

Manzanita Manor Apartments

2070 Bechelli Lane
Redding, CA 96002
530-221-5252

APPLICATION PROCESS

- Application Fee \$35 (non refundable) is good for 60 days.
- Application(s), one for each person 18 years or older, completed and signed.
- Photo ID- Drivers License or Identification card.
- Proof of income- 2 most recent paystubs, income taxes (page one), SSI, retirement accounts, etc. Combined income must be at least 3 times the rent.
- Self-employed- please provide last years income taxes (page one) and 3 most recent bank statements.
- Personal Guarantee / Cosigner- Application fee \$35. Please provide last year's income taxes (page one) and 2 most recent paystubs.
- Rental history verifiable from unbiased (non-family or friend) sources for the past 3 years.

Applicant understands and agrees that this is an application to rent only and does not guarantee that applicant will be offered the Premises. Manager may accept more than one application for the Premises, and using their sole discretion, will select the best qualified applicant.

The application process takes 24-48 hours. Once the application process is complete it will be reviewed with the property manager and property owner for a decision. You will be notified by phone of the decision. If the unit you applied for is no longer available, an application is good for 60 days.

MOVE-IN INSTUCTIONS: After you have been notified that your application has been approved, we require a holding deposit of half of the security deposit in order to reserve the unit and take it out of the rental market. The holding deposit must be submitted immediately in cashier's check or money order only. We will not hold the unit for a period not to exceed 10 days from the day you were approved. This amount will be applied to your total security deposit at the time of move-in. We **do not** accept cash. We require the full amount of the first month's rent and security deposit prior to move-in. Your rent will be prorated the second month.

RENTERS INSURANCE / UTILITIES: On the day you sign your rental agreement you need renters insurance and utilities must be turned on in your name. You will need to provide proof of renters insurance and provide the utility account numbers at the sign up appointment before we can give you the keys.

NON-SMOKING UNITS: All of our units are non-smoking, including the carports and common areas. We do not permit the smoking or growing of marijuana at our units.

PET POLICY / SERVICE ANIMAL: If a pet is allowed in the rental unit or you have a service animal, you must submit a picture of the animal with your application. You will be required to sign a pet agreement at the time of move-in and an additional security deposit of at least \$500.00 is required. If you have a service animal you must provide the appropriate documentation when submitting the application.

REASON FOR DENIAL: In the last seven years you have been convicted for the use, manufacture, or distribution of a controlled substance, have a conviction for any type of crime that would be considered a threat to an individual, person or property. Your credit shows accounts that are not current, including but not limited to: utility bills, and returned checks. You have filed for bankruptcy and it has not been discharged. You have been evicted or a previous landlord reports complaints of non-compliant activity, and delinquent rent payment. You misrepresent any information on the application.

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APPLICANTS

FIRST NAME _____ MIDDLE _____ LAST _____
BIRTH DATE _____ DRIVER'S LICENSE _____
OTHER NAMES USED WITHIN LAST 10 YEARS _____
SOCIAL SECURITY NUMBER _____ - _____ - _____
HOME PHONE _____ WORK PHONE _____ CELL PHONE _____
E-MAIL ADDRESS _____

ADDITIONAL OCCUPANTS

ALL OTHER PROPOSED OCCUPANTS

NAME: _____ AGE _____ RELATIONSHIP _____
NAME: _____ AGE _____ RELATIONSHIP _____
NAME: _____ AGE _____ RELATIONSHIP _____
NAME: _____ AGE _____ RELATIONSHIP _____

EMPLOYMENT

EMPLOYER _____
ADDRESS _____
EMPLOYER'S PHONE _____
POSITION _____
NAME OF SUPERVISOR _____
DATE OF EMPLOYMENT: FROM _____ TO _____
MONTHLY INCOME _____

CREDIT INFORMATION

NAME OF BANK / S&L _____ BRANCH ADDRESS _____
ACCOUNT NUMBER _____ APPROX. BALANCE _____
NAME OF BANK / S&L _____ BRANCH ADDRESS _____
ACCOUNT NUMBER _____ APPROX. BALANCE _____

VEHICLES

MAKE _____ MODEL _____ COLOR _____ YEAR _____ LICENSE NO. _____

CURRENT RESIDENCE

STREET ADDRESS _____ CITY, STATE, ZIP _____

DATES RESIDED: FROM _____ TO _____ RENT AMOUNT _____

LANDLORD / MANAGER & PHONE _____

REASON FOR LEAVING _____

LAST PRIOR RESIDENCE

STREET ADDRESS _____ CITY, STATE, ZIP _____

DATES RESIDED: FROM _____ TO _____ RENT AMOUNT _____

LANDLORD / MANAGER & PHONE _____

REASON FOR LEAVING _____

PRIOR RESIDENCE

STREET ADDRESS _____ CITY, STATE, ZIP _____

DATES RESIDED: FROM _____ TO _____ RENT AMOUNT _____

LANDLORD / MANAGER & PHONE _____

REASON FOR LEAVING _____

PERSONAL REFERENCES (3 different people not living with you)

1. IN CASE OF EMERGENCY NOTIFY _____

COMPLETE ADDRESS _____

PHONE _____ RELATIONSHIP _____

2. CLOSE FRIEND / NEAREST RELATIVE _____

COMPLETE ADDRESS _____

PHONE _____ RELATIONSHIP _____

3. CLOSE FRIEND / NEAREST RELATIVE _____

COMPLETE ADDRESS _____

PHONE _____ RELATIONSHIP _____

GENERAL INFORMATION

1. Have you ever filed bankruptcy? _____ If so When? _____

2. Do you have any accounts in collections? _____

3. Do you have Pets? _____ If so how many and what kind? _____

4. Have you ever been evicted for non-payment of rent or for any other reason _____

5. Have you ever been charged with a felony? _____

6. Please explain any "yes" answer to the above information: _____

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I hereby authorize MANZANITA MANOR APARTMENTS to obtain all relevant information, including but not limited to credit reports, unlawful detainer information and criminal background histories and further authorize the aforementioned to obtain information from my current employer, current landlord and previous landlord(s). By signing this agreement, I authorize the above screening be performed, along with landlord/employment/criminal verification of such information. I hereby waive any right of privacy or rights that may be infringed upon by your investigation of my applications.

I hereby authorize above landlords and employers to give rental reference and employment histories to the prospective landlords. I give my permission for landlords and employers to disclose any information about me to prospective landlord. There will be no restrictions on the authorization. I release landlords and employers and hold them harmless from any claim arising out of this disclosure concerning my tenancy or employment with them.

Print Name

Signature

Date