



**Please print out and complete the application following this letter. You can return it to the office at 751 Hilltop Drive Redding, CA 96003. Or fax it to 530.244.3790**

Thank you for your interest in our property. We require the following three things in order to qualify. **These apply to all applicants and/or cosigners:**

1. Good rental history.
2. Acceptable credit.
3. Income must be three times the amount of rent.

It is our goal to expedite the processing of your application as quickly as possible. In order to do so, we ask that you provide the following for all occupants and cosigners:

1. Complete application; including signature and initial where indicated.
2. Income verification:
  - a. If employed, please provide a copy of your last pay stub.
  - b. If self employed, please provide your last 3 bank statements showing deposits, or last tax return (first 2 pages with signatures).
  - c. If neither of the above applies to you, please contact the Resident Manager.
3. A clear verification of your signature via photo ID:
  - a. Forms of ID accepted:
    - i. VISA
    - ii. Passport
    - iii. Driver's License

Unfortunately, we are not able to process any incomplete file. All documents have to be received before processing will be started. If we do not receive all documents within 3 days from the day we receive your application and deposit, you run the risk of losing your deposit.

Thank you,  
**Windsor Court Apartments**



I have received a copy of the qualification requirements:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# CONFIDENTIAL

## RENTAL/CREDIT APPLICATION

(Complete one application for each resident over 18 years old)

Windsor Court Apartments 530-244-2787

Rental Rate \_\_\_\_\_ UNIT # \_\_\_\_\_

Scheduled Commencement Date \_\_\_\_\_

Move-In Special? \_\_\_\_\_

**NAME OF APPLICANT** \_\_\_\_\_

Best # to contact you @ \_\_\_\_\_

E-mail address (if applicable) \_\_\_\_\_

Social Sec.No. \_\_\_\_\_ Birth Date \_\_\_\_\_ Photo \_\_\_\_\_

ID# \_\_\_\_\_ (PHOTOCOPY TO BE TAKEN AFTER APPROVAL)

Present Address \_\_\_\_\_

STREET CITY STATE ZIP

Current Landlord \_\_\_\_\_ Phone# \_\_\_\_\_

HOW LONG THERE? \_\_\_\_\_ REASON FOR MOVING? \_\_\_\_\_

DO YOU HAVE ANY PETS? \_\_\_\_\_ TYPE \_\_\_\_\_

Prior Landlord

Address Phone #

Prior Landlord \_\_\_\_\_

Address Phone #

**EMPLOYER** \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_

How Long \_\_\_\_\_ Phone# \_\_\_\_\_

Income Per Month \_\_\_\_\_ Other Income \_\_\_\_\_ From \_\_\_\_\_

**PROSPECTIVE OCCUPANTS** Number \_\_\_\_\_

Names \_\_\_\_\_

Names \_\_\_\_\_



**HAVE YOU EVER??**

Been served an Eviction Notice No \_\_\_\_\_ Yes \_\_\_\_\_ When \_\_\_\_\_  
Filed for Bankruptcy No \_\_\_\_\_ Yes \_\_\_\_\_ When \_\_\_\_\_

**AUTOMOBILES**

Make & Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ License # \_\_\_\_\_  
Make & Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ License # \_\_\_\_\_

**PERSONAL REFERENCE** \_\_\_\_\_ Relationship \_\_\_\_\_ Phone# \_\_\_\_\_

**In case of emergency notify:** \_\_\_\_\_ Phone# \_\_\_\_\_

**MARKETING SURVEY**

The following marketing information is requested to help in present & future planning: What most influenced your decision to rent here?

Location \_\_\_ Swimming Pool \_\_\_ Fireplace \_\_\_ Floor Plan \_\_\_ Rental Rate \_\_\_

Project Sign \_\_\_ Newspaper ad \_\_\_ Other Resident \_\_\_ Drive By \_\_\_

Other (Please specify) \_\_\_\_\_

I certify that all the information given above is true and correct and understand that my lease or rental agreement may be terminated if I have made any material false or incomplete statements in this application. I authorize verification of the information provided in this application from my credit sources, credit bureaus, current and previous landlords and employers, and personal references. I understand that if I have initiated a "security freeze" on my credit information with any of the credit reporting agencies, I will promptly lift the freeze for a reasonable time so that my credit report may be accessed by the Landlord/Manager; and I understand that if I fail to do so, the Landlord/Manager may consider this an incomplete application. (CC § 1785.11.2.) This permission will survive the expiration of my tenancy.

\_\_\_\_\_  
**APPLICANT SIGNATURE** DATE

Application Accepted By \_\_\_\_\_ Date \_\_\_\_\_



**FOR OFFICE USE ONLY**

**PLEASE DO NOT WRITE BELOW**

Application                      Person Contacted              Remarks

Verification

1. Present Landlord \_\_\_\_\_

2. Previous Landlord \_\_\_\_\_

3. Previous Landlord \_\_\_\_\_

4. Applicant Employment \_\_\_\_\_

VERIFICATION COMPLETED BY \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED BY \_\_\_\_\_ DECLINED BY \_\_\_\_\_ LETTER SENT \_\_\_\_\_

**MONIES RECEIVED**

**FOR UNIT NUMBER**



EQUAL HOUSING  
OPPORTUNITY



Windsor Court Apartments...751 Hilltop Drive, Redding, CA 96003...(530) 244-2787 Fax 244-3790  
OFFER TO RENT

On the date below, Owner received \$ \_\_\_\_\_ from the undersigned, hereinafter called "Applicant", who offers to rent from Owner the premises described as Apartment # \_\_\_\_\_, located at 751 Hilltop Drive # \_\_\_\_\_ Redding, CA on the terms and conditions set forth in the rental agreement/lease and:

Rent in advance of \$ \_\_\_\_\_ per month, payable on the \_\_\_\_\_ day of each month, tenancy to begin on the \_\_\_\_\_ day of \_\_\_\_\_ (month & year), but subject to any present resident vacating or the unavailability of the premises.

Above payment received with this offer is to be used as follows:

- 1. Reimburse owner for cost of credit checking (not to exceed) \$ \_\_\_\_\_
- 2. Balance, if any, to be applied to first month's rent in advance in the amount of \$ \_\_\_\_\_
- 3. Balance, if any, to be applied to a security deposit of \$ \_\_\_\_\_

The offer shall be deemed denied unless Owner accepts the offer within three (3) normal business days from the date hereof, by depositing notice of acceptance in the mail or by giving oral notice in person or on the telephone. Owner shall refund (as specified below) to Applicant within 3 normal business days if cash or money order was paid, or as soon as applicant's check clears, if:

- a. Applicant's offer is not accepted by agreed date, Owner will refund the entire amount paid less credit checking charges, OR
- b. Applicant's offer is accepted however the premise does not become available on the agreed date then owner will refund the entire amount paid by the applicant.

Possession: If lessor is unable to deliver possession of the premises at the time of commencement of this lease, Lessor shall not be responsible for any loss caused thereby, nor shall this become void or voidable but Lessee shall not be responsible for rent until possession is delivered.

If after notification of acceptance, Applicant fails to immediately enter into the agreed rental agreement and pay the first month's rent and security deposit, owner may deduct from the amount received an amount equal to 1/30th of the above monthly rent from each day the premises are vacant from the date applicant's tenancy was to begin.

Owner, within twenty-one days after the premises are relet, shall return to Applicant, to the Applicant's address shown below, any balance remaining, with an itemization of Owner's damages.

If any legal action or proceeding is brought by either part to endorse any part of this agreement, the prevailing party shall recover, in addition to all other relief, reasonable attorney's fee and costs. By signing in the space provided below, Owner acknowledges receipt of this offer.

\_\_\_\_\_  
Applicant Signature  
Applicant's Address and Ph#

\_\_\_\_\_  
Applicant Signature  
Applicant's Address and Ph#

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Owner or Agent's Acceptance \_\_\_\_\_





## Windsor Court Apartments Application Screening Fee Receipt

This will acknowledge receipt of the sum of \$ 15.00 by \_\_\_\_\_ (owner or owner's agent) of Windsor Court Apartments from \_\_\_\_\_ (applicant) as part of his/her application for the rental property at 751 Hilltop Drive # \_\_\_\_\_, Redding, CA 96003.

As provided under California Code Section 1950.6, here is an itemization of how this \$ 15.00 screening fee will be used:

Actual costs of obtaining Applicant's credit/screening report:	\$ <u>5.00</u>
Administrative costs of obtaining credit/screening report and checking Applicant's references and background information:	\$ <u>10.00</u>
Total screening fee charged:	\$ <u>15.00</u>

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Owner/Manager

