

How to submit and pay for your Rental Application

Rental is to the first applicant who meets the necessary income, credit history, rental history and employment verification requirements after screening through Credit Bureau Associates (see www.cbacredit.com/about_cba_faq.html) and agrees to the terms of the contract. Our screening fee is \$39 for each occupant 18 years of age or older.

Completing the Application Forms

- Fill out the 2 page **APPLICATION TO RENT** completely. A separate application is required from each occupant 18 years of age or older.
- Fill out section 2 and 3 of the **RENTAL APPLICANT REFERENCE FORM**. Please fill out a separate form for your current address and each of your previous two rental addresses (if applicable).
- Fill out section 2 and 3 of the **EMPLOYMENT VERIFICATION FORM**. Please fill out a separate form for your current and your previous employer (if applicable).
- Submit your application and pay the \$39 fee.

Submitting Application Forms & paying the Application Fee

You can send your Rental Application via an email attachment to Rent@MpropM.com, by fax to **(408) 317-0382**, by dropping it off at our office or by sending it through the mail.

You can pay your Rental Application screening fee of \$39 either online through **PayPal** at MpropM.com, by dropping a check off at our office or by sending it through the mail.

Applications are considered in the order that they are received. A complete payment must be received and payment must clear before the application is considered. Therefore, the fastest way to have your application processed is by paying by PayPal using instant transfer and submitting the application by email or fax.

You must submit a separate application and payment for each occupant 18 years of age or older.

Here is how to pay online:

- Go to www.MpropM.com
- Click the “**Rental Applications**” button found within the menu bar on the left side of our website
- Select the number of applicants by using the dropdown menu located towards the top left of the webpage
- Click the “**Pay Now**” button (a new window should open)
- You may sign up for a PayPal Account by clicking “continue” in the lower left or sign in to an existing account (lower right)

Please call us with any questions: **408-354-2465**

You can then email your application to Rent@MpropM.com or fax it to **408-317-0382**.

If you prefer, you can drop off or mail your application and check to:

MontagnaProperties, Inc.

410 North Santa Cruz Avenue
Los Gatos, CA 95030

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 ()		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	Owner/Agent Name			Owner/Agent Phone number	
	Reason for moving					Current rent \$ /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: 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 ()		Employer address		
	Name of your supervisor			City, State, Zip			
B.	Prior occupation			Employer name			
	Dates of employment		Supervisor's phone number ()		Employer address		
	Name of your supervisor			City, State, Zip			
Current gross income \$		Per	Check one <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 \$ 39.00 , 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 \$ 26.50
2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) \$ 12.50
3. Total fee charged \$ 39.00

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.



RECEIPT FOR TENANT SCREENING AND/OR CREDIT CHECKING FEES

On the date below, Owner/Agent received \$ _____ from the undersigned, hereinafter called "Applicant," who offers to rent from Owner/Agent the premises located at:

_____, Unit # (if applicable) _____
(Street Address)

_____, CA _____ .
(City) (Zip)

Above payment is to be used to screen "Applicant" with regards 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\$ 26.50 {each}
2. Cost to obtain, process and verify screening information\$ 12.50 {each}
(may include staff time and other soft costs)
3. Total fee charged\$ 39.00 {each}

Applicant authorizes verification of information supplied by Applicant via methods which may include, but are not limited to, tenant screening and credit checking.

Date

Applicant

Date

Applicant

Date

Owner/Agent MontagnaProperties, Inc.

For Owner/Agent Use Only

Screening fees paid by:

- Personal Check # _____
- Cashier's Check # _____
- Money Order # _____
- Credit Card # (Last 4 digits only) _____ MC/VISA/AMEX (circle one) Expiration date: _____
- Cash



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RENTAL APPLICANT REFERENCE FORM

- This form is used to obtain information regarding the rental history of Applicants for rental housing. The information provided by the current or former Owner/Agent may be used solely for the purpose of evaluating the application for rental housing.
- The Owner/Agent requesting this information must receive authorization from the Applicant before obtaining the information. Such authorization is granted if Applicant's signature is provided in Section 2. Copies of this form and of the Applicant's signature are acceptable.
- The Applicant may be contacted to verify the authenticity of this request.

1. Person requesting the rental reference

Name of Owner/Agent MontagnaProperties, Inc.

Address 410 North Santa Cruz Avenue Unit # n/a

City Los Gatos State CA Zip 95030

Phone number (408) 354-2465 Fax number (408) 317-0382

2. Authorization by rental Applicant for the release of information

I hereby authorize the release of the information requested on this Rental Applicant Reference Request to the Owner/Agent listed above. I hereby acknowledge that the Owner/Agent can make copies of this executed page in order to obtain the information requested.

Name _____ Phone number (_____) _____

Signature _____ Date _____

3. Applicant's rental information

Name of rental community (if any) _____

Address of rental unit _____ Unit # _____

City _____ State _____ Zip _____

Name of Owner/Agent _____

Phone number (_____) _____ Fax number (_____) _____

Move-in date: Month _____ Year _____ Move-out date: Month _____ Year _____ or current resident

4. Rental reference information provided by former or current Owner/Agent

Did Applicant live at your property during the period indicated above? Yes No
If no, what were the dates of occupancy? From (month/year): _____ / _____ To (month/year): _____ / _____

How many times during the past 12 months did Applicant pay the rent late? 0 1-2 3-5 6 or more

Was any check from Applicant returned due to non-sufficient funds (NSF)? Yes No

Did you ever file for an unlawful detainer against Applicant for unpaid rent? Yes No
If yes, what was the result? _____

Does Applicant owe any amount for delinquent rent, utilities or damage to unit? Yes No

Did Applicant provide notice for ending tenancy according to the terms of the rental agreement? Yes No
 Not applicable because Applicant still resides at unit

Did you ever serve a Three Day Notice to Applicant Yes No
If yes, please explain: _____

Information provided by: Name _____ Phone number (_____) _____

Information obtained by: Phone Mail Fax

Please mail or fax this form to the person listed in section 1 as soon as possible (within 24-48 hours)



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EMPLOYMENT VERIFICATION FORM

- This form is used to obtain information regarding the employment history of Applicants for rental housing. The information provided by the current or former Employer may be used solely for the purpose of evaluating the application for rental housing.
- The Owner/Agent requesting this information must receive authorization from the Applicant before obtaining the information. Such authorization is granted if Applicant's signature is provided in Section 2. Copies of this form and of the Applicant's signature are acceptable.
- The Applicant may be contacted to verify the authenticity of this request.

1. Person requesting the employment reference

Name of Owner/Agent Montagna Properties, Inc.
Address 410 North Santa Cruz Avenue Unit #
City Los Gatos State CA Zip 95030
Phone number (408) 354-2465 Fax number (408) 317-0382

2. Authorization by rental Applicant for the release of information

I hereby authorize the release of the information requested on this Employment Verification Request to the Owner/Agent listed above. I hereby acknowledge that the Owner/Agent can make copies of this executed page in order to obtain the information requested.

Name _____ Phone number (_____) _____
Signature _____ Date _____

3. Applicant's employment information:

Present **OR** Prior Occupation (check one)

Employer Name _____
Employer Address _____
City _____ State _____ Zip _____
Supervisor's Name and Phone Number _____ Phone number (_____) _____
Beginning and Ending Dates of Employment _____
Current Gross Income (if applicable) \$ _____

4. Employment information verified by former or current Employer

Is the information provided in Section 3 above correct?

<input type="checkbox"/> Present	<input type="checkbox"/> Prior Occupation (check one)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employer Name		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employer Address		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Supervisor's Name and Phone Number		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Beginning and Ending Dates of Employment		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current Gross Income (if applicable)		<input type="checkbox"/> Yes	<input type="checkbox"/> No

If No, please explain: _____

Please mail or fax this form to the person listed in section 1 as soon as possible (within 24-48 hours)



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