

Application Process

Fill Out Rental Application: Please submit one rental application (per adult), answer all the questions on the form and provide income documentation. All adults (persons 18 years and older) living in the rental unit must complete and sign a separate rental application. Each application must include:

- Income documentation
 - Copies of the two most recent paycheck stubs,
 - If self-employed, copies of the two most recent years of income tax returns
 - Documents supporting recurring income from other sources
- A \$20 (per adult), non-refundable rental application fee payable to Atlantis Properties
- Answers to **all** questions
- Signature from the applicant

Submit Application and Processing Fee: The completed application can be sent via email, fax or delivered to our office. There is a mail slot allowing you to drop off applications outside normal business hours. You may pay the application fee online through our website or include a check or money order with your application. Checks are to be made payable to Atlantis Properties. To qualify for a unit, you must meet the following criteria:

- Your credit record must currently be satisfactory. If your credit history shows any derogatory credit, we may reject your application.
- Your combined monthly income should be at least three times the monthly rent and must be verifiable.
- You must have satisfactory rental references from at least two prior landlords or for at least the last two years. If you have ever been evicted or sued for any lease violation, we may reject your application.

Application Processing: We will check your credit, income and rental references to confirm that they meet our rental criteria. The processing of an application takes 24-48 hours from when we receive a complete application and processing fee payment. Incomplete applications or missing payment will delay the start of processing.

Approval: If your application is approved, you will have 24 hours to come into our office to sign the lease and pay the security deposit. This will hold the unit for your tenancy. Without the signed lease and security deposit we will continue to offer the unit as available.

Lease Signing: When you come to sign the lease, bring the security deposit amount in the form of a cashier's check or money order and photo identification. The first month's rent will also be due in the form a cashier's check or money order, and must be paid prior to receiving the keys.

Occupancy Guidelines: We adhere to all applicable fair housing laws in determining the number of occupants who reside in a unit.

Atlantis Properties is an equal housing opportunity provider.



APPLICATION TO RENT

Tenant
 Guarantor

(All sections must be completed) **Individual applications required from each occupant 18 years of age or older.**

Last Name		First Name		Middle Name		Social Security Number or ITIN	
Other names used in the last 10 years			Work phone number ()		Home phone number ()		
Date of birth		E-mail address			Mobile/Cell phone number ()		
Photo ID/Type		Number		Issuing government		Exp. date	Other ID
1. Present address				City		State	Zip
Date in		Date out	Owner/Agent Name			Owner/Agent Phone number	
Reason for moving					Current rent \$ /Month		
2. Previous address				City		State	Zip
Date in		Date out	Owner/Agent Name			Owner/Agent Phone number	
Reason for moving							
3. Next previous address				City		State	Zip
Date in		Date out	Owner/Agent Name			Owner/Agent Phone number	
Reason for moving							
Proposed Occupants: List all in addition to yourself	Name			Name			
	Name			Name			
	Name			Name			
Will you have pets?	Describe			Will you have a waterbed?		Describe	
How did you hear about this rental?							
A. Present occupation or source of income				Employer name			
Dates of employment		Supervisor's phone number ()		Employer address			
Name of your supervisor				City, State, Zip			
B. Prior occupation				Employer name			
Dates of employment		Supervisor's phone number ()		Employer address			
Name of your supervisor				City, State, Zip			
Current gross income \$ Per		Check one <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year					
Other income source _____ Amount \$ _____ Frequency _____							
Other income source _____ Amount \$ _____ Frequency _____							



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CALIFORNIA APARTMENT ASSOCIATION CODE FOR EQUAL HOUSING OPPORTUNITY

The California Apartment Association supports the spirit and intent of all local, state and federal fair housing laws for all residents without regard to color, race, religion, sex, marital status, mental or physical disability, age, familial status, sexual orientation, or national origin.

The California Apartment Association reaffirms its belief that equal opportunity can best be accomplished through effective leadership, education, and the mutual cooperation of owners, managers, and the public.

Therefore, as members of the California Apartment Association, we agree to abide by the following provisions of this Code for Equal Housing Opportunity:

- We agree that in the rental, lease, sale, purchase, or exchange of real property, owners and their employees have the responsibility to offer housing accommodations to all persons on an equal basis.
- We agree to set and implement fair and reasonable rental housing rules and guidelines and will provide equal and consistent services throughout our residents' tenancy.
- We agree that we have no right or responsibility to volunteer information regarding the racial, creed, or ethnic composition of any neighborhood, and we do not engage in any behavior or action that would result in "steering."
- We agree not to print, display, or circulate any statement or advertisement that indicates any preference, limitations, or discrimination in the rental or sale of housing.



RENTAL APPLICANT REFERENCE FORM

- This form is used to obtain information regarding the rental history of Applicants for rental housing. The information provided by the current or former Owner/Agent may be used solely for the purpose of evaluating the application for rental housing.
- The Owner/Agent requesting this information must receive authorization from the Applicant before obtaining the information. Such authorization is granted if Applicant's signature is provided in Section 2. Copies of this form and of the Applicant's signature are acceptable.
- The Applicant may be contacted to verify the authenticity of this request.

1. Person requesting the rental reference

Name of Owner/Agent Atlantis Properties
Address 10 Jackson St. Ste 107 Unit # _____
City Los Gatos State CA Zip 95030
Phone number (408) 354-8910 Fax number (408) 354-2626

2. Authorization by rental Applicant for the release of information

I hereby authorize the release of the information requested on this Rental Applicant Reference Request to the Owner/Agent listed above. I hereby acknowledge that the Owner/Agent can make copies of this executed page in order to obtain the information requested.

Name _____ Phone number (_____) _____
Signature _____ Date _____

3. Applicant's rental information

Name of rental community (if any) _____
Address of rental unit _____ Unit # _____
City _____ State _____ Zip _____
Name of Owner/Agent _____
Phone number (_____) _____ Fax number (_____) _____
Move-in date: Month _____ Year _____ Move-out date: Month _____ Year _____ or current resident

4. Rental reference information provided by former or current Owner/Agent

Did Applicant live at your property during the period indicated above? Yes No
If no, what were the dates of occupancy? From (month/year): _____ / _____ To (month/year): _____ / _____
How many times during the past 12 months did Applicant pay the rent late? 0 1-2 3-5 6 or more
Was any check from Applicant returned due to non-sufficient funds (NSF)? Yes No
Did you ever file for an unlawful detainer against Applicant for unpaid rent? Yes No
If yes, what was the result? _____

Does Applicant owe any amount for delinquent rent, utilities or damage to unit? Yes No
Did Applicant provide notice for ending tenancy according to the terms of the rental agreement? Yes No
 Not applicable because Applicant still resides at unit
Did you ever serve a Three Day Notice to Applicant Yes No
If yes, please explain: _____

Information provided by: Name _____ Phone number (_____) _____
Information obtained by: Phone Mail Fax

Please mail or fax this form to the person listed in section 1 as soon as possible (within 24-48 hours)



California Apartment Association Approved Form
www.caanet.org
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