

CADA appreciates your referral!



Dear Resident:

CADA offers a referral credit to our valued residents upon referral of a friend who moves in to a CADA apartment. Please fill out the information below and have the individual you referred give this form to the CADA rental agent when he or she visits CADA. **Referred Party MUST also provide your name as the referral source on Visitor/Guest Card.** If referred party fills out an application, leaves the required deposit, is approved to rent and signs a 6-month lease, you will receive a one-time **rent credit!** **Ask your rental agent for the current referral credit value.**

Dear CADA:

_____ is visiting CADA today, upon my referral. I understand that if my referral fills out an application, leaves the required deposit, is approved to rent and signs a minimum 6-month lease, I will receive a one-time rent credit off of my rent.

My name is: _____

I live at: _____

My Phone # is: _____

I am referring: _____

Signed: _____ **Date:** _____

*****Office Use Only – to be filled out by CADA rental agent and signed by Property Manager*****

Property Manager's Approval of referral rent credit:

- ↪ Applicant listed CADA resident as referring party on Guest Card: Attach copy of Guest Card.
- ↪ Resident has taken possession of unit: Attach copy of Move-in list or Pg 1 of Rental Agreement.

Acctg: Please issue \$ _____ **credit to:** _____

Address: _____

Account #: 10-002-4331

Signed: _____ **Date:** _____

CADA Property Manager

**CAPITOL AREA
DEVELOPMENT AUTHORITY**

1522 14th Street
Sacramento, CA 95814-5958
916.322.2114 / fax 916.324.6060
www.cadanet.org

After PM Approval:

Original: Accounts Receivable
cc: Resident Files (w/out backup)