



APPLICATION CRITERIA

1. The application must be filled out completely. If a line is not filled in, or the omission explained satisfactorily, your application will not be accepted. Names and phone numbers are mandatory to verify information. This will help expedite the approval process. Any fraudulent information will result in automatic denial. All applicants must sign the bottom of the rental application.
2. The monthly collective income must be at least three (3) times the monthly rent. Copy of identification and proof of income must be submitted with completed rental application. Proof of income is considered to be: a copy of your two (2) most recent pay stubs, tax return, LES statements, AFDC, SSI, or HUD copy of coverage. If needed, CRA will copy your originals at the office. **Mail completed rental application, signed application criteria, and supporting documents to the CRA office at 5540 E 7th St. Long Beach, CA 90804, fax to 562-498-7804, or e-mail to crleasing@gmail.com**
3. Each rental applicant must have a good rental and employment history, and good credit background. Poor credit or rental history may result in denial of your application. Previous evictions and/or unlawful detainers will result in automatic denial. **Bankruptcies will only be accepted if it has been more than 3 years, and good credit history has been reestablished.**
4. Applications are processed in the order in which they are received. Normal processing takes 3-4 days (not including Saturday or Sunday). **Delays in processing may occur if your application is not complete, inaccurate, or if verification phone calls are not being returned.** The credit check fee of \$25.00 is non-refundable.
5. Once you are notified that your application has been approved, you must pay the balance of your security deposit, in the form of a cashier's check or money order, within 48 hours, or we will proceed to the next applicant. We will hold the apartment for a maximum of 15 days. If you decline the apartment after acceptance, or if you do not move in and begin paying the rent, the holding deposit will be applied to the daily rent of the apartment until the next applicant moves in.
6. If any applicant has a dog, applicant must submit picture of the dog with their application. Failure to do so may result in delay in application processing or denial of application.

The undersigned applicant acknowledges to have fully read, understood, and agrees to the above terms.

Signature

Date

If you have any questions regarding these policies, do not hesitate to contact our main office at 562-436-7500.



Capital Realty Advisors, Inc.

PROPERTY MANAGEMENT REDEFINED

RENTAL PROCESS

Thank you for considering Capital Realty Advisors, Inc. (CRA) for finding your new apartment home. In order to process your application, the following requirements must be met:

- One application must be filled out by each person 18 years of age or older. Married couples must each complete an application. You must grant permission for extensive credit checking and personal history investigation.
- We are an equal opportunity housing company. CRA does not deny people housing because of age, race, color, ancestry, national origin, religion, sex, financial or marital status, disability, or sexual orientation.
- At buildings that allow pets, we allow up to two (2) cats, with an additional \$250.00 deposit per cat OR a dog up to 40 pounds with an additional \$500.00 deposit. We do not allow any breed or mixed breed of: pit bull, Rottweiler, German Shepherd, Doberman Pinscher, Akita or Chow.
- We limit the number of persons per apartment to the following:

Studio	2 persons
One Bedroom	3 persons
Two Bedrooms	5 persons
Three Bedrooms	7 persons

If you have any questions regarding these policies, do not hesitate to contact our main office at 562-436-7500.

APPLICATION TO RENT

(all sections must be completed)

Individual applications required from each proposed occupant 18 years of age or older

APPLYING FOR:

Apt No. _____ Located at _____ Rent Amt _____ Per _____
How did you hear about rental? _____ Expected Move-In Date: _____
Name: _____ Phone: (____) _____-_____
Last First Middle Mobile: (____) _____-_____
Social Security #: _____ Driver's Lic and State: _____ Birthdate: _____
Month-Day-Year

LIST ALL ADDITIONAL OCCUPANTS WHO WILL RESIDE IN UNIT

Name: _____ Date of Birth: _____ Name: _____ Date of Birth: _____
Name: _____ Date of Birth: _____ Name: _____ Date of Birth: _____

RENTAL HISTORY

1. Current

Address: _____
Street Unit# City State Zip
How Long? From (Month/Year): _____ To: _____ Rent Paid: _____
Owner/Manager: _____ Tel: _____ Reason for leaving: _____

2. Previous

Address: _____
Street Unit# City State Zip
How Long? From (Month/Year): _____ To: _____ Rent Paid: _____
Owner/Manager: _____ Tel: _____ Reason for leaving: _____

3. Second Previous

Address: _____
Street Unit# City State Zip
How Long? From (Month/Year): _____ To: _____ Rent Paid: _____
Owner/Manager: _____ Tel: _____ Reason for leaving: _____

CURRENT EMPLOYMENT

Company Name: _____ Address: _____
Phone: _____ Occupation: _____ Monthly Salary: \$ _____
Name of Supervisor: _____ Dates of Employment - From: _____ To: _____

PREVIOUS EMPLOYMENT

Company Name: _____ Address: _____
Phone: _____ Occupation: _____ Monthly Salary: \$ _____
Name of Supervisor: _____ Dates of Employment - From: _____ To: _____

ADDITIONAL INFORMATION

1. Have you ever had any credit problems? Yes No
2. Have you ever had an unlawful detainer filed against you? Yes No
3. Have you ever been evicted for non-payment of rent or for any other reason? Yes No
4. Have you ever filed for bankruptcy? Yes No
5. Have you ever been convicted of a felony? Yes No If yes, What _____ When _____
6. Do you have any pets? Yes No If yes, How many? _____ Describe: _____
7. Will you be using any water-filled furniture in your residence? Yes No
8. Have you ever used other names? Yes No If yes, How many? _____ List: _____
9. Do you receive income other than salary? Yes No If yes, Source? _____ Amt: _____
Source: _____ Amt: _____

BANKING INFORMATION

Name of Bank/S&L/Credit Union: _____ Branch or Address: _____

Checking#: _____ Approx. Bal. _____ Savings#: _____ Approx. Bal. _____

Name of Bank/S&L/Credit Union: _____ Branch or Address: _____

Checking#: _____ Approx. Bal. _____ Savings#: _____ Approx. Bal. _____

CREDIT REFERENCES (Credit Cards/Car Payments/Other Loans)

Company Name: _____ Address/City: _____

Account#: _____ Present Balance: _____ Monthly Payment: _____

Company Name: _____ Address/City: _____

Account#: _____ Present Balance: _____ Monthly Payment: _____

Company Name: _____ Address/City: _____

Account#: _____ Present Balance: _____ Monthly Payment: _____

PERSONAL REFERENCES

Name	Address & City	Phone	Time Known	Relationship
		()		
		()		
		()		

EMERGENCY CONTACT

Name: _____ Address: _____

Relationship: _____ Phone: () _____

VEHICLES (Operable Automobiles including Trucks, Vans, Motorcycles)

Year: _____ Make: _____ Model: _____ Color: _____ License#: _____ State: _____

Year: _____ Make: _____ Model: _____ Color: _____ License#: _____ State: _____

Applicant represents that all of the above statements are true and correct and hereby authorizes their verification including, but not limited to, the obtaining of a credit report and agrees to furnish additional credit references on request. Owner/Agent is authorized to obtain a credit report, now and in the future, as evidenced by signing below. Applicant expressly authorizes Landlord to contact all persons or firms named as references, former landlords and employers to verify the contents of this Application.

In connection with my application for rental and/or employment, I understand that background inquiries will be made on myself including consumer, criminal, driving and other reports. Employment reports may include information as to my character, work habits, performance and experience along with reasons for termination of past employment from previous employers. I understand that information will be requested from various federal, state and other agencies and entities, public and private, which maintain records concerning my past activities relating to driving, credit, criminal, civil and other experiences as well as claims involving me in insurance company files.

I authorize, without reservation, any party or agency contacted, to furnish completely and without limitation, any and all of the above mentioned information and any other information related thereto. Further, I will release from liability and will defend and hold harmless all requesters and suppliers of information in accordance herewith.

The undersigned makes application to rent housing accommodations designated for the amount and location as set forth above and upon approval of this application agrees to sign a rental or lease agreement and to pay all sums due, including requested deposits before occupancy. **Fraudulent information herein will result in automatic denial of application.**

Date: _____, _____ Applicant

UNAUTHORIZED USE PROHIBITED

For Members Only
Apartment Association,
California Southern Cities
Approved Form # F01 - 1/03

