



21 Santa Rosa Street, Suite 150, San Luis Obispo, CA 93405  
Phone: (805) 543-2636  
Fax: (805) 543-3083  
www.farrellsmyth.com

Address of Property: \_\_\_\_\_

The processing time for an application varies; you may call the office during business hours to check on the status of an application.

- This application may be used for all rental properties listed by Farrell Smyth, Inc.
- **There is no application fee.**
- Applicants that require a co-signor must fill out the “Addendum B: Guaranty of Lease” and have it **notarized**.
- Applicants without a co-signer require a credit check. Please ask office staff for current cost to perform credit check.
- Applicant’s employment and/or other sources of income will be verified. Length of employment and/or job stability is a factor of consideration. Applicants who are retired or self-employed must provide written verification of income at the time the application is submitted. Such items include, but are not limited to are, 1099s or bank statements.
- Current and prior landlord references will be checked.
- A photo copy of a valid driver’s license or identification card is required with application.
- This application must be complete prior to turning it in to the office. Incomplete applications will not be processed.

**By signing below, you are giving permission for your financial information to be released to Farrell Smyth, Inc. for the purpose of employment verification. Additionally, by signing this rental application, you are giving permission for your current and prior tenant information to be released to Farrell Smyth, Inc. for the tenancy verification.**

**Applicant’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Contact Phone #:** \_\_\_\_\_

**Application Checklist:**

- This Form
- Application to Rent
- Copy of ID
- Verification of Income  
or Guaranty of Lease



# APPLICATION TO RENT/SCREENING FEE

(C.A.R. Form LRA, Revised 4/11)

## I. APPLICATION TO RENT

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

- 1. Applicant is completing Application as a (check one)  tenant,  tenant with co-tenant(s) or  guarantor/co-signor.  
Total number of applicants \_\_\_\_\_
- 2. PREMISES INFORMATION  
Application to rent property at \_\_\_\_\_ ("Premises")  
Rent: \$ \_\_\_\_\_ per \_\_\_\_\_ Proposed move-in date \_\_\_\_\_
- 3. PERSONAL INFORMATION
  - A. FULL NAME OF APPLICANT \_\_\_\_\_
  - B. Date of Birth \_\_\_\_\_ (For purpose of obtaining credit reports. Age discrimination is prohibited by law.)
  - C. Social security No. \_\_\_\_\_ Driver's license No. \_\_\_\_\_  
State \_\_\_\_\_ Expires \_\_\_\_\_
  - D. Phone number: Home \_\_\_\_\_ Work \_\_\_\_\_ Other \_\_\_\_\_
  - E. Email \_\_\_\_\_
  - F. Name(s) of all other proposed occupant(s) and relationship to applicant \_\_\_\_\_
  - G. Pet(s) or service animals (number and type) \_\_\_\_\_
  - H. Auto: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License No. \_\_\_\_\_ State \_\_\_\_\_ Color \_\_\_\_\_  
Other vehicle(s): \_\_\_\_\_
  - I. In case of emergency, person to notify \_\_\_\_\_  
Relationship \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_
  - J. Does applicant or any proposed occupant plan to use liquid-filled furniture?  No  Yes Type \_\_\_\_\_
  - K. Has applicant been a party to an unlawful detainer action or filed bankruptcy within the last seven years?  No  Yes  
If yes, explain \_\_\_\_\_
  - L. Has applicant or any proposed occupant ever been convicted of or pleaded no contest to a felony?  No  Yes  
If yes, explain \_\_\_\_\_
  - M. Has applicant or any proposed occupant ever been asked to move out of a residence?  No  Yes  
If yes, explain \_\_\_\_\_

- 4. RESIDENCE HISTORY
 

Current address _____	Previous address _____
City/State/Zip _____	City/State/Zip _____
From _____ to _____	From _____ to _____
Name of Landlord/Manager _____	Name of Landlord/Manager _____
Landlord/Manager's phone _____	Landlord/Manager's phone _____
Do you own this property? <input type="checkbox"/> No <input type="checkbox"/> Yes	Did you own this property? <input type="checkbox"/> No <input type="checkbox"/> Yes
Reason for leaving current address _____	Reason for leaving this address _____

- 5. EMPLOYMENT AND INCOME HISTORY
 

Current employer _____	Supervisor _____ From _____ To _____
Employer's address _____	Supervisor's phone _____
Position or title _____	Phone number to verify employment _____
Employment gross income \$ _____ per _____	Other \$ _____ per _____ Source _____
Previous employer _____	Supervisor _____ From _____ To _____
Employer's address _____	Supervisor's phone _____
Position or title _____	Employment gross income \$ _____ per _____

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Applicant's Initials ( \_\_\_\_\_ ) ( \_\_\_\_\_ )

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_



### APPLICATION TO RENT/SCREENING FEE (LRA PAGE 1 OF 2)

Agent: Farrell Smyth Phone: 805.543.2636 Fax: 805.543.3083 Prepared using zipForm® software  
Broker: Farrell Smyth, Inc. 21 Santa Rosa St Suite 100 San Luis Obispo, CA 93405

Property Address: \_\_\_\_\_ Date: \_\_\_\_\_

**6. CREDIT INFORMATION**

Name of creditor	Account number	Monthly payment	Balance due

Name of bank/branch	Account number	Type of account	Account balance

**7. PERSONAL REFERENCES**

Name \_\_\_\_\_ Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Length of acquaintance \_\_\_\_\_ Occupation \_\_\_\_\_  
 Name \_\_\_\_\_ Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Length of acquaintance \_\_\_\_\_ Occupation \_\_\_\_\_

**8. NEAREST RELATIVE(S)**

Name \_\_\_\_\_ Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Relationship \_\_\_\_\_  
 Name \_\_\_\_\_ Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Relationship \_\_\_\_\_

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) 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, and (iii) Applicant will provide a copy of applicant's driver's license upon request.

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.

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 \_\_\_\_\_ Time \_\_\_\_\_

Return your completed application and any applicable fee not already paid to: \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**II. SCREENING FEE**

**THIS SECTION TO BE COMPLETED BY LANDLORD, MANAGER OR AGENT.**

Applicant 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.org. The California Department of Consumer Affairs calculates the applicable screening fee amount to be \$42.06 as of 2009.)

\$ \_\_\_\_\_ for credit reports prepared by \_\_\_\_\_ ;  
 \$ \_\_\_\_\_ for \_\_\_\_\_ (other out-of-pocket expenses); and  
 \$ \_\_\_\_\_ for processing.

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

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

The undersigned has received the screening fee indicated above.

Landlord or Manager or Agent Signature \_\_\_\_\_ DRE Lic. # \_\_\_\_\_ Date \_\_\_\_\_

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**REAL ESTATE BUSINESS SERVICES, INC.**  
*a subsidiary of the California Association of REALTORS®*  
 525 South Virgil Avenue, Los Angeles, California 90020

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