# Pre-Application and Application Instructions

## Section I: Purpose of the Pre-Application Questionnaire

The pre-application questionnaire is designed to allow prospective tenants to self-evaluate whether they meet the landlord's minimum rental requirements. This step helps reduce unnecessary application fees, avoid credit inquiries, and prevent the need for notifying your current landlord unless your application is tentatively approved. If you are tentatively approved, a full application will likely be required at the landlord's discretion.

The landlord values the time and resources of all applicants and aims to ensure a smooth and fair process while adhering to California rental laws.

## Section II: Minimum Rental Requirements

To qualify for the rental property, prospective tenants must meet the following minimum requirements:

1. **Minimum Credit Score:** 720 or higher.
2. **Rental History:** No past evictions and a favorable rental history.
3. **Income Requirement:** Proof of household income (gross earnings) must be at least three times the monthly rent.
4. **Current Debt:** No current landlord debt or negative utility accounts.
5. **Employment:** Stable employment or verifiable self-employment.

## Section III: Application Process

### Step 1: Submit Pre-Application and Supporting Documents

- Complete **Pages 1 & 2** of the rental application for each prospective occupant aged 18 and over.
- Provide the following documents for all applicants:
    - Two most recent pay stubs.
    - Most recent bank statement.
    - A copy of a recent credit report and credit score, **if available**.
    - For pets or animals, email a photo and any supporting documentation.

Email all completed forms and documents to K**eegan@CinCoastRealty.com** and S**upport@CinCoastRealty.com**.

### Step 2: Provisional Approval and Next Steps

- Landlord will review the applications and provisionally approve a set of applicants.
- If chosen, applicants will receive **Pages 3 & 4** of the application to sign.

- Applicants will then be instructed to submit for credit and background checks through RentSpree using a property-specific link provided by the landlord.
    - Each prospective occupant aged 18 and over must complete a RentSpree application and pay the screening fee directly.
    - If a co-signer or guarantor is required, they must also complete a RentSpree application using the same link.

**Step 3: Additional Information or Verification**

- In some cases, additional information or verification (e.g., tax returns or proof of assets) may be requested by the landlord.

## Section IV: Pre-Application Questionnaire

1. **Does any of the prospective occupants smoke?**

2. **How many people will occupy the property, and what are their relationships?**

3. **What is your desired move-in date, and how long do you intend to stay?**

4. **Have you ever had a lease terminated or chosen to break a lease? If so, please explain the circumstances.**

Thank you,
Keegan Cin
310-963-5595
Keegan@CinCoastRealty.com
DRE:01971604

CALIFORNIA ASSOCIATION OF REALTORS®

# APPLICATION TO LEASE OR RENT/SCREENING FEE
**(C.A.R. Form LRA, Revised 12/24)**

## 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) _____
_____

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

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

**4. EMPLOYMENT AND INCOME HISTORY**

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

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

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Applicant's Initials _____/_____

Keegan Cin | Coldwell Banker Realty | Generated by zipForm®
EQUAL HOUSING OPPORTUNITY



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Property Address: 178 Corona Ave, Long Beach, CA 90803 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; **(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).

- If a screening fee is paid, the applicant will be provided a copy of the credit report obtained by Housing Provider within **7 days** of the Housing Provider receiving the report.
- ☐ If a screening fee is not paid, 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 otherwise have a right to receive such a copy under California law.

- ** If an applicant will be receiving a government rent subsidy to assist in the payment of rent, such as a Section 8 voucher, applicant may choose to provide lawful, verifiable, alternative evidence of reasonable ability to pay rather than have Housing Provider rely on a credit report. The applicant shall be given a reasonable time to provide the alternative documentation.

- ☐ Applicant will be receiving a rent subsidy pursuant to the following government program and elects to provide alternative documentation: _____

**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 _____