



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 Leasing Agent if you have any questions:

- 1. Find an apartment you're interested in** – Every Friday afternoon, we update our rental listing. You can view online at [www.cadanet.org](http://www.cadanet.org) and follow the instructions given in the posting if you are interested in reserving an apartment. Please verify that the READY date corresponds with 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 **AND** you have been informed that Leasing is holding a unit for you to apply for, please fill in **ALL** blanks, including the signature line on the second page. Applications with incomplete information will not be processed. All occupants over the age of 18 yrs. must complete a rental application and meet CADA's rental qualifications. **PETS:** Please note our maximum weight limit for pets is 35 pounds. Two small pets totaling 35 pounds is permitted. Additional deposit is required at move-in for a pet.
- 3. Leave your application, along with the required Holding Deposit and \$40 non-refundable Application Fee, with a Rental Agent or use our teal Leasing drop box located just outside the CADA rental office.** Applications will only be accepted if accompanied by a \$40 Application Fee and the correct 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 are applying for will be held off the market** until your application has been processed (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 returned to you or made available for pickup.** Please see the "Qualifications Information" below for more information about qualifying for a CADA rental.

**\*\*\*CADA Rental Qualifications\*\*\***

**RENTAL HISTORY:** CADA gives preference to applicants with 2.5 years of **CURRENT stable, positive, rental history.** *Rental history cannot include living with, or renting from friends or relatives.* Lack of sufficient rental history, misrepresented rental history information, evictions less than 5 years ago or negative landlord reference, may disqualify you from renting with CADA.

**INCOME:** CADA requires that applicants provide proof of income for a minimum of 2.5 times the monthly rent of the chosen apartment. You must be able to show stability in the receipt of this income (i.e. paystubs, latest tax return, retirement or financial aid statements or other verifiable sources). Bank statements will not be accepted as proof of income.

**CREDIT:** CADA requires applicants to have current credit accounts with a history of on-time payments. CADA does not count medical collections or past due student loans as bad credit.

**I have read and understand the CADA rental instructions and qualifications listed above.**

**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)

Applicant's Signature

Date

Tenant  
 Guarantor

Capitol Area Development Authority (CADA)

Name of Applicant: \_\_\_\_\_

**APPLICATION TO RENT**

(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 ( )		Home phone number ( )	
Date of birth		E-mail address				Mobile/Cell phone number ( )	
Photo ID/Type		Number		Issuing government		Exp. date	
Other ID							
1. Present address							
				City		State	Zip
Date in		Date out		Landlord Name		Landlord phone number	
Reason for moving out						Current rent/mortgage \$ /Month	
2. Previous address							
				City		State	Zip
Date in		Date out		Landlord Name		Landlord phone number	
Reason for moving out						Rent at move-out \$ /Month	
3. Next previous address							
				City		State	Zip
Date in		Date out		Landlord Name		Landlord phone number	
Reason for moving out						Rent at move-out \$ /Month	
Proposed Occupants: List all in addition to yourself	Name			Name			Date of Birth:
	Name			Name			Date of Birth:
	Name			Name			Date of Birth:
	Name			Name			Date of Birth:
Do you have pets?	Describe Pet: (MAXIMUM WEIGHT LIMIT: 35 LBS.)			Do you have a waterbed?		Describe	
How did you hear about this rental?							
A. Current Employer Name							
				Job Title or Position		Dates of Employment	
Employer address				Employer/Human Resources phone number ( )			
City, State, Zip				Name of your supervisor/human resources manager			
Current gross income		Check one					
\$		Per <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year					
B. Prior Employer Name							
				Job Title or Position		Dates of Employment	
Employer address				Employer/Human Resources phone number ( )			
City, State, Zip				Name of your supervisor/human resources manager			
Other income source		Amount \$		Frequency			
Other income source		Amount \$		Frequency			



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- Tenant
- Guarantor

Name of Applicant: \_\_\_\_\_

Name of your bank	Branch or address	Account Number	Type of Acct
<del> </del>	<del> </del>	<del> </del>	<del> </del>
<del> </del>	<del> </del>	<del> </del>	<del> </del>
<del> </del>	<del> </del>	<del> </del>	<del> </del>

Please list ALL of your financial obligations below.

Name of Creditor	Address	Phone Number	Monthly Pmt. Amt.
<del> </del>	<del> </del>	<del>(    )</del>	<del> </del>
<del> </del>	<del> </del>	<del>(    )</del>	<del> </del>
<del> </del>	<del> </del>	<del>(    )</del>	<del> </del>
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<del> </del>	<del> </del>	<del>(    )</del>	<del> </del>

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? \_\_\_\_\_



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- Tenant
- Guarantor

Name of Applicant:

**NOTICE REGARDING CALIFORNIA INVESTIGATIVE CONSUMER REPORTING AGENCIES ACT**

Landlord does not intend to request an investigative consumer report regarding the Applicant.

Unless the box above is checked, Landlord intends to request an investigative consumer report regarding the Applicant's character, general reputation, personal characteristics, and mode of living. Under Section 1786.22 of the California Civil Code, the files maintained on you by the investigative consumer agency shall be made available to you during business hours and on reasonable notice, provided you furnish proper identification, as follows: (1) You may appear at the investigative consumer reporting agency identified below in person, (2) you may make a written request for copies to be sent by certified mail to a specified addressee, or (3) you may make a written request for a summary of the file to be provided over the telephone. The agency may charge a fee, not to exceed the actual duplication costs, if you request a copy of your file. The agency is required to have personnel available to explain your file to you, and the agency must explain to you any coded information appearing in your file. If you appear in person, a person of your choice may accompany you, provided that this person furnishes proper identification. If you are accompanied by a person of your choosing, the agency may require you to furnish a written statement granting permission to the investigative consumer reporting agency to discuss your file in the other person's presence. The agency that will prepare the report(s) identified in this section is listed below:

N/A  
 \_\_\_\_\_  
**Name of Agency**  
 N/A  
 \_\_\_\_\_  
**Address of Agency**

If you would like a copy of the report(s) that is/are prepared, please check the box below:

N/A would like to receive a copy of the report(s) that is/are prepared

If the box above is checked, Landlord agrees to send the report to Applicant within three (3) business days of the date the report is provided to Landlord. Landlord may contract with another entity to send a copy of the report.

**Applicant represents that all the above statements are true and correct, authorizes verification of the above items, and agrees to furnish additional credit references upon request. Applicant authorizes Landlord to obtain reports that may include credit reports, unlawful detainer (eviction) reports, bad check searches, social security number verification, fraud warnings, previous tenant history and employment history. Applicant consents to allow Landlord to disclose tenancy information to previous or subsequent Landlords.**

Landlord will require a payment of \$ 40.00 , which is to be used to screen Applicant.

The amount charged is itemized as follows:

- |   |                 |
|---|-----------------|
| 1. Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports      | \$ <u>31.50</u> |
| 2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) | \$ <u>8.50</u>  |
| 3. Total fee charged  | \$ <u>40.00</u> |

The undersigned Applicant 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)**



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