | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Beginning and Ending Dates of Employment | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Current Gross Income (if applicable) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Verification provided by:

Name: _____

Title: _____

Phone: (____) _____

If No, please explain: _____

Verification obtained by:

Phone Mail Fax



California Apartment Association Approved Form
 www.caanet.org
Form 3.8 – Revised 1/13 - ©2013 – All Rights Reserved
 Page 1 of 1

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



RENTAL APPLICANT REFERENCE FORM

- This form is used to obtain information regarding the rental history of Applicants for rental housing. The information provided by the current or former Owner/Agent may be used solely for the purpose of evaluating the application for rental housing.
- The Owner/Agent requesting this information must receive authorization from the Applicant before obtaining the information. Such authorization is granted if Applicant's signature is provided in Section 2. Copies of this form and of the Applicant's signature are acceptable. The Applicant may be contacted to verify the authenticity of this request. **Please mail or fax this form to the person listed in section 2 as soon as possible (within 24-48 hours)**

TO BE COMPLETED BY APPLICANT

1. Authorization by rental Applicant for the release of information

I hereby authorize the release of the information requested on this Rental Applicant Reference Request to the Owner/Agent listed below. I hereby acknowledge that the Owner/Agent can make copies of this executed page in order to obtain the information requested.

Name _____ Phone number (_____) _____

Signature _____ Date _____

TO BE COMPLETED BY OWNER/AGENT

2. Person requesting the rental reference

Name of Owner/Agent _____ Haven Properties - Linda Kelly, Leasing Assistant

Address _____ 1024 Iron Point Road _____ Unit # _____ 1009

City _____ Folsom _____ State _____ CA _____ Zip _____ 95630

Phone number (_____) 916 _____ 990-0770 or 916-729-4709 Fax number (_____) 916 _____ 218-6305 or havenlease@live.com

3. Applicant's rental information

Name of rental community (if any) _____

Address of rental unit _____ Unit # _____

City _____ State _____ Zip _____

Name of Owner/Agent _____

Phone number (_____) _____ Fax number (_____) _____

Move-in date: Month _____ Year _____ Move-out date: Month _____ Year _____ or current resident

TO BE COMPLETED BY FORMER OR CURRENT OWNER/AGENT

4. Rental reference information

Did Applicant live at your property during the period indicated above? Yes No

If no, what were the dates of occupancy? From (month/year): _____ / _____ To (month/year): _____ / _____

How many times during the past 12 months did Applicant pay the rent late? 0 1-2 3-5 6 or more

Was any check from Applicant returned due to non-sufficient funds (NSF)? Yes No

Did you ever file for an unlawful detainer against Applicant for unpaid rent? Yes No

If yes, what was the result? _____

Does Applicant owe any amount for delinquent rent, utilities or damage to unit? Yes No

Did Applicant provide notice for ending tenancy according to the terms of the rental agreement? Yes No

Not applicable because Applicant still resides at unit

Did you ever serve a Three Day Notice to Applicant Yes No

If yes, please explain: _____

Information provided by: Name _____ Phone number (_____) _____

Information obtained by: Phone Mail Fax



California Apartment Association Approved Form
www.caanet.org
Form 3.7 - Revised 1/12 - ©2012 - All Rights Reserved
Page 1 of 2

Unauthorized Reproduction
of Blank Forms is Illegal.

