



Dear Applicant,

Thank you for considering a CADA apartment as your new home. Living in the Capitol Park Neighborhood is very exciting. Within a few short blocks of your door you will find neighborhood services, shopping, dining, and cultural and recreational opportunities. The following information details the application process for renting an apartment from CADA. Please read all information thoroughly and ask a CADA rental agent if there's something that's unclear:

- 1. Find an apartment you're interested in** – either from the Apartment Availability Listing available from the CADA office or printed off of CADA's website at [www.cadanet.org](http://www.cadanet.org), or from information supplied by a Rental Agent. Make sure READY date corresponds to your schedule. If no apartment is currently available that meets your specifications you may continue to check back. A new Listing is published every Friday.
- 2. Fill out an application** if you find an apartment on the Listing that you're interested in. Fill in **ALL** blanks with the exception of credit info (okay to leave credit info blank), including the signature line on the back. Applications with incomplete information will not be processed. All proposed adult occupants must fill out a rental application and meet CADA's rental qualifications.
- 3. Leave your application, along with the required Holding Deposit and \$25 non-refundable Application fee, with a Rental Agent.** Applications will only be accepted if accompanied by a deposit for a particular available apartment. You may ask a Rental Agent to look over your application to see if you seem to meet our minimum rental requirements before you leave a deposit on an available apartment.
- 4. The apartment that you're applying for will be held off the market** until your application has been approved or denied (usually within 72 hours from date of submittal, depending on how easily we are able to reach your former landlords). If your application is approved you will be notified and can begin planning your move-in to a CADA rental. If your application is denied your deposit will be refunded and the apartment will no longer be held for you. Please see the "Qualifications Information" below for more information about qualifying for a CADA rental.

**\*\*\*Qualifications For A CADA Rental\*\*\***

**RENTAL HISTORY: CADA gives preference to applicants with three years of CURRENT stable, positive, rental history.** Less rental history may be allowed if combined with strong qualifications in other categories, such as stable income equal to three times the rent, *plus* good credit. Rental history generally does not include living with, or renting from, friends or relatives. Lack of sufficient rental history, unexplained gaps in rental history, conflicting rental history information, eviction or negative landlord reference, will disqualify you from renting with CADA.

**INCOME: CADA gives preference to applicants who earn three-times the monthly rent of the chosen apartment.** Applicants must be able to show stability in the receipt of this income (i.e. long-term receipt of income from employment or other verifiable source). Two-times the monthly rent may be allowed if other rental qualifications are strong. **Additionally, applicants must show a history of paying the same rent-to-income ratio that will be in place when renting from CADA.** Applicants to CADA's rental-assistance programs must meet the minimum income guidelines set by the rental assistance program. See CADA's website for more information on CADA's rental assistance programs.

**CREDIT: CADA gives preference to applicants who have current credit accounts with a history of on-time payments.** If current accounts are lacking, closed credit accounts with a positive history may still be considered with strong qualifications in the other categories. Lack of credit or negative credit history (bankruptcy, late payments, and unpaid accounts) will not automatically disqualify you from renting with CADA if you have extremely strong qualifications in other areas (i.e. long-term positive rental history, several years of stable income, etc.). A co-signer or increased deposit may be allowed in limited circumstances to make up for minor deficiencies in income or credit, **ONLY**.

**CAPITOL AREA  
DEVELOPMENT AUTHORITY**

1522 14th Street  
Sacramento, CA 95814-5958  
916.322.2114 / fax 916.324.6060  
[www.cadanet.org](http://www.cadanet.org)

# APPLICATION TO RENT

Tenant  
 Guarantor

(All sections must be completed) **Individual applications required from each occupant 18 years of age or older.**

|   |      |                                  |      |   |                           |  |          |
|---|------|----------------------------------|------|---|---------------------------|--|----------|
| Last Name   |      | First Name                       |      | Middle Name   |                           | Social Security Number or ITIN                       |          |
| Other names used in the last 10 years                   |      |                                  |      | Work phone number<br>( )  |                           | Home phone number<br>( )                             |          |
| Date of birth   |      | E-mail address                   |      |   |                           | Mobile/Cell phone number<br>( )                      |          |
| Photo ID/Type   |      | Number                           |      | Issuing government  |                           | Exp. date  | Other ID |
| 1. Present address                                      |      |                                  | City |   | State                     |  | Zip      |
| Date in   |      | Date out                         |      | Owner/Agent Name  |                           | Owner/Agent Phone number                             |          |
| Reason for moving                                       |      |                                  |      |   | Current rent<br>\$ /Month |  |          |
| 2. Previous address                                     |      |                                  | City |   | State                     |  | Zip      |
| Date in   |      | Date out                         |      | Owner/Agent Name  |                           | Owner/Agent Phone number                             |          |
| Reason for moving                                       |      |                                  |      |   |                           |  |          |
| 3. Next previous address                                |      |                                  | City |   | State                     |  | Zip      |
| Date in   |      | Date out                         |      | Owner/Agent Name  |                           | Owner/Agent Phone number                             |          |
| Reason for moving                                       |      |                                  |      |   |                           |  |          |
| Proposed Occupants:<br>List all in addition to yourself | Name |                                  |      | Name  |                           |  |          |
|   | Name |                                  |      | Name  |                           |  |          |
|   | Name |                                  |      | Name  |                           |  |          |
| Will you have pets?                                     |      | Describe                         |      |   | Will you have a waterbed? |  | Describe |
| How did you hear about this rental?                     |      |                                  |      |   |                           |  |          |
| A. Present occupation or source of income               |      |                                  |      | Employer name   |                           |  |          |
| Dates of employment                                     |      | Supervisor's phone number<br>( ) |      | Employer address  |                           |  |          |
| Name of your supervisor                                 |      |                                  |      | City, State, Zip  |                           |  |          |
| B. Prior occupation                                     |      |                                  |      | Employer name   |                           |  |          |
| Dates of employment                                     |      | Supervisor's phone number<br>( ) |      | Employer address  |                           |  |          |
| Name of your supervisor                                 |      |                                  |      | City, State, Zip  |                           |  |          |
| Current gross income<br>\$                              |      | Per                              |      | Check one<br><input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year |                           | Please list ALL of your financial obligations below. |          |
| Name of your bank                                       |      | Branch or address                |      |   |                           | Account Number                                       |          |
|   |      |                                  |      |   |                           |  |          |
|   |      |                                  |      |   |                           |  |          |



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| Name of Creditor              | Address                           | Phone Number           | Monthly Pymt. Amt. |       |
|-------------------------------|-----------------------------------|------------------------|--------------------|-------|
|                               |                                   | ( )                    |                    |       |
|                               |                                   | ( )                    |                    |       |
|                               |                                   | ( )                    |                    |       |
|                               |                                   | ( )                    |                    |       |
|                               |                                   | ( )                    |                    |       |
|                               |                                   | ( )                    |                    |       |
|                               |                                   | ( )                    |                    |       |
| In case of emergency, notify: | Address: Street, City, State, Zip | Relationship           | Phone              |       |
| 1.                            |                                   |                        |                    |       |
| 2.                            |                                   |                        |                    |       |
| Personal References:          | Address: Street, City, State, Zip | Length of Acquaintance | Occupation         | Phone |
| 1.                            |                                   |                        |                    |       |
| 2.                            |                                   |                        |                    |       |

Automobile: Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ License #: \_\_\_\_\_

Automobile: Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ License #: \_\_\_\_\_

Other motor vehicles: \_\_\_\_\_

Have you ever filed for bankruptcy? \_\_\_\_\_ Have you ever been evicted or asked to move? \_\_\_\_\_

Have you ever been convicted of selling, distributing or manufacturing illegal drugs? \_\_\_\_\_

**Applicant represents that all the above statements are true and correct and hereby authorizes verification of the above items including, but not limited to, the obtaining of a credit report and agrees to furnish additional credit references upon request. Applicant consents to allow Owner/Agent to disclose tenancy information to previous or subsequent Owners/Agents.**

Owner/Agent will require a payment of \$ \_\_\_\_\_, which is to be used to screen Applicant with respect to credit history and other background information. The amount charged is itemized as follows:

1. Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports \$ \_\_\_\_\_
2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) \$ \_\_\_\_\_
3. Total fee charged \$ \_\_\_\_\_

The undersigned is applying to rent the premises designated as:

Apt. No. \_\_\_\_\_ Located at \_\_\_\_\_

The rent for which is \$ \_\_\_\_\_ per \_\_\_\_\_. Upon approval of this application, and execution of a rental/lease agreement, the applicant shall pay all sums due, including required security deposit of \$ \_\_\_\_\_, before occupancy.

\_\_\_\_\_ Date

\_\_\_\_\_ Applicant (signature required)

**CALIFORNIA APARTMENT ASSOCIATION CODE FOR EQUAL HOUSING OPPORTUNITY**

The California Apartment Association supports the spirit and intent of all local, state and federal fair housing laws for all residents without regard to color, race, religion, sex, marital status, mental or physical disability, age, familial status, sexual orientation, or national origin.

The California Apartment Association reaffirms its belief that equal opportunity can best be accomplished through effective leadership, education, and the mutual cooperation of owners, managers, and the public.

Therefore, as members of the California Apartment Association, we agree to abide by the following provisions of this Code for Equal Housing Opportunity:

- We agree that in the rental, lease, sale, purchase, or exchange of real property, owners and their employees have the responsibility to offer housing accommodations to all persons on an equal basis.
- We agree to set and implement fair and reasonable rental housing rules and guidelines and will provide equal and consistent services throughout our residents' tenancy.
- We agree that we have no right or responsibility to volunteer information regarding the racial, creed, or ethnic composition of any neighborhood, and we do not engage in any behavior or action that would result in "steering."
- We agree not to print, display, or circulate any statement or advertisement that indicates any preference, limitations, or discrimination in the rental or sale of housing.



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## Addendum to CADA rental application

**Notice to Applicants: CADA may have the company Tenant Guarantors verify the information contained on your rental application. If that is the case, the following Authorization and Release From Liability applies:**

### **AUTHORIZATION AND RELEASE FROM LIABILITY**

We welcome all applicants. It is illegal and against our policy to arbitrarily discriminate against any person because of age, race, color, religion, sex or sexual orientation, ancestry, national origin, source of legal income, familial or handicapped status. Your signature below means that the information on this application is true and complete, that you are not leaving off or misrepresenting rental residence or other relevant information (when specific questions are not answered by you, we assume this means "no" that all persons and firms named or which we believe may be related to reviewing application, may be contacted and freely give any information concerning you and that you waive all rights of legal action and damages resulting from these references and our report (with the single exception of section relating to false information clearly furnished with malice or willful intent to injure). You authorize an investigation of all statements contained herein by the management and Tenant Guarantors, Inc., including but not limited to a credit check and information as to your character, general reputation, personal characteristic, and mode of living (note: some owners and managers may also undertake criminal record searches). You agree that public record information including eviction filings, judgments, dismissals, and criminal records may be searched and reflected on these reports and that they may require "updates" documentation from you which you agree to provide for further evaluation of your application. You understand, agree and accept that there is room for human error in this process, that the management will rely upon your application as an inducement for entering into a rental agreement and that false statements will serve as the basis for declining your application or terminating your tenancy immediately and collecting from you any damages incurred, including reasonable attorney's fees. Pursuant to applicable laws, you are also herein notified that a negative credit report reflecting on your credit record may be submitted in the future to a credit reporting agency if you default in your rental/credit obligations. IN any action brought to enforce the terms of this agreement and the services provided hereunder, the prevailing party will be entitled to recover their reasonable attorney's fees and cost of suit. Venue for any arbitration action arising out of this agreement against Tenant Guarantors, Inc, or it's officers or employees, will be in Placer County, California and shall be mandatory, final and binding arbitration and not by a lawsuit or resort to court process. Your signature or use of this form means that you are giving up your constitutional right to have any such dispute against Tenant Guarantors, Inc., it's officers or employees decided in a court of law before a jury, and instead are accepting the use of arbitration.

Applicant's Signature: \_\_\_\_\_

Spouse's Signature: N/A (Spouse/co-applicant is required to fill out separate application and addendum)

The rental agreement will not become effective until this application is approved by management. Tenant Guarantor's, Inc., a resident screening service is not responsible for rental decisions, regardless of any recommendations, written or otherwise, which may be made by Tenant Guarantors, Inc.

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