



Dear Applicant,

Thank you for considering a CADA apartment as your new home. Living in the Capitol Park Neighborhood is very exciting. Within a few short blocks of your door you will find neighborhood services, shopping, dining, cultural and recreational opportunities. The following information details the application process for renting an apartment from CADA. Please read all information thoroughly and ask a CADA staff member if you have any questions.

- 1. Find an apartment you're interested in** – Every Monday morning, we update our rental listings. You can pick up a copy of our listings at the CADA office or you can check CADA's website at www.cadanet.org. Make sure the READY date corresponds to your schedule. If no apartment is currently available that meets your specifications you may continue to check back.
- 2. Fill out an application** if you find an apartment on the rental listings that you're interested in. Fill in **ALL** blanks with the exception of credit info (okay to leave credit info blank), including the signature line on the second page. Applications with incomplete information will not be processed. All occupants over the age of 18 yrs. must fill out a rental application and meet CADA's rental qualifications.
- 3. Leave your application, along with the required Security Deposit and \$30 non-refundable Application Fee per applicant, with a Rental Agent. Applications will only be accepted if accompanied by a deposit for a particular available apartment. CADA does not accept cash. CADA accepts only personal checks, money orders and cashier's checks as forms of payment.** *You may ask a Rental Agent to look over your application to see if you appear to meet our rental qualifications before you leave a deposit on an available apartment.*
- 4. The apartment that you're applying for will be held off the market** until your application has been approved or denied (usually within 72 hours from date of submittal, depending on how easily we are able to verify your rental references). If your application is approved you will be notified and can begin planning your move-in to a CADA rental. If your application is denied your deposit will be refunded and the apartment will no longer be held for you. Please see the "Qualifications Information" below for more information about qualifying for a CADA rental.

*****Qualifications For A CADA Rental*****

RENTAL HISTORY: CADA requires applicants to have a minimum of 2.5 years of **CURRENT** stable, positive, rental history. *Rental history cannot include living with, or renting from, friends or relatives.* **Lack of sufficient rental history, misrepresented rental history information, evictions less than 5 years ago or negative landlord reference, may disqualify you from renting with CADA.**

INCOME: CADA requires that applicants provide proof of income for a minimum of 2.5 times the monthly rent of the chosen apartment. You must be able to show stability in the receipt of this income (*i.e. paystubs, latest tax return, retirement or financial aid statements or other verifiable sources*). Bank statements will not be accepted as proof of income.

CREDIT: CADA requires applicants to have current credit accounts with a history of on-time payments. CADA does not count medical collections or past due student loans as bad credit.

**CAPITOL AREA
DEVELOPMENT AUTHORITY**

1522 14th Street
Sacramento, CA 95814-5958
916.322.2114 / fax 916.324.6060
www.cadanet.org

APR 2016

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.

