



RENTAL POLICIES & PROCEDURES

The following policies have been established to ensure that all applicants for a property managed by Capital management. Please read the following policies. If you feel you meet the guidelines for qualifying, we encourage you to submit an application.

Fair Housing

Capital Management adheres strictly to all requirements of the Fair Housing laws. We do not discriminate against any applicant for any reasons of race, color, creed, national origin, sex, age, marital status, or physical or mental disability.

Applicant

- Each person 18 years of age or older must legibly & completely fill out and sign an application.
- The application will NOT be considered with missing or false information. All applications submitted become the property of Capital Management.
- If a co-signer is necessary, they must also fill out and sign an application and pay a **\$30.00** handling fee.
- Applications must be accompanied by a processing fee to be considered.
- All Housing through Capital Management is **SMOKE FREE HOUSING**.

Processing Fees

- There will be a **\$30.00** charge for each applicant. Without this fee, your application is considered incomplete and will not be processed. You can pay online on our website or by Cashiers check. **Please make checks payable to: Capital Management.**
- **These fees are NOT REFUNDABLE. Even if you are not accepted.**

Credit Criteria

- Capital Management will obtain a credit report.
- Applicant-supplied reports will not be accepted.
- No unlawful detainers within the last 3 years will be accepted.
- No unsatisfied judgments or liens will be accepted.
- Credit score of 680 and higher. Exceptions may be made with conditions.

Income Criteria

- Applicants must **gross 3 times** the amount of the rent (gross earning are before any deductions). Income may be combined by multiple applicants.
- Verification of income will be made by employer's personnel department or owner, not by employee's supervisor.
- Self-employed applicants must provide most recent tax return and three month's bank statements.

Capital Management
10100 Fair Oaks Blvd. Suite I. Fair Oaks CA, 95628
916-863-6600 Office / 916-863-7501 Fax

- Proof of earnings from social security, child support, alimony or spousal support must be documented.
- Unverifiable income will NOT be considered.

Pets

- If pets are allowed, the security deposit will be increased by \$300.00 or more for each pet. You also must show proof of Renter's Insurance including your pet(s). The following dog breeds are not approved for any of our rental properties: Rotweillers, Dobermans or any dog known as "pit bull" (also know as American Staffardshire Terrior, American Bulldog, American Pitbull Terrior, etc). No exceptions.

Approval and Move-In Conditions

All other applications will be considered for subject property until:

- An application has been completely verified and approved.
- Security deposit in the form of money order or cashier's check has been received.
- A holding deposit agreement or rental agreement has been signed.
- Two (2) forms of Photo I.D. has been provided for all applicants.

SECURITY DEPOSIT AND FIRST MONTHS RENT MUST BE IN A CASHIERS CHECK OR MONEY ORDER. CASH WILL NOT BE ACCEPTED.

APPLICANT HAS READ AND APPROVED

Applicant's Signature

Date

Applicant's Signature

Date



Application for Rent or Lease

Property Address: _____ **Date:** _____

Earliest date you will take occupancy: _____

Applicants Full Name: _____

Date of Birth _____ Social Security Number: ____ - ____ - ____

Drivers License # _____ State _____ Expires _____

Please attach photocopy of Driver license and Social Security Card or T.I.N. card

Name(s) and ages of all proposed Occupant(s) and relationship to applicant _____

Contact information:

Day Phone: _____ Evening: _____

Cell: _____ Other (please specify) _____

E-Mail: _____

Other name(s) used: _____

Who would we contact in case of Emergency?

Name: _____ Phone #: _____

Address _____ City _____ State _____ Zip: _____

Nearest Relative:

Name: _____ Phone #: _____

Address _____ City _____ State _____ Zip: _____

Have you ever been asked to move out of a residence? Y / N
Have you ever been convicted or pleaded no contest to a felony? Y / N
Are you a registered sex offender? Y / N
Filed Bankruptcy? Y / N
Any Collections? Y / N
Do you have liquid furniture? (i.e: waterbed) Y / N
Do you have renters insurance? Y / N
If yes please provide the company name, phone number & policy number.

Have you ever filed suit against a landlord ? If Yes, please explain.

Have you ever been a defendant in an unlawful detainer (eviction) lawsuit, or defaulted (failed to perform) any obligation of a rental agreement or lease ? If Yes, please explain.

Does anyone in the household smoke or use vaping, e-cigarette products? Y/N
If Yes, please note that Capital Property Management strictly enforces a SMOKE FREE policy inside the unit, this includes vaping and e-cigarettes.

Do you have Pets? _____ How Many? _____
What type and weight? _____

Residence History:

Present Address _____ Own or Rent?

City _____ State _____ Zip: _____

Date In: _____ Date Out: _____ Monthly Rent:\$ _____

Landlord/Agent: _____ Phone #: _____

Reason for moving? _____

Is your lease expired? Y/ N If no, when is your lease expiration date? _____

Previous Address: _____ Own or Rent?

City _____ State _____ Zip: _____

Date In: _____ Date Out: _____ Monthly Rent:\$ _____

Landlord/Agent: _____ Phone #: _____

Reason for Moving? _____

Employment History:

Employer: _____ How Long? _____

Address: _____ Phone #: _____

Phone # for Personnel/H.R.: _____ Position: _____

Gross Monthly Salary:\$ _____

Previous Employer: _____ How Long? _____

Address: _____ Phone #: _____

Phone # for Personnel/H.R.: _____ Position: _____

Gross Monthly Salary: \$ _____

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Additional Income:

Amount: \$ _____ Who do we contact to verify: _____

Phone #: _____

Automobile Information:

Number of vehicles _____

Make _____ Model: _____ Year: _____ Color: _____

License Plate #: _____ State: _____

Make: _____ Model: _____ Year: _____ Color: _____

License Plate #: _____ State: _____

Make: _____ Model: _____ Year: _____ Color: _____

License Plate #: _____ State: _____

Do you have any additional comments, concerns or information that you would like Capital Property Management to be aware of prior to considering your application ? If Yes, please use the explanation field below.: _____

DISCLOSURE AND AUTHORIZATION

The undersigned declares that the information on this rental application is true and correct, and understands that false statements may result in rejection of this and any future applications for housing we manage. The undersigned does further understand that all persons or firms associated with Capital Management may freely give any requested information concerning me. I waive all right to action for any consequences resulting from releasing such information.

I also hereby authorize Capital Management to verify my past and present employment earnings records, bank statements, previous residences and or any information given for the purposes renting and or lease through Capital Management including but not limited to a credit check. I further understand and agree that Capital Management will rely upon this Rental Application as an inducement for entering into a rental agreement or lease and I warrant that the facts contained in this Application are true. If any facts prove to be untrue, Capital Management may terminate my tenancy immediately and collect from me any damages incurred including reasonable attorneys fees resulting there from. You are also herein notified that a negative credit report reflecting your credit record may be submitted in the future to a credit reporting agency if you fail to fulfill the terms of your rental obligations or if you default in those obligations in any way. Capital Management welcomes all applicants and supports fair housing. We do not refuse to lease or rent any housing accommodations or property nor in any other way discriminate against a person because of sex, marital status, race, creed, religion, age, familial status, physical or mental handicap, color or national origin.

Notice is hereby given of the contractual relationship between the Property Owner and Capital Management. Capital Management is an exclusive agent of the Property Owner and represents the Property Owner's interest in any and all rental transactions.

Applicant Signature _____

Date _____

Applicant Signature _____

Date _____

Applicant Signature _____

Date _____

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Investigational Background Search Disclosure

Capital Management conducts applicant screening on persons applying to live in our managed properties, such screenings may include criminal background investigations. **It's Capital Management's policy not to accept prospective residents who have been charged with and or convicted of certain felonies and or misdemeanors.** Prior to acceptance of an applicant, Capital Management may use an independent consumer reporting agency to search public records which may contain criminal background information regarding the applicant. Capital Management will determine if the criminal background information pertains to the applicant and if the report indicates that one or more such felony and or misdemeanor records were found. Capital Management will then compare the records to Capital Management's established acceptance policies to determine whether or not the applicant may be accepted. If your application is declined based on the discovery of public records that indicate an unacceptable criminal background, you will be given the name, address, and telephone number of the consumer reporting agency that provided the criminal background report to Capital Management. An applicant who is declined based on a criminal background may obtain a free copy of the report and may initiate a reinvestigation to have any erroneous information contained in the report corrected. The consumer reporting agency will advise you of the procedures that you should follow in order to do so.