

APPLICATION INSTRUCTIONS / CASA SERENA APARTMENTS

To apply for an apartment there's several ways you can apply for an Apartment. See Below.

Onsite Mgrs Office - Casa Serena Apartments
Main Office - S&J Campbell Properties

Application & Application Fee:

- **Drop box, On-Site Managers Office / Casa Serena Apartments 2351 Victor Ave., Redding (Gated Community)**
- **Drop box at front gate, Main Office - S&J Campbell Properties, 2095 Hilltop Drive, Redding**
- **Email to ReddingCasaSerena@gmail.com**
- **Fax (530) 221-8756 Main Office**
- **Mail to Main office - S&J Campbell Properties, 2095 Hilltop Drive, Redding, CA 96002**
- **Application Fee \$40 per adult over 18 years old**

To pay the application fee by cash, bring to Onsite Mgr office Casa Serena Apts or Main office 2095 Hilltop Dr during business hours. **(Retain receipt)**

Make check payable to: Redding Casa Serena, LLC

If you would like to **schedule** an **appointment** to **view a unit** please contact Casa Serena Apartments (530) 945-0412 - Text Friendly - Monday - Friday 9:00am - 5:00pm

Please view **Requirements**, if you have further questions contact:

Thank you,

Redding Casa Serena, LLC
(530) 945-0412 Text Friendly Monday - Friday 9:00am - 4:00pm
ReddingCasaSerena@gmail.com
www.CasaSerenaApts.com



Redding Casa Serena Application Requirements

- Application fee of \$40 per adult 18 years & over. Non-refundable once reports are run.
- Current Government photo ID.
- Income must be 3 1/2 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 700 or higher
 - 5 years good rental history
 - Picture of dog if applicable
 - 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 \$300 of the requested security deposit as good faith to place a hold on the property. If the tenant does not take occupancy of the unit this deposit is non-refundable.

Upon approval, when the unit is ready to lease, Tenant(s) understand they must sign a Rental Agreement, pay full first month rent and balance of security deposit. 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' names and proof of renter's insurance with \$200k 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

CASA SERENA APARTMENTS / S&J CAMPBELL PROPERTIES, LLC
PHONE (530) 221-4966 FAX (530) 221-8756



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
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 _____



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: _____

