

**RENTAL POLICY & APPLICATION
CAPITAL DEVELOPMENT**

Mailing: P.O. Box 991, Adelanto, CA 92301
Location: 13849 Amargosa Road, Suite #101, Victorville, CA 92392
(760) 243-4406 Victor Valley Office (909) 583-8229 Inland Empire Office (760) 243-4407 facsimile
View Available Rentals at: www.mycdrs.org

Capital Development does not discriminate against any prospective client. We comply with the Voluntary Affirmative Marketing Agreement and all Fair Housing Laws. It is required for all adult applicants over the age of eighteen to complete an application and supply the needed information to process that application. All applications must be filled out entirely. The applicant understands that a Credit Report will be run at their own expense. **There is a non-refundable \$30 application fee per adult.** Application fees must be paid by cash or money order only.

INFORMATION WE ASK THAT YOU SUPPLY WITH APPLICATION:

Valid State issued ID Card or Driver's License Number
Social Security Number
Employment and/or Income Information
Most Recent (3) Pay Stubs
Current & Past Rental/Landlord Information
Signed & Dated Letter Explaining for Negative Entries on Credit Report
Cover Page of your last Bank Statement for verification
Section 8 Voucher showing Max. Rent (for program participants)

Any applicant with an eviction (Unlawful Detainer) still on their rental history; any Felony and/or Drug and/or Violent Convictions in the last seven years; any open Bankruptcy; unpaid judgments, liens, and/or utility bills on their credit will be automatically denied rental. Each applicant needs to have verifiable income equal to or more than three times the rent of the unit applied for (except Section 8 Tenants who must have three times their portion). We do run credit reports and credit scores or lack of credit does factor into our decision. Applicants must have good references showing the return of at least 50% of their security deposit from prior Landlords. Roommates cannot combine their incomes to qualify. To figure out what rental rate you will qualify for, take your gross monthly income and divide it by three (this income must be steady for at least twelve months). Any roommate must qualify prior to being allowed occupancy. Any roommate must also be on the Rental Contract for that unit. To calculate how many bedrooms you will need for your family size, we use the 2+1 formula. This is two people per bedroom plus one person extra is allowable. (Example: Upon meeting the qualification standards, a family of five can go into a two bedroom unit because there are two people per bedroom + one). First time renters must qualify under the same terms, but upon meeting the qualification standards in lieu of rental references we can accept a Co-Signer or a larger deposit. Co-Signers can also be used by other applicants with credit issues if they meet the other qualifications. Co-Signers must have at least a 700 credit score with Experian and own some type of real property.

Once your application is approved, we will need you to bring in a Non-Refundable Deposit to Hold (most cases require a minimum of \$500 deposit to hold). Most Landlords will only hold a unit for up to two weeks. Prior to move-in, First Month's Rent and Security Deposits must be paid in full in the form of Cashier's Check or Money Order only. No Personal Checks will be accepted for Move-in funds. After move-in, Personal Checks may be used for payments. If for any reason your check is dishonored you will no longer be able to use Personal Checks for payments.

Capital Development has a strict policy on timely rental payments. Late Fees are automatically assessed after your grace period is up. Three-day Notices are served immediately and enforced. Partial payments on your account do not stop the Late Fees unless the full amount due on your account is received prior to the cut off date. If you are assessed a maintenance charge for service that charge is also subject to Late Fees if not paid within thirty days of service. All charges & fees are deemed rent and subject to late fees.

We cannot give you a time frame in which your application will be done processing. This will depend on how cooperative your references are in getting back to us and on the integrity of the information you provide us. Most applications can be done within seventy-two hours if you provide us with accurate information. Please keep in mind that we do an Ownership Search on the Landlord information that you provide us in addition to checking references; running your credit report along with the routine rental checks that we do; and a Criminal Background Report. We will also drive by your current residence and if you are available, we will ask for an quick interior walk-thru.

By signing this Rental Policy and Application, the applicant understands the Policies herein stated and agrees to comply with said policies. If this application is accepted for rental, applicant understands that this is an Addendum to the Rental Contract. Applicant authorizes, without any reservation, for Capital Development to obtain investigative consumer reports through National Data Search or Landlord Portal and perform any informational checks based on information provided by applicant or information obtained as a result of any investigative consumer report or information gained subsequent to research performed. Applicant further understands that this application may be competing with other applicants for the same property.

X
Applicant's Signature and Date UPDATED 01/2008

APPLICANT'S AUTHORIZATION FOR RELEASE OF INFORMATION

Applicant's Name: _____
Applicant's Current Address: _____
Applicant's Social Security #: _____

The person named above has applied for rental with Capital Development. You and/or your firm has been named by this applicant as a reference as having currently or previously either employed, rented to, extended credit to, or have had financial dealings with this person. The applicant is hereby authorizing you to release the requested information to us. Your timely cooperation in providing accurate data is greatly appreciated.
If you would like to speak to me directly, you can call me @ (760) 243-4406.
Please return the questionnaire by facsimile to (760) 243-4407.

In consideration of my application, I authorize, without ant reservation, Capital Development and the Credit Reporting Agency and/or it's agents to conduct and report research and share with each other, information about my background including, but not limited to: information about my past and current employment, consumer credit history, criminal record, and general public history. I further authorize the research into the truthfulness of any information provided by me in this application process and any information found as subsequent to any research done.

I understand that any investigative consumer report requested will be used as defined under the Fair Credit Reporting Act. I release the Credit Reporting Agency and it's agents, their respective officers, directors, employees, and all persons, agencies, and entities providing information or reports about me from all liability arising out of the release of any such information or reports.

I further understand that Capital Development may use this authorization form to obtain information relevent to my application and/or tenancy not only during the application process but also during or after tenancy (should I be granted tenancy).

X _____ Applicant's Signature/Date

EMPLOYER TO FILL OUT THIS SECTION ONLY

Does the above name match your records?..... Yes/No
Does the above address provided match your records? Yes/No
Social Security Number on file matches: _____ Yes/No
Employee's Position or Department: _____
Dates of Employment: (from) _____ (to) _____
Gross Monthly Salary/Wages: _____
-OR- Hourly Wage: _____ Average Hours per Week: _____
Other Comments: _____
Employer Signature/Title/Date: _____

RETURN FAX (760) 243-4407

RECEIPT FOR TENANT SCREENING AND/OR CREDIT CHECK FEES

Amount Received: \$ _____ From Applicant: _____

For Property at: _____

Above payment is to be used to screen Applicant with regards to credit history and other background information.
The itemized charges are as follows:
I. Actual cost of credit report, unlawful detainer search, other screening reports used to evaluate Applicant's information....\$ 23.95
II. Cost to obtain, process, and verify Applicant's information (including staff-time and other soft costs).....\$ 75.00
III. Discount.....\$-<68.95>
III. Total fee charged (regulated not to exceed \$37.00 per applicant).....\$ 30.00

Applicant Signature/Date: _____

APPLICATION TO RENT

(a separate application is required for each person over the age of 18)

NAME: _____

_____ Last & Maiden _____ First _____ Middle _____ Best Phone Number
Other Phone Numbers: (home) _____ (work) _____ (cell) _____ (other) _____

E-mail: _____ (email address not required)

ALL PERSONS WHO WILL OCCUPY DWELLING:

Full Name	Date of Birth/Age	Relationship

(list additional occupants on the back of this sheet)

RESIDENCE:

CURRENT: _____
 _____ Street Address/Apt# _____ City _____ County _____ State/Zip Code
 from _____ to _____ Amount paid monthly \$ _____
 Month/Year Month/Year
 Landlord/Mortgage Co.: _____ Phone _____ Reason for leaving _____
 _____ Address _____ Loan/Account# _____

PRIOR ADDRESS: _____
 _____ Street Address/Apt# _____ City _____ County _____ State/Zip Code
 from _____ to _____ Amount paid monthly \$ _____
 Month/Year Month/Year
 Landlord/Mortgage Co.: _____ Phone _____ Reason for leaving _____
 _____ Address _____ Loan/Account# _____

PREVIOUS ADDRESS: _____
 _____ Street Address/Apt# _____ City _____ County _____ State/Zip Code
 from _____ to _____ Amount paid monthly \$ _____
 Month/Year Month/Year
 Landlord/Mortgage Co.: _____ Phone _____ Reason for leaving _____
 _____ Address _____ Loan/Account# _____

EMPLOYMENT:

CURRENT: Full Name _____ Phone _____
 _____ Address _____ Supervisor name and position _____
 from _____ to _____ Gross Monthly Salary \$ _____ Position _____

PRIOR: Full Name _____ Phone _____
 _____ Address _____ Supervisor name and position _____
 from _____ to _____ Gross Monthly Salary \$ _____ Position _____

OTHER INCOME:

Do you receive any of the following:

Section 8 (Voucher Size/Max.Rent) _____ TANF \$ _____ Food Stamps \$ _____ Grants \$ _____
SSA \$ _____ SSI \$ _____ Retirement \$ _____ Homeless Assistance \$ _____ Other \$ _____

BANKING:

CHECKING: Bank _____ Account # _____
Address/Phone _____

SAVINGS: Bank _____ Account # _____
Address/Phone _____

IDENTIFICATION:

VALID IDENTIFICATION: _____
 ID# State of Issuance Date of Birth (MM/DD/YY)
 SOCIAL SECURITY CARD: _____ Other: _____
 SS# ID#/Type
 MOTHER'S MAIDEN NAME OR SECURITY QUESTION/ANSWER: _____

IN CASE OF EMERGENCY: PLEASE PROVIDE BOTH CONTACTS – Contacts that are not in your household

FAMILY CONTACT: _____
 Name Phone
 Address Relationship
 OTHER CONTACT: _____
 Name Phone
 Address Relationship

LIST ALL VEHICLES TO BE PARKED ON PREMISES:

Year	Make	Model	Color	License#

(include all vehicles: cars, trucks, recreational vehicles, motorcycles, etc...)

ADDITIONAL INFORMATION:

Do you have pets? Yes/No Number and Description(breed/size): _____
 Do you have a trampoline/skateboard ramp/swingset taller than six foot?(Please Circle which, if any of these items you have) Yes/No
 Do you have a large screen television/surround sound system? (Please circle which, if any of these items you have) Yes/No
 Do you have an aquarium (larger than 10 gallons) Yes/No
 Do you have water bed/water filled furniture? (Please Circle which, if any of these items you have) Yes/No
 Have you ever been evicted for non-payment of rent? Yes/No Explain: _____
 Have you ever been evicted for any other reason? Yes/No
 Explain: _____
 Have you had any Landlord problems? Yes/No Explain: _____
 Have you ever been late on any financial obligation? Yes/No Explain: _____

I am applying for the following rental unit, but understand that by remitting this application Capital Development is under no obligation to rent this or any other unit to me. I further understand that if this unit is rented by another party and I want to apply for another available unit, Capital Development may request an additional application and fee if the occurrence is more than one month from the time this application is submitted to Capital Development for processing.

Rental Unit applied for (which address are you applying for): _____
 What is your desired move-in date: _____

I/We understand that I/we can check with local law enforcement, the Megans Law website, and other available sources before submitting this application. By submitting this application, I/we agree that we have done our due diligence in investigating the rental unit and its surroundings and are satisfied enough to accept a rental contract should we pass the application process. We do not hold Capital Development, the Landlord, or their entities or employees liable for neighborhood conditions. The information on this application is true and correct to the best of my knowledge. I hereby authorize Capital Development or their agents to verify the above information and to obtain a consumer and/or investigative credit and data report. I understand that the fee for verifying this application is not a deposit or rent and will not be applied to rent or deposit or refunded even if this application is denied. I have further read the attached Rental Policy section of this application and agree to it and understand that Capital Development will not provide me a copy of my Credit Report unless I ask for it in writing.

Applicant's Signature _____ Date _____

NOTE: You may write on back of these forms or attach additional pages if you want to give more detailed explanations or information that you feel will be helpful in processing your application.