



916 East Cypress Ave. Suite 200 Redding, CA
96002 Office - (530) 221-6211 Fax - (530) 223-2012
E-Mail - propworks@att.net

Rental Application Criteria

Before filling out an application, please review our list of requirements.

A completed and signed application from each proposed occupant over the age of 18 must be submitted and each one accompanied with all items below. **We will not begin to process your application without all required information. A non-refundable fee of \$25.00 is charged for each application. This fee is to be paid in cash, by money order or cashiers check. We do not accept personal checks or credit/debit cards.**

The applicant understands and agrees that this is an application to rent, and does not guarantee that applicant will be offered the unit. Any incorrect or false information will disqualify you as a prospective tenant. We accept the first qualified applicant(s).

Requirements to rent a unit:

- Income is three times the amount of asking rent. Roommate's combined income must be five times the asking rent.
- Three years of employment history and sufficient Income
- Three years positive rental history from an unbiased source.
- Positive credit report, showing a willingness to pay accounts on time.
- NO evictions within the last five years.
- NO open bankruptcy or filed for in the last 12 months.
- NO conviction for any type of crime, such as felonies or more than three misdemeanors that would be considered a threat to the property or the ability of neighbors and/or other residents to enjoy the premises.

If approved there is an up-front payment of the security deposit in addition to rent for the current month. This payment must be paid in full by cashiers check or money order when signing the rental contract.

Required documents:

- Photo ID (valid government issued, i.e., Identification Card, Drivers License, Green Card or Passport)
- Social Security Card
- Proof from all sources of income for at least the last three months.
If self employed we require a tax return for the past year and/or current bank statements.

If a student or receiving SSI, SSD or any other government assistance, you need to provide an award letter and/or bank statement.

Your application may be denied or you may be required to pay a higher deposit if . . .

- No credit or a poor credit report.
- Insufficient income
- Less than one year rental history or none
- Eviction (ever)
- Negative landlord reference including monies owed, three or more violation notices in one year, damages to a unit upon vacating or if a landlord refuses to give a reference.

YOUR APPLICATION WILL BE DENIED IMMEDIATELY FOR ANY FALSE OR MISREPRESENTATION OF INFORMATION ON YOUR APPLICATION.

Property Works Realty will not discriminate against anyone in the following protected classes: race, color, national origin, religion, gender, familial status and disability if they have good credit, no criminal records, have the required income to pay the rent and good references from previous landlords.



propertyworksrealty.com

APPLICATION TO RENT OR LEASE

530-221-6211 ~ Office 530-223-2012 ~ Fax

916 E Cypress Avenue Suite 200

Redding, CA 96002

Email: propworks@att.net

THIS SECTION IS TO BE COMPLETED BY APPLICANT. A SEPARATE APPLICATION TO RENT IS REQUIRED FOR EACH OCCUPANT 18 YEARS OF AGE OR OVER, OR AN EMANCIPATED MINOR.
PREMISES INFORMATION

Application to rent property at: _____ (“Premises”)
 Rent: \$_____ per month. Proposed move-in date _____

APPLICANT PERSONAL INFORMATION PLEASE PRINT

First, Middle, Last	DOB	Social Security	Driver’s License
Email	Home Phone	Cell Phone	

ADDITIONAL OCCUPANTS

First, Middle, Last	AGE	Relationship to Applicant

INCOME (NOT FROM EMPLOYMENT)

Source	Amount	Person Receiving Income

EMPLOYMENT HISTORY

	Current Employment	Last Prior	Prior
Employer			
Address			
Employer Phone			
Job Title			
Name of Supervisor			
Dates of Employment	From: To:	From: To:	From: To:
Total Income Per Month	\$	\$	\$

RESIDENCE HISTORY

	Current Residence	Previous Residence	Previous Residence
Street Address			
City			
State & Zip			
Dates of Stay	From: To:	From: To:	From: To:
Last Rent Paid	\$	\$	\$
Owner/Manager			
Phone Number			
Reason for Leaving			

VEHICLES				
Make	Model	Color	Year	License No.

PERSONAL REFERENCE		
Name	Address/City	Phone Number

BANK AND CREDIT INFORMATION		
Name of Bank	Branch	Approx. Balance
		\$
		\$

EMERGENCY INFORMATION

In case of an emergency, person to notify? _____

Relationship: _____

Address: _____

Phone: _____

Do you smoke? YES NO

Do you intend to use any water-filled furniture in the residence? YES NO

Do you have any pets/animals? YES NO

Have you ever been convicted for selling, possessing, distributing or manufacturing illegal drugs or convicted of any other crime? YES NO

Have you ever been evicted or named as a defendant in an eviction for non-payment of rent or for any other reason? YES NO

If yes, explain _____

Why are you leaving your present residence? _____

Applicant represents that all information given on this application is true and correct. Applicant hereby authorizes verification of all references and facts, including but not limited to social media, current and previous landlords and employers, and personal references. Applicant hereby authorizes owner/agent to obtain Unlawful Detainer, Credit Reports, Telechecks, and/or criminal background reports. Applicant agrees to furnish additional credit and/or personal references upon request. Applicant understands that incomplete or incorrect information provided in the application may cause a delay in processing which may result in denial of tenancy. In the event that a material misstatement or misrepresentation is discovered after Applicant is accepted as a Resident, and whether or not a Lease or Month to Month Rental Agreement is executed, Owner may, at Owner's sole discretion, deem such misstatement or misrepresentation to be a material and non-curable breach of any subsequent Lease or Month to Month Rental Agreement and grounds for rescission of the contract and immediate eviction. Applicant hereby waives any claim and releases from liability any person providing or obtaining said verification or additional information

An application fee of \$25.00 is hereby submitted for the cost of processing this application, to obtain credit history and other background information

Additional Information: _____

Signature: _____ **Date:** _____

Office Use Only: <input type="checkbox"/> Application Fee of \$_____ Received <input type="checkbox"/> Credit Report Processed <input type="checkbox"/> Verification of Income <input type="checkbox"/> References
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