

## RENTAL POLICY & APPLICATION

### Capital Development Realty Services Inc (CDRS)/CDRS LLC

Location: 13849 Amargosa Road, Suite #101, Victorville, CA 92392 / Mailing: PO Box 991, Adelanto, CA 92301

Office Line: (760) 243-4406 Office Website: [www.MyCDRS.org](http://www.MyCDRS.org) Email: 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 \$25.00 application fee per adult.** Application fees must be paid by cash, money order, Zelle only. Application fee can be refunded to an approved applicant who chooses not to move forward with the unit.

Applications are \$25 per adult (Breakdown - Cost of credit report \$15 per adult; Unlawful Detainer and Judgment search \$1 per county, The remaining \$9 applied towards staff-time and other soft costs). Therefore, we are not making a profit from 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). We do not accept reusable screening reports (except in jurisdictions where mandated).

### INFORMATION WE ASK THAT YOU SUPPLY WITH APPLICATION:

Copy of Valid State issued ID Card or Driver's License – Copy of Social Security Number (Card or Tax Form)

Copy of Employment and/or Income Information - Most Recent (3) Pay Stubs / Award Letter

Current Landlord Information and a Current Letter of Good Standing / Past Landlord Information & Copy of Deposit Refund Statement

Copy of First Page of Bank Statement for verification (Must show name, address, and account number)

Signed & Dated Letter Explaining for Negative Entries on Credit Report

Section 8 Voucher (for program participants)

Any applicant with an eviction (Unlawful Detainer) still on their rental history; any open Bankruptcy; unpaid judgments, liens, and/or collection will be automatically denied rental. Applicants with unpaid utility bills (gas/lights/water/trash) on their credit will need to provide evidence that they can obtain services on their own name. 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 with credit scores, when legally allowable, 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 only one defect in their qualifications. Co-Signers must have at least a 700-credit score. Co-signers must provide copies of their valid state issued ID card or Driver's License along with a copy of their social security card and last (3) paystubs. Co-signer will need to pay a \$40 application fee.

All 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 or Zelle. 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 cutoff 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 (3) business days, 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; court records search; 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, Western Reporting, 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.

**APPLICANT SIGNATURE & DATE:** \_\_\_\_\_

**APPLICANT'S AUTHORIZATION FOR RELEASE OF INFORMATION**

APPLICANTS NAME: \_\_\_\_\_

APPLICANT CURRENT ADDRESS: \_\_\_\_\_

APPLICANT SOCIAL SECURITY NUMBER: \_\_\_\_\_

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 directly, contact (760) 243-4406. Please return the questionnaire by email to [Requests@MyCDRS.org](mailto: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 after 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).

**APPLICANT SIGNATURE & DATE:** \_\_\_\_\_

**\*\* This portion does not need to be filled out by employer prior to applying.  
Please be sure to sign and date the designated area above.**

**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  
Does the above Social Security Number on file match your records?  Yes  No

Employee's Position or Department: \_\_\_\_\_

Dates of Employment: (from) \_\_\_\_\_ (to) \_\_\_\_\_  Current Employee

Gross Monthly Salary/Wages: \_\_\_\_\_

-OR- Hourly Wage: \_\_\_\_\_ Average Hours per Week: \_\_\_\_\_

Other Comments: \_\_\_\_\_

Employer Signature/Title/Date: \_\_\_\_\_

**RETURN QUESTIONNAIRE TO EMAIL [REQUESTS@MYCDRS.ORG](mailto:REQUESTS@MYCDRS.ORG)**

**APPLICATION TO RENT**

(Each adult is required to fill out a separate application – 18 Years and Older)

**PERSONAL INFORMATION:**

FIRST NAME	MIDDLE NAME	LAST NAME (MAIDEN NAME)
CELL PHONE NUMBER	HOME PHONE	OTHER
PERSONAL EMAIL	WORK EMAIL	

VALID ID #	DOB	SOCIAL SECURITY #
MOTHERS MAIDEN NAME -or- SECURITY QUESTION/ANSWER		

**PROPOSED OCCUPANTS – MUST INCLUDE ALL ADULTS AND MINORS: (Additional occupants can be listed on separate page)**

Full Name	Relationship	DOB	Age

**CURRENT RESIDENCE INFORMATION:**

**Good Standing Letter Attached**

Complete Current Address			
Housing Provider/Mortgage Name			
Housing Provider/Mortgage Address			
Housing Provider/Mortgage Contact Info	Phone:	Email:	
Move In Date (MM/YYYY)	Move Out Date (MM/YYYY)	Rent Amount	
Reason for Leaving	Select One		
	<input type="checkbox"/> Listed on Contract <input type="checkbox"/> Not Listed on Contract <input type="checkbox"/> Family Member		

**PRIOR RESIDENCE INFORMATION:**

**Deposit Refund Statement Attached**

Complete Prior Address			
Housing Provider/Mortgage Name			
Housing Provider/Mortgage Address			
Housing Provider/Mortgage Contact Info	Phone:	Email:	
Move In Date (MM/YYYY)	Move Out Date (MM/YYYY)	Rent Amount	
Reason for Leaving	Select One		
	<input type="checkbox"/> Listed on Contract <input type="checkbox"/> Not Listed on Contract <input type="checkbox"/> Family Member		

**PREVIOUS RESIDENCE INFORMATION:**

**Deposit Refund Statement Attached**

Complete Previous Address			
Housing Provider/Mortgage Name			
Housing Provider/Mortgage Address			
Housing Provider/Mortgage Contact Info	Phone:	Email:	
Move In Date (MM/YYYY)	Move Out Date (MM/YYYY)	Rent Amount	
Reason for Leaving	Select One		
	<input type="checkbox"/> Listed on Contract <input type="checkbox"/> Not Listed on Contract <input type="checkbox"/> Family Member		

**EMERGENCY CONTACTS: Contacts cannot be an occupant living with you.**

Primary Contact Full Name		Phone Number	
Primary Contact Full Address		Relationship	
Secondary Contact Full Name		Phone Number	
Secondary Contact Full Address		Relationship	

**EMPLOYMENT INFORMATION:** **Proof of Income Attached**

Current Employer Name		
Current Employer Address		
Current Employer Contact Info		Phone: _____ Email: _____
Current Position with Employer		
Employment Start Date (MM/YYYY)	Employment End Date (MM/YYYY)	Gross Monthly Salary
Prior Employer Name		
Prior Employer Address		
Prior Employer Contact Info		Phone: _____ Email: _____
Prior Position with Employer		
Employment Start Date (MM/YYYY)	Employment End Date (MM/YYYY)	Gross Monthly Salary

**OTHER INCOME:** Do you receive any of the following:  Yes  No **Proof of Income Attached**

Retirement	SSA	SSI	Section 8	TANF	Food Stamps	Other
\$ _____	\$ _____	\$ _____	Voucher Size _____	\$ _____	\$ _____	\$ _____

**BANKING:**

Bank Name	Account Number	Address/Phone	Account Type
			<input type="checkbox"/> Checking <input type="checkbox"/> Savings
			<input type="checkbox"/> Checking <input type="checkbox"/> Savings

**VEHICLES:** List all vehicles to be parked on premises (include all vehicles: cars, trucks, recreational vehicles, motorcycles, etc...)

Year	Make	Model	Color	License Plate #

**ADDITIONAL INFORMATION:**

Do you have animals? (If yes, please list information below. Number & Description – Breed/Size)  Yes  No

Do you have a trampoline/skateboard ramp/swing set taller than six feet? (If yes, circle item(s) you have)  Yes  No

Do you have a large screen television/surround sound system? (If yes, circle item(s) you have)  Yes  No

Do you have an aquarium? (Larger than 10 gallons)  Yes  No

Do you have waterbed/water filled furniture?  Yes  No

Have you ever been evicted for non-payment of rent?  Yes  No

Have you ever been evicted for any other reason? (If yes, please explain below)  Yes  No

Have you had any Landlord problems? (If yes, please explain below)  Yes  No

Have you ever been late on any financial obligation? (If yes, please explain below)  Yes  No

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

Animal(s) Info: \_\_\_\_\_

Explain if Applicable: \_\_\_\_\_

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? MyCDRS.org/MLS/Trulia/GoSection8/Friend/Other: \_\_\_\_\_

<b>Applicant is applying for the Address/Unit</b>	<b>Date of Desired Move In</b>

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 SIGNATURE & DATE:** \_\_\_\_\_