

## **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

# APPLICATION TO RENT

(all sections must be completed)

Individual applications required from each occupant 18 years of age or older

## APPLYING FOR:

Apt No. \_\_\_\_\_ Located at \_\_\_\_\_ Rent Amt \_\_\_\_\_ Per \_\_\_\_\_

How did you hear about rental? \_\_\_\_\_ Expected Move-In Date: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Driver's Lic and State: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Month-Day-Year

## LIST ALL ADDITIONAL OCCUPANTS WHO WILL RESIDE IN UNIT

Email Address of Primary Applicant: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

## RENTAL HISTORY

**Current Address:** \_\_\_\_\_

Street \_\_\_\_\_ Unit# \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How Long: From (Month/Year): \_\_\_\_\_ To: \_\_\_\_\_ Rent Paid: \_\_\_\_\_

Owner/Manager: \_\_\_\_\_ Tel: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

**Previous Address:** \_\_\_\_\_

Street \_\_\_\_\_ Unit# \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How Long: From (Month/Year): \_\_\_\_\_ To: \_\_\_\_\_ Rent Paid: \_\_\_\_\_

Owner/Manager: \_\_\_\_\_ Tel: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

**Second Previous Address:** \_\_\_\_\_

Street \_\_\_\_\_ Unit# \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How Long: From (Month/Year): \_\_\_\_\_ To: \_\_\_\_\_ Rent Paid: \_\_\_\_\_

Owner/Manager: \_\_\_\_\_ Tel: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

## CURRENT EMPLOYMENT

Company Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Occupation: \_\_\_\_\_ Monthly Salary: \$ \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Dates of Employment - From: \_\_\_\_\_ To: \_\_\_\_\_

## PREVIOUS EMPLOYMENT

Company Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Occupation: \_\_\_\_\_ Monthly Salary: \$ \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Dates of Employment - From: \_\_\_\_\_ To: \_\_\_\_\_

## ADDITIONAL INFORMATION

1. In the last 5 years have you:

Had any credit problems?  Yes  No If yes, explain \_\_\_\_\_

Had an unlawful detainer filed against you? (excluding Covid19 rental debt)  Yes  No if yes, explain \_\_\_\_\_

Been evicted for non-payment of rent or for any other reason? (excluding Covid19 rental debt)

Yes  No If yes, explain \_\_\_\_\_

Filed bankruptcy?  Yes  No If yes, explain \_\_\_\_\_

2. Do you have any animals?  Yes  No If yes, How many? \_\_\_\_\_ Describe: \_\_\_\_\_

3. Smoking  Non-Smoking

**BANKING INFORMATION**

Name of Bank/S&L/Credit Union: \_\_\_\_\_ Branch Address: \_\_\_\_\_

Checking: Approx. Bal. \_\_\_\_\_ Savings: Approx. Bal. \_\_\_\_\_

Name of Bank/S&L/Credit Union: \_\_\_\_\_ Branch Address: \_\_\_\_\_

Checking: Approx. Bal. \_\_\_\_\_ Savings: Approx. Bal. \_\_\_\_\_

**CREDIT REFERENCES (Credit Cards/Car Payments/Other Loans)**

Company Name: \_\_\_\_\_ Present Balance: \_\_\_\_\_

Company Name: \_\_\_\_\_ Present Balance: \_\_\_\_\_

Company Name: \_\_\_\_\_ Present Balance: \_\_\_\_\_

**PERSONAL REFERENCES**

Name	Address & City	Phone	Time Known	Relationship

**EMERGENCY CONTACT**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

**VEHICLES (Operable Automobiles including Trucks, Vans, Motorcycles)**

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color \_\_\_\_\_ License# \_\_\_\_\_ State: \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color \_\_\_\_\_ License# \_\_\_\_\_ State: \_\_\_\_\_

Applicant represents that all of the above statements are true and correct and hereby authorizes their verification including, but not limited to, the obtaining of a credit report and agrees to furnish additional credit references on request. Owner/Agent is authorized to obtain a credit report now.

In connection with my application for rental and/or employment, I understand that background inquires may be made on myself including consumer, criminal, driving and other reports. Employment reports may include information as to my character, work habits, performance and experience along with reasons for termination of past employment from previous employers. I understand that information may be requested from various federal, state and other agencies and entities, public and private, which maintain records concerning my past activities relating to driving, credit, criminal, civil and other experiences as well as claims involving me in insurance company files.

I authorize, without reservation, 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 herewith.

The undersigned makes application to rent housing accommodations designated for the amount and location as set forth above and upon approval of this application agrees to sign a rental or lease agreement and to pay all sums due, including requested deposits before occupancy.

Applicant understands and agrees (i) this is an application to rent only and does not guarantee that applicant will be offered the premises; and (ii) landlord, agent, or manager, may accept more than one application for the premises.

Total credit screening cost per applicant is \$ \_\_\_\_\_

\_\_\_\_\_  
Date Resident



## 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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