The real estate Cafe

Items needed for application processing:

- Application Supplement- (1 page)
- Application Form- (3 pages, all fields must be completed)
- Late fee procedure form- (1 page)
- NSF fee procedure form- (1 page)
- Employment Verification- (1 page)
- Residence Verification- (1 page)
- Credit Report Authorization- (1 page)
  *You may provide your own for approval, reports must be dated within 30 days and include all 3 bureau credit scores and history to be considered
- Credit Card Authorization- (1 page)
  *If paying credit report fee with CC
- Copies of photo ID and proof of income for each applicant
  *Include all sources of income that you would like to be considered with the application

****Please return the completed application package via fax or e-mail listed below. Incomplete application packages will not be reviewed****

The Real Estate Cafe
Office #: 951-356-0640
Fax# 951-346-3850
Info@therealestatecafe.com

The real estate cafe

Application Supplement

Rental Address:_____

Name:_____

SS#:_____ DOB:_____ Driver's License #:_____

Cell Phone #:_____ Email Address:_____

Additional Applicants (over age of 18, please list name(s), age(s) and relationship(s), if none write NA):

_____

_____

_____

Minors (please list name(s), age(s) and relationship(s), if none write NA):

_____

_____

_____

Pets (please list type(s), breed(s), age(s), if none write NA):

_____

_____

Employment:

Company:_____

Position Title:_____ How Long in Current Position:_____

Any anticipated changes in the next 12 months?:_____

_____

Rental History:

Current Address:_____ Start Date:_____

Reason for leaving_____

_____

Applicant Signature:_____ Date:_____

*****Incomplete Applications will not be processed, all fields and pages must be filled out completely.*****

CALIFORNIA ASSOCIATION OF REALTORS®

APPLICATION TO LEASE OR RENT/SCREENING FEE

(C.A.R. Form LRA, Revised 12/22)

I. APPLICATION TO RENT

THIS SECTION TO BE COMPLETED BY APPLICANT. A SEPARATE APPLICATION TO LEASE OR RENT IS REQUIRED FOR EACH OCCUPANT 18 YEARS OF AGE OR OVER, OR AN EMANCIPATED MINOR.

1. **Applicant is completing Application to Lease or Rent as a (check one) ☐ tenant, ☐ tenant with co-tenant(s) or ☐ guarantor/co-signor.**
   Total number of applicants _____
2. **PERSONAL INFORMATION**
   - **A. FULL NAME OF APPLICANT** _____
   - **B.** Date of Birth _____ (For purpose of obtaining credit reports. Age discrimination is prohibited by law.)
   - **C.** (1) Driver's License No. _____ State _____ Expires _____
     (2) See section II, paragraph 2D for Social Security Number/Tax Identification Numbers. Such number shall be provided upon request from Rental Property Owner, Authorized Broker or Agent, or Property Manager ("Housing Provider").
   - **D.** Phone number: Home _____ Work _____ Other _____
   - **E.** Email: _____
   - **F.** Name(s) of all other proposed occupant(s) and relationship to applicant _____
     _____
   - **G.** Pet(s) (Other than service or companion animals) (number and type) _____
   - **H.** Auto: Make _____ Model _____ Year _____ License No. _____ State _____ Color _____
     Other vehicle(s): _____
   - **I.** In case of emergency, person to notify (other than occupants of applicant's household) _____
     Relationship _____
     Address _____ Phone _____
   - **J.** Does applicant or any proposed occupant plan to use liquid-filled furniture? ..... ☐ Yes ☐ No
     If yes, type _____
   - **K.** Has applicant been a party to an unlawful detainer action or filed bankruptcy within the last seven years? ..... ☐ Yes ☐ No
     If yes, explain _____
   - **L.** Has applicant or any proposed occupant ever been asked to move out of a residence? ..... ☐ Yes ☐ No
     If yes, explain _____
   - **M.** Has applicant or any proposed occupant ever been convicted of or pleaded no contest to a felony within the last seven years? ..... ☐ Yes ☐ No
     If yes, explain _____

     (After completing a credit review, Housing Provider may consider the nature of the felony and the length of time since it occurred so long as the felony is directly related to the applicant's ability to meet its obligations under the lease terms, and any other relevant mitigating information pursuant to 2 CCR §12266.)
3. **RESIDENCE HISTORY**

Current address _____	Previous address _____
City/State/Zip _____	City/State/Zip _____
From _____ to _____	From _____ to _____
Name of Housing Provider _____	Name of Housing Provider _____
Housing Provider's phone _____	Housing Provider's phone _____
Do you own this property? ☐ Yes ☐ No	Did you own this property? ☐ Yes ☐ No
Reason for leaving current address _____	Reason for leaving this address _____
_____	_____
_____	_____

4. **EMPLOYMENT AND INCOME HISTORY**

Current employer _____	Previous employer _____
Current employer address _____	Previous employer address _____
From _____ to _____	From _____ to _____
Supervisor _____	Supervisor _____
Supervisor's phone _____	Supervisor's phone _____
Employment gross income $_____ per _____	Employment gross income $_____ per _____
Other income info _____	Other income info _____

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Applicant's Initials (_____) (_____)

EQUAL HOUSING OPPORTUNITY

The Real Estate Cafe, 6260 River Crest Dr, Ste E Riverside, CA 92507 Phone: 9513560640 Fax: 9513463850 Lease
Sarah McGrath Produced with Lone Wolf Transactions (zipForm Edition) 717 N Harwood St, Suite 2200, Dallas, TX 75201 www.lwolf.com

Property Address: ...., ..., ... Date: _____

5. CREDIT INFORMATION

A. CREDITORS

Name of Creditor: _____ Account _____
Monthly Payment: $_____ Balance Due: $_____

Name of Creditor: _____ Account _____
Monthly Payment: $_____ Balance Due: $_____

Name of Creditor: _____ Account _____
Monthly Payment: $_____ Balance Due: $_____

Name of Creditor: _____ Account _____
Monthly Payment: $_____ Balance Due: $_____

B. BANKING

Name of Bank/Branch: _____ Account No. _____
Type of Account: _____ Account Balance: $_____

Name of Bank/Branch: _____ Account No. _____
Type of Account: _____ Account Balance: $_____

6. PERSONAL REFERENCES

Name _____ Address _____
Phone _____ Length of acquaintance _____ Occupation _____
Name _____ Address _____
Phone _____ Length of acquaintance _____ Occupation _____

7. NEAREST RELATIVE(S)

Name _____ Address _____
Phone _____ Relationship _____
Name _____ Address _____
Phone _____ Relationship _____

8. Applicant understands and agrees that: **(i)** this is an application to rent only and does not guarantee that applicant will be offered the Premises; **(ii)** Housing Provider may receive more than one application for the Premises and, **(iii)** Applicant will provide a copy of applicant's driver's license or other acceptable identification upon request.

Applicant represents the above information to be true and complete, and hereby authorizes Housing Provider to: **(i)** verify the information provided; and **(ii)** obtain a credit report on applicant and **(iii)** obtain an "Investigative Consumer Report" ("ICR") on and about applicant. An ICR may include, but not be limited to, criminal background checks, reports on unlawful detainers, bad checks, fraud warnings, and employment and tenant history. By signing below, you also acknowledge receipt of the attached NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW (C.A.R. form BIRN).

- ☐ Please check this box if you would like to receive, at no charge, a copy of an ICR or consumer credit report if one is obtained by the Housing Provider whenever you have a right to receive such a copy under California law.

9. Applicant further authorizes Housing Provider to disclose information to prior, current, or subsequent owners and/or agents with whom applicant has had, or intends to have, a rental relationship.

If application is not fully completed, or if section II, 2 is applicable and the application is received without the full screening fee: **(i)** the application will not be processed, and **(ii)** the application and any portion of the screening fee paid will be returned.

Applicant Signature _____ Date _____

Return your completed application and any applicable fee not already paid to: _____

Address _____ City _____ State _____ Zip _____

Property Address: ...., ..., ... Date: _____

II. PROPERTY INFORMATION AND SCREENING FEE

THIS SECTION TO BE COMPLETED BY HOUSING PROVIDER (applicant may fill in the "Premises" in **paragraph 1A** below):

1. PROPERTY INFORMATION

A. Applicant submits this application to lease or rent for the Premises located at ...., ..., ... _____ ("Premises") or ☐ any prospective locations which may fit Applicant's rental criteria.

B. Rental Amount: $_____ Rent per month.

C. Proposed move-in date: _____.

2. SCREENING FEE

A. ☐ Applicant will provide screening information and fee directly to Housing Provider's authorized screening service at: _____.

B. ☒ Applicant shall pay a nonrefundable screening fee of $*55.00* per applicant, directly to Housing Provider, applied as follows: (Civil Code Section 1950.6 sets the maximum screening fee that can be charged, as adjusted annually by the Consumer Price Index. As an example, the maximum screening fee in 2020 was $52.46 per applicant, according to the DRE publication titled California Tenants. A CPI inflation calculator is available on the Bureau of Labor Statistics website, www.bls.gov.)

$ _____ for credit reports prepared by *Type vendor name here* ;

$ _____ for _____ (other out-of-pocket expenses); and

$ _____ for processing.

C. If **2B** is selected, and the application is received without the full screening fee: **(i)** Housing Provider will notify Applicant, **(ii)** the application will not be processed, and **(iii)** the application and any portion of the screening fee paid will be returned.

D. ☒ Applicant shall provide Social Security Number/Tax Identification Number to Housing Provider.

The undersigned has read the foregoing section regarding the screening fee and acknowledges receipt of a completed copy.

_____ _____

Applicant Signature Date

Housing Provider acknowledges receipt of this entire Application to Lease or Rent/Screening Fee.

By: _____ DRE Lic.# _____ Date _____

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The real estate Cafe

LATE FEES & PROCEDURES

Dear Future Tenant,

This is a reminder the rent is due on the 1st (first) day of each month, and late fees begin on the 3rd day of the month. There is a $25.00 fee plus $5.00 a day until payment is received in full, not to exceed 10% of the monthly rent.

To insure the rent arrives on the 1st (first) please mail at least 3 business days before the due date in order to avoid late fees as they accrue quickly.
Mail or hand deliver rent, between the hours of 9:00am and 4:00pm to:

The Real Estate Cafe
6260 River Crest Dr, Suite E, Riverside, CA, 92507

Applicant Signature X_____

Date_____

Print_____

Non-Sufficient Funds/Banking Disclosure

All parties are aware that The Real Estate Cafe has a banking relationship with US Bank. On a monthly basis US Bank may give The Real Estate Cafe earned credit to reduce their monthly bank charges. All funds placed in deposit with The Real Estate Cafe are placed in the Broker's trust account and the amount of earned credit received will fluctuate depending on total account balance in the broker trust account.

If a check is returned NSF a $35.00 fee will apply for each returned item. If you have an item returned for NSF we will no longer accept personal checks from you. All future rent payments must be in the form of money order or cashier's check.

Owner reserves the right to inspect the interior of the house with a 24 hour written notice.

*****Mail rent payment to:** **The Real Estate Cafe**
6260 River Crest Dr, Ste E
Riverside, CA, 92507

Applicant
Signature_____

Date_____

Employment Verification

To be completed by Tenant:

Employer:_____
Employer Address:_____
_____

From: *The Real Estate Cafe*
6260 River Crest Dr, Ste E
Riverside, CA, 92507

Re:
*Name:*_____
*Last 4 of SS#:*_____
*DOB:*_____

I hereby authorize the release of my employment information to *The Real Estate Cafe.*

_____ _____
Applicant Signature Date

.....TENANT DO NOT FILL OUT.....

To be completed by Property Management:

Please take note that the above applicant, _____, has made application to rent one of our homes. We respectfully request that you assist us in qualifying said applicant by taking a moment to fill out the information listed below. Thank you in advance for a prompt response.

_____ _____
Landlord/Landlord Representative Date

_____
Please Respond By

.....

TO BE COMPLETED BY EMPLOYER:

Name of Applicant: _____

Position (Job Title): _____

Date of Hire: _____

Pay Rate: Hourly*: _____ **Monthly:** _____ **Annually:** _____
*If hourly, please include the number of hours worked on average per week: _____

Is There Be Any Anticipated Change in the Employee's Salary in the Next 12 Months?_____

Likelihood of Continued Employment (circle one): **Strong** **Average** **Poor**

Additional Comments:_____
_____
_____

_____
Signature

_____
Title

_____
Phone Number

_____
Date

Thank-you,
The Real Estate Cafe
Phone: 951-356-0640
Email: Info@therealestatecafe.com
Fax: 951-346-3850

To be completed by Tenant:

Rental Verification

Applicant's Name:_____

Current/Previous Address:_____

Dates of Applicant's Tenancy: FROM_____ TO_____

Landlord Contact: Name/Company Name:_____

Phone#_____ **Fax#**_____

The applicant hereby gives The Real Estate Cafe and its authorized agents permission to utilize all the above information to approve or disapprove this application for residency.

DATE:_____ **TENANT SIGNATURE:**_____

----------Tenant Stop, Do Not Fill Out Bottom Portion----------

To be completed by Current Landlord: (Tenant, do not send to Landlord)

1. RENT PAYMENT

A. What is their current monthly rent payment? _____ B. Is (was) applicant current on rent?_____

C. Has he/she ever been late? _____ How late? _____ How Often? _____Have (had) you ever served the tenant a 3-Day pay or Quit? _____ E. Have (had) you ever begun eviction proceedings? _____

2. CARING FOR THE UNIT

A. Does (did) the applicant keep the unit clean?_____

B. Has (had) the applicant vandalized/damaged the unit?_____

C. Has (had) the applicant paid for the damage?_____

D. Will you (did you) keep any of the security deposit?_____

3. GENERAL

A. Does (did) the applicant permit persons other than those on the lease to live in the unit?_____

B. Does the applicant interfere with the rights and quiet enjoyment of other tenants?_____

C. Has the applicant given you any false information?_____ D. Would you rent to this applicant again?_____

E. Comments:_____

_____

Landlord/ Landlord representative

Print name:_____ **Position:**_____

Signature:_____ **Date:**_____

********Please return by fax: 951-346-3850 or email to Info@therealestatecafe.com********

Credit Report Authorization

The Real Estate Cafe, Property Management Division.

Office: 951-356-0640 / eFax: 951-346-3850
Info@therealestatecafe.com
6260 River Crest Dr Ste E, Riverside, CA, 92507

I authorize The Real Estate Cafe to run a credit report (hard inquiry to include information from 3 bureaus) and background check.

Reports are prepared by Credco/Corelogic

Applicant Signature: _____

Print Name:_____

Date: _____

Credit Card Authorization

The Real Estate Cafe, Property Management Division.
Office: 951-356-0640 / eFax: 951-346-3850
Info@therealestatecafe.com
6260 River Crest Dr Ste E, Riverside, CA, 92507

I accept and authorize The Real Estate Cafe to charge the fee of $55.00 for credit processing.

Sign, X_____

_____

Print Full Name

Credit Card Authorization:

Name on Card: _____Expiration Date (00/00):_____

Card #: _____

Security Code (on back of card):_____

Billing City and Zipcode for Card: _____ (city), _____ (zipcode)

(number of reports to be paid for by this card) I authorize the above mentioned card to be charged $55 x ____
(enter the amount of times if paying for more than one credit report on the same card)

I authorize The Real Estate Cafe to charge the above card for payment to run Credit Check/s.

Sign, X_____

_____

Print Full Name