



# SAN CARLOS AGENCY, INC.

26358 Carmel Rancho Lane, Carmel, California 93923

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## TENANT APPLICATION

THERE IS A \$25 APPLICATION CHARGE PAYABLE AT THE TIME APPLICATION IS SUBMITTED  
(BOXED AREAS ARE FOR OFFICE USE ONLY)

Proposed Home: \_\_\_\_\_ Occupancy Date: \_\_\_\_\_ Rent: \$ \_\_\_\_\_

### Applicant 1

NAME: \_\_\_\_\_ Home phone: \_\_\_\_\_

E-Mail address: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ Drivers License: \_\_\_\_\_

Employer: \_\_\_\_\_ Monthly Salary: \_\_\_\_\_

Length employed: \_\_\_\_\_ Position: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisors Phone: \_\_\_\_\_

Additional income: Source: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

SCA office use:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Applicant 2

NAME: \_\_\_\_\_ Home phone: \_\_\_\_\_

E-Mail address: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ Drivers License: \_\_\_\_\_

Employer: \_\_\_\_\_ Monthly Salary: \_\_\_\_\_

Length employed: \_\_\_\_\_ Position: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisors Phone: \_\_\_\_\_

Additional income: Source: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

SCA office use:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RENTAL REFERENCE: FOR APPLICANT 1 \_\_\_\_\_ APPLICANT 2: \_\_\_\_\_ BOTH APPLICANT 1 & 2 \_\_\_\_\_

### Current Address:

STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

Rent: \_\_\_\_\_ Own: \_\_\_\_\_ Monthly Rent / Mortgage: \$ \_\_\_\_\_ Length Of Residence: \_\_\_\_\_

If Rent: Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

Reason For Moving: \_\_\_\_\_

### Previous Address:

STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

Rent: \_\_\_\_\_ Own: \_\_\_\_\_ Monthly Rent / Mortgage: \$ \_\_\_\_\_ Length Of Residence: \_\_\_\_\_

If Rent: Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

SCA office use:  
#1: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
#2: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CONTINUED ON REVERSE SIDE

### RECEIPT FOR APPLICATION FEE (PROPCODE: \_\_\_\_\_)

From: \_\_\_\_\_ Amount Received: \$ \_\_\_\_\_ by: cash \_\_\_\_\_ check \_\_\_\_\_

San Carlos Agency, Inc. charges an application fee of \$25 per application (2 applicants per application. If more than 2 adult applicants, an additional application and application fee is required). Per civil Code 1950.6, Application fee is limited to out-of-pocket costs for gathering information and costs of landlord's time in obtaining the information. An estimate of costs follow: credit report: \$11.00 per person and \$25 for employee time and telephone expense to verify employment history, landlord reference and personal or pet references; and present application to Landlord for approval. Application fee is non-refundable. If your application is declined by the Landlord, it will be retained and considered current for 6 months, and may be submitted for another rental property at no additional fee. Applications with credit reports are retained for a total of 2 years, after which they are shredded or otherwise destroyed.

By: \_\_\_\_\_

Personal reference (Not a relative) \_\_\_\_\_

SCA office use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Relationship: \_\_\_\_\_ Phone \_\_\_\_\_

**Proposed Occupants Including Applicants Who Will Occupy (All occupants over age 18 must also be listed as applicants):**

Name	Age	Name	Age
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Do any proposed occupants smoke? Yes: \_\_\_\_\_ No: \_\_\_\_\_ Please list: \_\_\_\_\_

PETS: None: \_\_\_\_\_ Dog \_\_\_\_\_ Cat \_\_\_\_\_ Other \_\_\_\_\_ Type: \_\_\_\_\_ Age: \_\_\_\_\_ Name: \_\_\_\_\_

M \_\_\_\_\_ F \_\_\_\_\_ Spayed or neutered? \_\_\_\_\_. References: \_\_\_\_\_ Phone: \_\_\_\_\_

Number & type of vehicles to be parked on premises: \_\_\_\_\_

Primary Bank \_\_\_\_\_ Phone \_\_\_\_\_

Has any Applicant(s) filed bankruptcy? \_\_\_\_\_ Has any Applicant(s) been a subject to an eviction? \_\_\_\_\_

Explanation: \_\_\_\_\_

Nearest relative: Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

In case of an emergency, notify: \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Relationship \_\_\_\_\_

Have all applicants viewed the home including the interior? \_\_\_\_\_

How did you hear about this rental: sign \_\_\_\_\_; Craigslist \_\_\_\_\_; SCA web page \_\_\_\_\_; other web page \_\_\_\_\_; newspaper \_\_\_\_\_

Other: \_\_\_\_\_

**I DECLARE THE FOREGOING INFORMATION IS CORRECT AND TRUE, AUTHORIZE ITS VERIFICATION AND THE OBTAINING OF A CREDIT REPORT.**

APPLICANT 1 \_\_\_\_\_ DATE \_\_\_\_\_

APPLICANT 2 \_\_\_\_\_ DATE \_\_\_\_\_

**SCA OFFICE USE ONLY**

- APPLICATION FEE PAID BY \$ \_\_\_\_\_ BY \_\_\_\_\_ CASH \_\_\_\_\_ CHECK \_\_\_\_\_ OTHER: \_\_\_\_\_
- CREDIT REPORT ORDERED / RESULTS: \_\_\_\_\_
- LANDLORD REFERENCE: \_\_\_\_\_
- PERSONAL REFERENCE: \_\_\_\_\_
- OTHER REFERENCES: \_\_\_\_\_
- PRESENTED TO OWNER FOR APPROVAL: DATE: \_\_\_\_\_ APPROVED: \_\_\_\_\_ DECLINED: \_\_\_\_\_  
REASON: \_\_\_\_\_
- APPROVED: TERMS OF LEASE: \_\_\_\_\_
- DEPOSIT AMT: \$ \_\_\_\_\_ RECEIVED: \_\_\_\_\_
- FUNDS ALLOCATED TO PRE-PAID LAST MONTHS? \_\_\_\_\_ IN PAYMENTS: \_\_\_\_\_
- MOVE IN DATE: \_\_\_\_\_ FUNDS DUE PRIOR TO OCCUPANCY: \_\_\_\_\_
- NOTES: \_\_\_\_\_

San Carlos Agency makes every effort to process and present your application to the landlord within 24 – 48 hours.

Upon notification of application approval, you will be required to provide a retainer deposit equal to one month's rent. Until the application is approved by Landlord, initial deposit received and deposit receipt executed, San Carlos Agency will continue to accept, process and present applications and offer the rental unit to other applicants.

STANDARD LEASE TERMS: All rentals are offered on a 1 year lease, subject to renewal on an annual basis only unless otherwise specifically agreed. California Civil code allows a landlord to collect a maximum of 2 months rent to secure tenant's fulfillment of lease obligations (which may be held as security deposit, or as deposit and pre-paid last month's rent), in addition to the first month's rent. San Carlos Agency standard lease terms requires 2 months rent as security deposit, although the Landlord may agree to allow a portion of this to be paid in installments. All funds paid prior to occupancy, including move in rent, must be paid in cash or cashier's check or equivalent.