

RENTAL POLICY & APPLICATION

CDRS, LLC dba Capital Development Realty Services - View Available Rentals at: www.MyCDRS.org
Mailing: P.O. Box 991, Adelanto, CA 92301 - Location: 13849 Amargosa Road, Suite #101, Victorville, CA 92392
(760) 243-4406 office Requests@MyCDRS.org

CDRS does not discriminate against any prospective client. We comply with the Voluntary Affirmative Marketing Agreement and all Fair Housing Laws. It is required for all adult applicants over the age of eighteen to complete an application and supply the needed information to process that application. All applications must be filled out entirely. The applicant understands that a Credit Report may be run and at the applicants' own expense. **There is a non-refundable \$40 application fee per adult.** Application fees must be paid by cash, money order, online only. Above payment is used to screen applicant with regards to credit history and other background information. The itemized charges are as follows: Actual cost of credit report, unlawful detainer search, other screening reports \$ 26.00; General cost to obtain, process, and verify applicant's information (including staff-time and other soft costs) \$ 75.00. Therefore, we are not making a profit on the application fees and we are under no obligation to run your credit report if we find disqualifying factors prior to running the credit report.

INFORMATION WE ASK THAT YOU SUPPLY WITH APPLICATION:

Copy of Valid State issued ID Card or Drivers License Number – Copy of Social Security Number

Copy of Employment and/or Income Information - Most Recent (3) Pay Stubs
Current & Past Rental/Landlord Information

Signed & Dated Letter Explaining for Negative Entries on Credit Report

Copy of First Page of your last Bank Statement for verification, must show name, address, and account number
Section 8 Voucher showing Max. Rent (for program participants)

Any applicant with an eviction (Unlawful Detainer) still on their rental history (typically seven years); any open Bankruptcy; unpaid judgments, liens, and/or collection/unpaid utility bills (gas/lights/local water & trash) on their credit will be automatically denied rental. Each applicant needs to have verifiable income equal to or more than three times the rent of the unit applied for (except Section 8 Tenants whose rent portion is adjusted by the program). We do run credit reports and credit scores or lack of credit does factor into our decision. Applicants must have good references showing the return of most of their security deposit from prior Landlords. To figure out what rental rate you will qualify for, take your gross monthly income and divide it by three (this income must be steady for at least twelve months). Any roommate must qualify prior to being allowed occupancy. Any roommate must also be on the Rental Contract for that unit. To calculate how many bedrooms you will need for your family size, we use the 2+1 formula. This is two people per bedroom plus one person extra is allowable. (Example: Upon meeting the qualification standards, a family of five can go into a two bedroom unit because there are two people per bedroom + one). First time renters must qualify under the same terms, but upon meeting the qualification standards in lieu of rental references we can accept a Co-Signer. Co-Signers can also be used by other applicants with minor credit issues or if applicant's income is slightly lower than three times the monthly rent (but still above two and a half times) if they meet the other qualifications. Co-Signers must have at least a 700 credit score with Experian. Co-signers must provide copies of their Valid State issued ID card or Drivers License along with a copy of their social security card and also pay a \$40 application fee.

All of our rental units are designated as non-smoking units (this includes cigarettes, cigars, tobacco, marijuana, and any other form of smoking). We adhere to the stricter Federal Law for marijuana use and do not accept the use of California Medical Marijuana cards for an excuse to smoke or grow marijuana at or in any of our properties. Valid means of use of marijuana can be obtained in non-smoking forms. We are registered with the Crime Free Multi-Unit Housing Program.

Once your application is approved, we will need you to bring in the full security deposit as a Non-Refundable Deposit to Hold (once the contract is signed, The security deposit may be used for any purpose allowed by law, including to compensate Landlord for Resident's default in rental payments, to repair damages to the premises (exclusive of ordinary wear and tear) caused by Resident, guests, and other household members, to clean the premises, and to remedy future defaults by Resident in any obligation under the rental agreement, including the obligation to restore, replace or return personal property or appurtenances, exclusive of ordinary wear and tear. Any refundable portion of the security deposit must be made payable to all tenants unless you agree and specify in writing a designated individual to receive that refund. Most Landlords will only hold a unit for up to two weeks. Prior to move-in, First Month's Rent and Security Deposits must be paid in full in the form of Cashier's Check or Money Order only. No Personal Checks will be accepted for Move-in funds. After move-in, (if your account has been approved for check writing) Personal Checks may be used for payments. If for any reason your check is dishonored you will no longer be able to use Personal Checks for payments.

CDRS has a strict policy on timely rental payments. Late Fees are automatically assessed after your grace period is up. Three-day Notices are served immediately and enforced. Partial payments on your account do not stop the Late Fees unless the full amount due on your account is received prior to the cut off date. If you are assessed a maintenance charge for service that charge is also subject to Late Fees if not paid by the end of the period of the grace period immediately following the charge. All charges & fees are deemed rent and subject to late fees.

We cannot give you a time frame in which your application will be done processing. This will depend on how cooperative your references are in getting back to us and on the integrity of the information you provide us. Most applications can be done within seventy-two hours if you provide us with accurate information. Please keep in mind that we do an Ownership Search on the Landlord information that you provide us in addition to checking references; running your credit report along with the routine rental checks that we do; and a background report.

By signing this Rental Policy and Application, the applicant understands the Policies herein stated and agrees to comply with said policies. If this application is accepted for rental, applicant understands that this is an Addendum to the Rental Contract. Applicant authorizes, without any reservation, for CDRS to obtain investigative consumer reports through National Data Search, CIC Reports, and/or Landlord Portal and perform any informational checks based on information provided by applicant or information obtained as a result of any investigative consumer report or information gained subsequent to research performed. Applicant further understands that this application may be competing with other applicants for the same property. Time is of the essence.

X

Applicant's Signature and Date UPDATED 06/2022

APPLICANT'S AUTHORIZATION FOR RELEASE OF INFORMATION

Applicant's Name: _____

Applicant's Current Address: _____

Applicant's Social Security #: _____

The person named above has applied for or been granted rental with CDRS. You and/or your firm has been named by this applicant as a reference as having currently or previously either employed, rented to, extended credit to, or have had financial dealings with this person. The applicant is hereby authorizing you to release the requested information to us. Your timely cooperation in providing accurate data is greatly appreciated.

If you would like to speak to me directly, you can call me @ (760) 243-4406.

Please return the questionnaire by email to Requests@MyCDRS.org

In consideration of my application, I authorize, without any reservation, CDRS and the Credit Reporting Agency and/or it's agents to conduct and report research and share with each other, information about my background including, but not limited to: information about my past and current employment, consumer credit history, and general public history. I further authorize the research into the truthfulness of any information provided by me in this application process and any information found as subsequent to any research done.

I understand that any investigative consumer report requested will be used as defined under the Fair Credit Reporting Act. I release the Credit Reporting Agency and it's agents, their respective officers, directors, employees, and all persons, agencies, and entities providing information or reports about me from all liability arising out of the release of any such information or reports.

I further understand that CDRS may use this authorization form to obtain information relevant to my application and/or tenancy not only during the application process but also during or after tenancy (should I be granted tenancy).

X _____ **Applicant's Signature/Date**

EMPLOYER TO FILL OUT THIS SECTION ONLY

Does the above name match your records?..... Yes/No

Does the above address provided match your records? Yes/No

Social Security Number on file matches: _____ Yes/No

Employee's Position or Department: _____

Dates of Employment: (from) _____ (to) _____

Gross Monthly Salary/Wages: _____

-OR- Hourly Wage: _____ Average Hours per Week: _____

Other Comments: _____

Employer Signature/Title/Date: _____

RETURN EMAIL REQUESTS@MYCDRS.ORG

APPLICATION TO RENT

(a separate application is required for each person over the age of 18)

NAME: _____
Last & Maiden First Middle Best Phone Number
Other Phone Numbers: (work) _____ (other) _____

E-mail: _____

ALL PERSONS WHO WILL OCCUPY DWELLING: (Must list yourself)

Full Name Date of Birth/Age Relationship

(list additional occupants separately)

RESIDENCE:

CURRENT ADDRESS: _____
Street Address/Apt# City County State/Zip Code
from (MM/YYYY) _____ to (MM/YYYY) _____ Amount paid monthly \$ _____
Property Owner or Mortgage Co.: _____
Property Owner or Mortgage Address: _____
Property Owner or Mortgage Phone & Email: _____
Reason for leaving: _____ Legal Sublet- Illegal Sublet- Family

PRIOR ADDRESS: _____
Street Address/Apt# City County State/Zip Code
from (MM/YYYY) _____ to (MM/YYYY) _____ Amount paid monthly \$ _____
Property Owner or Mortgage Co.: _____
Property Owner or Mortgage Address: _____
Property Owner or Mortgage Phone & Email: _____
Reason for leaving: _____ Legal Sublet- Illegal Sublet- Family

PREVIOUS ADDRESS: _____
Street Address/Apt# City County State/Zip Code
from (MM/YYYY) _____ to (MM/YYYY) _____ Amount paid monthly \$ _____
Property Owner or Mortgage Co.: _____
Property Owner or Mortgage Address: _____
Property Owner or Mortgage Phone & Email: _____
Reason for leaving: _____ Legal Sublet- Illegal Sublet- Family

EMPLOYMENT:

CURRENT: Full Name _____ Phone _____
Address Supervisor name and position
from _____ to _____ Gross **Monthly** Salary \$ _____ Position _____

PRIOR: Full Name _____ Phone _____
Address Supervisor name and position
from _____ to _____ Gross **Monthly** Salary \$ _____ Position _____

OTHER INCOME:

Do you receive any of the following: Yes No

Section 8 (Voucher Size/Max.Rent) _____ TANF \$ _____ Food Stamps \$ _____ Grants \$ _____
SSA \$ _____ SSI \$ _____ Retirement \$ _____ Homeless Assistance \$ _____ Other \$ _____

BANKING:

CHECKING: Bank _____ Account # _____
Address/Phone _____

SAVINGS: Bank _____ Account # _____
Address/Phone _____

IDENTIFICATION:

VALID IDENTIFICATION: _____
ID# State of Issuance Date of Birth (MM/DD/YY)
SOCIAL SECURITY CARD: _____ Other: _____
SS# ID#/Type
MOTHER'S MAIDEN NAME OR SECURITY QUESTION/ANSWER:

IN CASE OF EMERGENCY: PLEASE PROVIDE BOTH CONTACTS – Contacts that are not in your household

FAMILY CONTACT: _____
Name Phone
Address Relationship
OTHER CONTACT: _____
Name Phone
Address Relationship

LIST ALL VEHICLES TO BE PARKED ON PREMISES:

Year	Make	Model	Color	License#

(include all vehicles: cars, trucks, recreational vehicles, motorcycles, etc...)

ADDITIONAL INFORMATION:

Do you have animals? **Yes/No** Number and Description(breed/size): _____
Do you have a trampoline/skateboard ramp/swingset taller than six foot?(Please Circle which, if any of these items you have) **Yes/No**
Do you have a large screen television/surround sound system? (Please circle which, if any of these items you have) **Yes/No**
Do you have an aquarium (larger than 10 gallons) **Yes/No**
Do you have water bed/water filled furniture? (Please Circle which, if any of these items you have) **Yes/No**
Have you ever been evicted for non-payment of rent? **Yes/No** Explain: _____
Have you ever been evicted for any other reason? **Yes/No** Explain: _____
Have you had any Landlord problems? **Yes/No** Explain: _____
Have you ever been late on any financial obligation? **Yes/No** Explain: _____
Have you placed a freeze or hold on your credit profile? If so, we cannot process your application until you confirm in writing to us that you have released the freeze temporarily for us to process. **Yes/No**

NOTE: Please keep in mind that pets are not necessarily accepted on all properties.
Written authorization for any pets is required along with a valid renters' insurance policy. Feeding or harboring of stray or feral animals is not allowed.
All dwellings are designated as non-smoking units as per SB332 this includes any cigarettes and smoking of marijuana for any purpose.

I am applying for the following rental unit, but understand that by remitting this application CDRS is under no obligation to rent this or any other unit to me. I further understand that if this unit is rented by another party and I want to apply for another available unit, CDRS may request an additional application and fee if the occurrence is more than one month from the time this application is submitted to CDRS for processing.

Where did you hear about this rental? Rent.com/GoSection8/MyCDRS.org/MLS/Trulia/Friend/Other _____

Rental Unit applied for (which address are you applying for): _____

What is your desired move-in date: _____

I/We understand that I/we can check with local law enforcement, the Megans Law website, and other available sources before submitting this application. By submitting this application, I/we agree that we have done our due diligence in investigating the rental unit and its surroundings and are satisfied enough to accept a rental contract should we pass the application process. We do not hold CDRS, the Landlord, or their entities or employees liable for neighborhood conditions. The information on this application is true and correct to the best of my knowledge. I hereby authorize CDRS or their agents to verify the above information and to obtain a consumer and/or investigative credit and data report. I understand that the fee for verifying this application is not a deposit or rent and will not be applied to rent or deposit or refunded even if this application is denied. I have further read the attached Rental Policy section of this application and agree to it and understand that CDRS will not provide me a copy of my Credit Report unless I ask for it in writing and only if my credit was run prior to being disqualified.

Applicant's Signature

Date

NOTE: You may write on back of these forms or attach additional pages if you want to give more detailed explanations or information.