



RENTAL APPLICATION INSTRUCTIONS

We appreciate your interest in our rentals currently available. In order to assist you, the attached application must be completed. Please refer to the following before submitting your application.

When filling out the application:

- Put something in every blank, even if you must put “None” or “N/A”.
- If you need more space to write, use the back of the application or another sheet of paper.
- Take your time filling out the application; look up the information you don't remember such as (past landlord's names and phone number).
- Be sure to list all proposed occupants and proposed pets. All proposed occupants ages 18 and above will need to complete a separate application(s)
- When finished; read over the application to make sure it is accurate; complete and legible.

We will verify the following once your application is received:

- Tenancy – We require previous rental history
- Credit – Sierra Desert Properties will order a credit report for all applicants.
- Income – Applicants must provide income verification i.e. (pay stubs. Bank statements, and tax returns). Please note: in order to “Income Qualify” applicant(s) income must be three (3) times the rent for the property in which they are applying for.
- Driver's License/State Id: We will need to confirm your identity and a copy of your identification will be added to your application.
- We ask for 72 hours to process application(s)

Once a complete application is received and processed, we will notify the owner of the property. Please be advised that the 'Final Decision' is determined by the owner of the property.

Thank you for choosing Sierra Desert Properties!



SIERRA DESERT PROPERTIES RENTAL APPLICATION

613 Main Street Susanville, Ca 96130

(530) 250-7146 Office – (530) 212-9069 FAX

sierradesertprop@gmail.com

Application to Rent property at: _____

Applicant Information			Email:		
Full Name:			Social Security Number:		
Phone Number:			Alt Phone:		
Date of Birth:			Drivers License:		
Vehicle Make:	Model:	Color:	Year:		
Current Address:					
City:		State:		Zip Code:	
Landlord Name:		Phone:		Rent Paid:	
(Circle One) Rent or Own	Dates Occupied:				
Previous Address:					
City:		State:		Zip Code:	
Landlord Name:		Phone:		Rent Paid:	
(Circle One) Rent or Own	Dates Occupied:				
Previous Address:					
City:		State:		Zip Code:	
Landlord Name:		Phone:		Rent Paid:	
(Circle One) Rent or Own	Dates Occupied:				
Employment Information					
Current Employer:					
Employer's Address:					
Employer's Phone:			Employer's FAX:		
Email:		Position Held:		How Long:	
(Please Circle) Hourly or Salary			Annual Income:		
Emergency Contact					
Name:					
Address:					
Phone:			Alt phone:		
Relationship:					
Proposed Occupants					
Name:		Age:	Relationship to Applicant:		
Name:		Age:	Relationship to Applicant:		

Proposed Pets

Type:	Age:	Name:	(Circle One) Indoor or Outdoor
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Type:	Age:	Name:	(Circle One) Indoor or Outdoor
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Co-Applicant Information

Email:

Full Name:	Social Security Number:
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Phone Number:	Alt Phone:
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Date of Birth:	Drivers License:
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Vehicle Make:	Model:	Color:	Year:
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Current Address:

City:	State:	Zip Code:
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Landlord Name:	Phone:	Rent Paid:
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(Circle One) Rent or Own	Dates Occupied:
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Previous Address:

City:	State:	Zip Code:
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Landlord Name:	Phone:	Rent Paid:
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(Circle One) Rent or Own	Dates Occupied:
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Previous Address:

City:	State:	Zip Code:
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Landlord Name:	Phone:	Rent Paid:
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(Circle One) Rent or Own	Dates Occupied:
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Co-Applicant Employment Information

Current Employer:

Employer's Address:

Employer's Phone:	Employer's FAX:
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Email:	Position Held:	How Long:
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(Please Circle) Hourly or Salary	Annual Income:
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Co-Applicant Emergency Contact

Name:

Address:

Phone:	Alt phone:
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Relationship:

Proposed Occupants

Name:	Age:	Relationship to Applicant:
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Name:	Age:	Relationship to Applicant:
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Co-Applicant Proposed Pets

Type:	Age:	Name:	(Circle One) Indoor or Outdoor
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Type:	Age:	Name:	(Circle One) Indoor or Outdoor
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APPLICANT QUESTIONNAIRE

1) Has Applicant ever sued for non-payment of bills? (Circle One) Yes or No, If Yes Explain Below:

2) Has Applicant ever filed for bankruptcy? (Circle One) Yes or No, If Yes Explain Below:

3) Has Applicant ever convicted of a felony? (Circle One) Yes or No, If Yes Explain Below:

4) Has Applicant ever been locked out of their residence by the sheriff? (Circle One) Yes or No, If Yes Explain Below:

5) Has Applicant ever been brought to court by a previous landlord? (Circle One) Yes or No, If Yes Explain Below:

6) Has Applicant ever moved owing damage or rent to previous landlord? (Circle One) Yes or No, If Yes Explain Below:

7) Have you ever filed suit against a landlord? (Circle One) Yes or No, If Yes Explain Below:

Applicant signature: _____ Date: _____

**By signing applicant agrees that the above information is correct to the best of their knowledge*

Properties available to qualified applicants. Previous rental references(s) and income verification(s) are required.

Application and application fee may be required prior to viewing properties.

Application fee: **\$30.00 Per Applicant** over the age of 18.

Applicant understands and agrees: (I) This is an application to rent only and does not guarantee that the applicant will be offered the Premises; and (II) Landlord or Manager or Agent may accept more than one application for the premises and, using their sole discretion will select the best qualified applicant.

Applicant represents the above information to be true and complete, and hereby authorizes Landlord or Manager or Agent to; (I) Verify the information provided; and (II) Obtain credit report on applicant(s).

If application is not fully completed, or received without the screening fee: (I) The application will not be processed and (II) The application and any screening fee will be returned.

Applicant: _____ **Date:** _____

Applicant: _____ **Date:** _____

Return your application and any applicable fee not already paid to : Sierra Desert Properties

Address: _____ City: _____ State: _____ Zip: _____

Screening Fee

THIS SECTION IS TO BE COMPLETED BY LANDLORD OR MANAGER OR AGENT.

Applicant(s) has paid a nonrefundable screening fee of \$_____ applied as follows:

(The screening fee may not exceed \$30.00 adjusted annually from 1-1-98 commensurate with the Increase in the Consumer Price Index.) A CPI Inflation calculator is available on the Bureau of Labor Statistics website, www.bls.gov. The California Department of Consumer Affairs calculates the applicable screening fee amount to be \$37.57 as of 2006.

\$ _____ for credit reports prepared by: _____

\$ _____ for _____ (other out of pocket expenses) : and

\$ _____ for processing.

The Under signed has read the foregoing and acknowledges receipt of a copy.

Applicant Signature: _____ **Date:** _____

The undersigned has received the screening fee indicated above

Landlord or Manage or Agent _____ Lic #: 01939561 Date: _____

I authorize the verification of the information provided by on this form as to my credit and employment. I have received a copy of this application.

Applicant Signature: _____ Date: _____

Applicant Signature: _____ Date: _____



613 Main Street Susanville, Ca 96130 - (530) 250-7146 - Office (530) 212-9069

I, _____, give permission to Sierra Desert Properties obtain the following information regarding my rental history.

Signed: _____ Date: _____

RENTAL OFFICE USE ONLY

NAME OF RESIDENT: _____

PROPERTY ADDRESS: _____

AMOUNT OF RENT: _____

MOVE-IN DATE: _____

LEASE EXPIRATION: _____

NUMBER OF LATE PAYMENTS: _____

NUMBER OF NSF PAYMENTS: _____

NOTICE GIVEN: _____

ANY LEASE VIOLATIONS: _____

IF YES, PLEASE EXPLAIN: _____

WOULD YOU LEASE AGAIN: _____

NAME/TITLE OF PERSON VERIFYING: _____

IF YOU HAVE QUESTIONS PLEASE FEEL FREE TO CONTACT US AT (530) 250-7146 OR EMAIL AT SIERRADESERTPROP@GMAIL.COM.

PLEASE FAX BACK FORM AT (530)212-9069

THANK YOU IN ADVANCE FOR YOUR IMMEDIATE RESPONSE IT IS GREATLY APPRECIATED!