



Items needed for application processing:

- Application Supplement
- The Real Estate Cafe or CAR form application completely filled out.
- Copies of, Drivers license and check stubs (for every 18 and older occupant)
- Rental References (include an authorization form if your reference requires one)
- Late fee procedure form
- NSF fee procedure form
- Employment Verification
- Residence Verification
- Credit Report Authorization Signature (if we are running your credit)
- Credit Report (you may provide your own to see if its acceptable)
- Credit Card Authorization (if paying \$45.00 fee via credit card)

Please return the completed application package via fax or e-mail listed below.

**The more complete your package, the faster we can get you approved. ☺*

The Real Estate Cafe
Office #: 951-356-0640
Fax# 951-346-3850
Info@therealestatecafe.com



Application Supplement

Rental Address: _____

Name: _____

SS#: _____ DOB: _____ Driver's License #: _____

Cell Phone #: _____ Email Address: _____

Additional Applicants (over age of 18, please list name(s), age(s) and relationship(s), if none write NA):

Minors (please list name(s), age(s) and relationship(s), if none write NA):

Pets (please list type(s), breed(s), age(s), if none write NA):

Employment:

Position Title: _____ How Long in Current Position: _____

Any anticipated changes in the next 12 months?:

Applicant Signature: _____ Date: _____

*****Incomplete Applications will not be processed, all fields and pages must be filled out completely.*****



APPLICATION TO RENT/SCREENING FEE (C.A.R. Form LRA, Revised 11/13)

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? No Yes Did you own this property? No Yes
Reason for leaving current address _____ Reason for leaving this address _____

5. EMPLOYMENT AND INCOME HISTORY

Current employer _____ Previous employer _____
Current employer address _____ Prev. employer address _____
From _____ To _____ From _____ To _____
Supervisor _____ Supervisor _____
Supervisor phone _____ Supervisor phone _____
Employment gross income \$ _____ per _____ Employment gross income \$ _____ per _____
Other income info _____

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LRA REVISED 11/13 (PAGE 1 OF 2)

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

Agent: _____ Phone: _____ Fax: _____ Prepared using zipForm® software
Broker: The Real Estate Cafe, 21803 Cactus Ave Riverside, CA 92518

Applicant's Initials (_____) (_____)

Reviewed by _____ Date _____



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 a credit report on applicant and other reports, warnings and verifications on and about applicant, which may include, but not be limited to, criminal background checks, reports on unlawful detainees, bad checks, fraud warnings, employment and tenant history. Applicant further authorizes Landlord or Manager or Agent to disclose information to prior or subsequent owners and/or agents.

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: Sarah Moreland, The Real Estate Cafe
Address 21803 Cactus Ave, Ste H City Riverside State CA Zip 92518

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

\$ 45.00 for credit reports prepared by The Real Estate Cafe ;
\$ _____ 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.

CalBRE Lic. # _____ Date _____

Landlord or Manager or Agent Signature _____ Date _____

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Reviewed by _____ Date _____

LRA REVISED 11/13 (PAGE 2 OF 2)

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

Rental Application





The Real Estate Cafe, Property Management Division.

Office: 951-356-0640 / eFax: 951-346-3850
Info@therealestatecafe.com
21803 Cactus Ave, Suite H, Riverside, CA, 92518

I authorize The Real Estate Cafe to run a credit check and I accept the fee of \$45.00

Sign, X_____

Print Full Name

Credit Card Authorization:

Name on Card: _____ Expiration Date (00/00): _____

Card #: _____ 3-Digit Code (on back of card): _____

Zip code for Card: _____

(number of reports to be paid for by this card) I authorize the above mentioned card to be charged \$45 x ____
(enter the amount of times if paying for more than one credit report on the same card)

I authorize The Real Estate Cafe to charge the above card for payment to run Credit Check/s.

Sign, X_____

Print Full Name



This is an attachment to the Residential Lease Agreement

All parties are aware that The Real Estate Cafe has a banking relationship with US Bank. On a monthly basis US Bank may give The Real Estate Cafe earned credit to reduce their monthly bank charges. All funds placed in deposit with The Real Estate Cafe are placed in the Broker's trust account and the amount of earned credit received will fluctuate depending on total account balance in the broker trust account.

If a check is returned NSF a \$35.00 fee will apply for each returned item. If you have an item returned for NSF we will no longer accept personal checks from you. All future rent payments must be in the form of money order or cashier's check.

Owner reserves the right to inspect the interior of the house with a 24 hour written notice.

*****Mail rent payment to:** **The Real Estate Cafe
21803 Cactus Ave, Suite H
Riverside, CA, 92518**

Tenant #1

Signature _____ Date _____

Tenant #2

Signature _____ Date _____



LATE FEES & PROCEDURES

Date:

Re: Late Rent & Late Fees

Dear Future Tenant,

This is a reminder the rent is due on the 1st (first) day of each month, and late fees begin on the 3rd day of the month. There is a \$25.00 fee plus \$5.00 a day until payment is received in full, not to exceed 10% of the monthly rent.

To insure the rent arrives on the 1st (first) please mail at least 3 days before the due date in order to avoid late fees as they accrue quickly.

Mail or hand deliver rent, between the hours of 9:00am and 4:00pm to:

**The Real Estate Cafe
21803 Cactus Ave, Suite H, Riverside, CA, 92518**

Tenant #1 Sign X _____ Date _____
Print _____

Tenant #2 Sign X _____ Date _____
Print _____

To be completed by Tenant:

Rental Verification

Applicant's Name: _____

Current/Previous Address: _____

Dates of Applicant's Tenancy: FROM _____ TO _____

Landlord Contact: Name/Company Name: _____

Phone# _____ Fax# _____

The applicant hereby gives The Real Estate Cafe and its authorized agents permission to utilize all the above information to approve or disapprove this application for residency.

DATE: _____ TENANT SIGNATURE: _____

-----Tenant Stop, Do Not Fill Out Bottom Portion-----

To be completed by Current Landlord: (Tenant, do not send to Landlord)

1. RENT PAYMENT

A. What is their current monthly rent payment? _____ B. Is (was) applicant current on rent? _____

C. Has he/she ever been late? _____ How late? _____ How Often? _____ Have (had) you ever served the tenant a 3-Day pay or Quit? _____ E. Have (had) you ever begun eviction proceedings? _____

2. CARING FOR THE UNIT

A. Does (did) the applicant keep the unit clean? _____

B. Has (had) the applicant vandalized/damaged the unit? _____

C. Has (had) the applicant paid for the damage? _____

D. Will you (did you) keep any of the security deposit? _____

3. GENERAL

A. Does (did) the applicant permit persons other than those on the lease to live in the unit? _____

B. Does the applicant interfere with the rights and quiet enjoyment of other tenants? _____

C. Has the applicant given you any false information? _____ D. Would you rent to this applicant again? _____

E. Comments: _____

Landlord/ Landlord representative

Print name: _____ Position: _____

Signature: _____ Date: _____



*****Please return by fax: 951-346-3850 or email to Info@therealestatecafe.com*****

Employment Verification**To be completed by Tenant:**Employer: _____
Employer Address: _____**From:** The Real Estate Cafe
21803 Cactus Ave, Suite H
Riverside, CA, 92518**Re:**
Name: _____
Last 4 of SS#: _____
DOB: _____I hereby authorize the release of my employment information to *The Real Estate Cafe*.

Applicant Signature _____

Date _____

**.....TENANT DO NOT FILL OUT.....****To be completed by Property Management:**

Please take note that the above applicant, _____, has made application to rent one of our homes. We respectfully request that you assist us in qualifying said applicant by taking a moment to fill out the information listed below. Thank you in advance for a prompt response.

Landlord/Landlord Representative _____

Date _____

Please Respond By _____

TO BE COMPLETED BY EMPLOYER:

Name of Applicant: _____

Position (Job Title): _____

Date of Hire: _____

Pay Rate: Hourly*: _____ Monthly: _____ Annually: _____

*If hourly, please include the number of hours worked on average per week: _____

Is There Be Any Anticipated Change in the Employee's Salary in the Next 12 Months? _____

Likelihood of Continued Employment (circle one): Strong Average Poor

Additional Comments: _____

Signature _____

Title _____

Phone Number _____

Date _____

Thank-you,
The Real Estate Cafe
Phone: 951-356-0640
Email: Info@therealestatecafe.com
Fax: 951-346-3850