

## **APPLICATION INSTRUCTIONS / CASA SERENA APARTMENTS**

To apply for an apartment you may leave the application and the check for application fee in the Casa Serena Apts drop box or S & J Campbell properties drop box.

You may also fax, email or mail the application.

To pay the application fee by cash, bring to the main office at S & J Campbell Properties, 2095 Hilltop Dr., Redding during business hours 9:00am - 4:00pm or Casa Serena Managers Office during business hours Tuesday - Saturday 9:00am - 5:00pm (Retain receipt). Please do not leave cash in the drop box.

### **Application & Application Fee:**

- **Drop box, On-Site Managers Office / Casa Serena Apartments**  
2351 Victor Ave., Redding
- **Drop box, Main Office:**  
S & J Campbell Properties, LLC 2095 Hilltop Drive, Redding
- **Email to [info@CasaSerenaApts.com](mailto:info@CasaSerenaApts.com)**
- **Fax (530) 221-8756 Main Office**
- **Mail to Main office:**  
S & J Campbell Properties, LLC, P.O. Box 493985, Redding, CA 96049
- **Application Fee \$35 per adults over 18 years old**

### **Make check payable to: Casa Serena, LLC**

If you would like to **schedule** an **appointment** to **view a unit** please contact Casa Serena Apartments (530) 222-5145 Tuesday - Saturday 9:00am - 5:00pm

Please view **Requirements**, if you have further questions **please contact our Main Office** (530) 221-4966 Monday - Friday 9:00am - 4:00pm.

Thank you,

**Casa Serena, LLC**

**Tina - On-Site Manager**

**(530) 222-5145 Tuesday - Saturday 9:00am - 5:00pm**

**[info@CasaSerenaApts.com](mailto:info@CasaSerenaApts.com)**

# Redding Casa Serena Application Requirements

- Application fee of \$35 per adult 18 years and over. Non-refundable once reports are run
- Current photo ID
- Income must be 3x the amount of rent
- Verification of Income, i.e. last 3 paycheck subs, AFDC-Social Security-Disability Statements. If Self-employed verification would be the first two pages of last two years tax returns-(form 1040)
- Credit score of 640 or higher
- 5 years good rental history
- Picture of dog if applicable

**ALL INFORMATION MUST BE PRESENT OR THE APPLICATION WILL BE RETURNED TO YOU**

**WE DO NOT ACCEPT CO-SIGNERS – APPLICANT MUST QUALIFY**

## APPROVAL PROCESS

Please allow 48 hours for processing your application.

Upon approval of your application you must pay at least \$200 of the requested security deposit as good faith to place a hold on the property. If tenant does not take occupancy of the unit this deposit is non-refundable.

Upon approval, when unit is ready to lease, Tenant(s) understand they must sign a Rental Agreement, pay full first month rent and balance of security deposit along with pet deposit if applicable. We will prorate the second month if move in is not on the first of the month.

We will need proof that utilities have been transferred to tenants' name and proof of renter's insurance with \$100k of personal liability or \$300k with pet prior to occupancy.

Your application may be denied if you misrepresent any information on the application, do not meet our qualifications listed above, have negative rental history or you have excessive debt to income ratio.

**BY SIGNING THIS FORM, YOU ARE GIVING REDDING CASA SERENA APARTMENTS PERMISSION TO RUN YOUR CREDIT CHECK, CRIMINAL BACKGROUND CHECK AND EVICTION SEARCH FOR EACH APPLICANT.**

I, \_\_\_\_\_ (Applicant), hereby give Redding Casa Serena my permission to run a Credit Report, Criminal Background Check and an Eviction Search.

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

\_\_\_\_\_  
Date

# Rental Application

I hereby submit an application to rent the property located at: \_\_\_\_\_ beginning  
 \_\_\_\_\_ (mm/dd/yyyy), for an initial term of \_\_\_\_\_ for \$ \_\_\_\_\_ per month, and submit the following information:

## Personal Information

Legal Name of Applicant: Last		First	Middle	
Current Street Address:		City	State	Zip
Other names used in the last 10 years		Work phone number	Email Address	
Telephone: Mobile/Cell		Home	Work	
Date of Birth (MM/DD/YYYY)	Social Security Number		Monthly Income	
Photo ID/Type	Number	Issuing Government	Exp. Date	Other ID

## Proposed Occupants and Dependents (All Occupants 18 and Over MUST Fill Out An Application)

Name	Date of Birth (MM/DD/YYYY)	Relationship
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Name	Date of Birth (MM/DD/YYYY)	Relationship

## Rental History

Current Street Address	City	State	Zip
Landlord or Agent	Telephone and Fax	Current Rent	
Date In	Date out	Reason for Leaving	
Previous Street Address	City	State	Zip
Landlord or Agent	Telephone and Fax	Date In	Date Out
Reason for Leaving			
Previous Street Address	City	State	Zip
Landlord or Agent	Telephone and Fax	Date In	Date Out
Reason for Leaving			

## Employment Information

Present Occupation or source of income	Employer Name	Dates of Employment	Current Gross Income <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year
Supervisor	Employer Address	Telephone	Fax
Prior Occupation	Employer Name	Dates of Employment	Current Gross Income <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year
Supervisor	Employer Address	Telephone	Fax

### Financial Information

#### Assets (Bank Accounts, Etc.)

Asset (type and value)	Institution	Account Number	Phone Number
Asset (type and value)	Institution	Account Number	Phone Number
Asset (type and value)	Institution	Account Number	Phone Number
Asset (type and value)	Institution	Account Number	Phone Number

#### Liabilities (Credit Cards, Loans, Etc.)

Creditor	Amount Due	Monthly Payment	Phone Number
Creditor	Amount Due	Monthly Payment	Phone Number
Creditor	Amount Due	Monthly Payment	Phone Number
Creditor	Amount Due	Monthly Payment	Phone Number

### Other Information

Automobile Make	Model	Year	License Plate	State
Driver's License Number and State	Have You Ever Filed for Bankruptcy (select one)? <input type="checkbox"/> No <input type="checkbox"/> Yes, When:		Have you Ever Been Evicted (select one)? <input type="checkbox"/> No <input type="checkbox"/> Yes, When:	
Have You Ever Been Convicted of a Felony (select one) <input type="checkbox"/> No <input type="checkbox"/> Yes, When:	Emergency Contact		How Did You Hear About Us?	

### For Home or Recreational Vehicle Lot Rentals Only

Make/Model:	Length:	Width:	Height:
Year:	Breaker Size: _____ amps.	License or Decal Number:	
Serial Number:		Value:	
Financed By:			
Current Location:			
Legal Owner Name/Address:			
Registered Owner Name/Address:			
Junior Lienholder Name/Address (if any):			

### Pets, If Applicable- Please Submit Color Photo of Each Pet

Type (dog, cat, etc.)	Breed	Weight	Color
Type (dog, cat, etc.)	Breed	Weight	Color

### E-Mail- VERY IMPORTANT- This will be our primary method of communication regarding your application

E-Mail Address	@
E-Mail Address	@

## Rental References

Name of Applicant: \_\_\_\_\_

Address of Rental Unit: \_\_\_\_\_

### Previous Landlord or Manager

Contact (name, property owner or manager, address of rental unit): \_\_\_\_\_

Date: \_\_\_\_\_

### Questions

When did tenant rent from you (move-in and move-out dates)? \_\_\_\_\_

What was the monthly rent? \_\_\_\_\_

Did tenant pay rent on time? \_\_\_\_\_

Was tenant considerate of neighbors (no loud parties - fair, careful use of common areas?) \_\_\_\_\_

Did tenant have any pets? If so, were there any problems? \_\_\_\_\_

Did tenant make any unreasonable demands or complaints? \_\_\_\_\_

Why did tenant leave? \_\_\_\_\_

Did tenant give the proper amount of notice before leaving? \_\_\_\_\_

Did tenant leave the place in good condition? \_\_\_\_\_

Did you need to use the security deposit to cover damage? \_\_\_\_\_

Any particular problems you'd like to mention? \_\_\_\_\_

Would you rent to this person again? \_\_\_\_\_

Other Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I authorize, any party or agency contacted, to furnish completely and without limitation, any and all of the above-mentioned information and any other information related thereto. Further, I will release from liability and will defend and hold harmless all requesters and suppliers of information in accordance with.



Applicant \_\_\_\_\_

Date \_\_\_\_\_

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# Employment Verification

RE: \_\_\_\_\_ (Applicant Name) Fax: \_\_\_\_\_

Dear Employer: Phone: \_\_\_\_\_

\_\_\_\_\_ is a prospective applicant at our rental property, and has listed your organization as a current employer on his/her rental application.

In order for us to verify the application, we ask that you provide the information requested below. As time is paramount, we would appreciate your returning this completed form back to ASAP. Alternatively, you may feel free to telephone us between the hours of \_\_\_\_\_ a.m. and \_\_\_\_\_ p.m. Information provided will remain confidential and will be used solely for purposes of determining eligibility for occupancy. Thank you in advance for your cooperation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

\*\*\*To be completed by employee\*\*\*

I have applied for rental property with the owner/agent located at:

Applicant: \_\_\_\_\_

In order to verify my current employment, I hereby authorize my employer, \_\_\_\_\_, to release the requested information to my prospective owner/agent. Thank you for your cooperation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SSN: \_\_\_\_\_

\*\*\*To be completed by employer\*\*\*

Employee Name: \_\_\_\_\_ Job title: \_\_\_\_\_

Presently Employed: Yes \_\_\_\_\_ Start Date: \_\_\_\_\_ No \_\_\_\_\_ Last Date of Employment \_\_\_\_\_

Average # of regular hours per week: \_\_\_\_\_

Wage/Salary:     \$ \_\_\_\_\_ Weekly     \$ \_\_\_\_\_ Biweekly  
                         \$ \_\_\_\_\_ Monthly     \$ \_\_\_\_\_ Hourly  
                         \$ \_\_\_\_\_ Annually

List any anticipated change in employee's rate of pay within the next 12 months: \_\_\_\_\_  
Effective Date: \_\_\_\_\_

Information provided by:

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date: \_\_\_\_\_



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