



460 S. Main Street, Lakeport, CA 95453  
Ph: 707-263-2646 Fax: 707-264-5507

DRE 01521602



## Application Checklist

*Please ensure you have read our Rental Policy.  
Application Fees are Non-Refundable.*

*Before we can begin processing your application, you will be required to provide the following:*

- ✓ Two forms of acceptable identification in accordance with our Rental Policy (expired ID will not be accepted).
- ✓ Current paystubs from your last three pay periods/ or other acceptable proof of income
- ✓ Application Fee, \$35.00 per applicant, in the form of Cashier's Check or Money Order
- ✓ Completely filled out, legible Application to Rent

*We are an equal opportunity housing provider. We fully comply with the Federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin. We also comply with all State and Local Fair Housing Laws.*



Country Air Property Management  
460 S. Main Street Lakeport, CA 95453  
707-263-2646 phone  
707-264-5507 fax . Countryairrentals.com

DRE01521602

*We are an equal opportunity housing provider. We fully comply with the Federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin. We also comply with all State and Local Fair Housing Laws.*



## **RENTAL POLICY**

### **WHO CAN APPLY?**

Country Air Properties requires applicants be at least 18 years old or qualifies under the emancipation laws of California.

### **OCCUPANCY STANDARDS**

To prevent overcrowding and undue stress on plumbing and other building systems, Country Air Properties limits occupancy based upon the number of bedrooms contained in the dwelling. Two persons are allowed per bedroom, except that a minor under the age of two will be allowed as the third occupant of a single bedroom. A bedroom is defined as a space within the premises that is used primarily for sleeping, with a door and at least one secondary exit (another door or a window) and closet space for clothes. In determining these restrictions, we adhere to all applicable Fair Housing laws.

### **APPLICATION PROCESS, QUALIFYING CRITERIA & ASSESSMENT POLICY**

*Once you have identified a home in our inventory that you would like to apply for:*

Obtain a rental application either from our office or by printing from our website. Each adult applicant must complete their own "Application to Rent" form. Fill in the form completely, sign and date it and return it to our office along with the applicable non-refundable Applicant Screening Charge (see below). In addition, two pieces of primary identification must be presented when application is made, one of which must be photo ID: Current, valid Driver's License or State Photo Identification Card, Social Security Card, Passport, Permanent Resident or Alien Registration Receipt Card, or other government issued identification. A valid Social Security number (or Tax Identification number ONLY for business/corporate rentals) will also be required. Applicants that have not been issued a Social Security number from the Social Security Administration must provide one of the following: 1) Valid Permanent Resident or Alien Registration Receipt Card, 2) Immigrant Visa, or 3) Non-Immigrant Visa accompanied by USCIS I-94 Form. *Incomplete, inaccurate, non-verifiable or false information may be grounds for rejection of the application.*

### **APPLICANT SCREENING CHARGE**

There is a non-refundable \$35.00 Applicant Screening Fee for each adult submitting an application. This fee also applies to co-signors. This fee must be in the form of a **money order or cashier's check only** and made payable to: Country Air Properties. Cash and personal checks will not be accepted. Upon approval, the application will be valid for 30 days. Application will expire after 30 days if no property is chosen.

### **POLICY ON PETS**

Please be aware that not all properties accept pets. Prior to applying for your new home, please contact our office to confirm the pet policy for the home in which you are applying. In the event pets are accepted, breed restrictions apply and in some cases, weight restrictions will apply. We accept (if applicable) non-aggressive domestic animals only. Exotic animals are prohibited. A comprehensive list of breed restricted animals can be obtained from our office. We do not allow any Federally Prohibited Plants or animals.

### **POLICY ON NO GROW/MARIJUANA & SMOKING**

The Federal Controlled Substance Act makes the manufacture, distribution, or possession of marijuana a criminal offense. Federal authorities regularly arrest violators of Federal drug laws. In some cases, landlords who are aware their property was being used for illegal purposes have had their properties and/or assets seized. We do not allow illegal growing, possession, or processing of any State or Federal prohibited plants, animals, or illegal drugs/narcotics, or parts thereof, including but not limited to, Marijuana (Cannabis) on the property. We also do not allow smoking of any kind inside the house.

### **SUBMITTING A RENTAL APPLICATION**

Submit a rental application and answer all questions on the form. All adults, 18 years of age and older, living in the rental unit must complete an application and meet the qualification requirements as listed below. ***You must pay the, \$35.00 (for an individual), non-refundable application fee. An additional \$35.00 application fee per adult will be charged for each additional applicant and/or co-signer.*** Country Air will determine whether from your responses to the application questions you pre-qualify for the unit you are applying for. If you do not pre-qualify, we will reject the application. If you do pre-qualify, we will complete the application process by checking your credit report, criminal history, and employment and rental references to confirm that they meet our rental criteria. If you meet our criteria, we will approve your application. This process takes 3-5 business days. To qualify for a unit managed by Country Air Properties, please review the qualifying criteria listed on the reverse.



*Country Air Property Management evaluates every application in the following manner:*

**Income:** Your combined monthly income, minus recurring monthly expenses (such as revolving credit card payments, car payments, etc.) should be at least 2.5 (two and a half) times the monthly rent and must be verifiable. If you are unemployed, you must provide proof of a source of income. Students must meet the income requirements detailed above. Country Air may require any or all of the following documents to substantiate such income: financial aid award letters, work-study employment agreements, savings and/or checking account statements, scholarship awards. A student receiving support from parent(s) may have the parent(s) co-sign for income qualification.

**Rental or Mortgage History:** You must have satisfactory rental references from at least 2 prior landlords or for at least the last 2 years. If you have ever been evicted or sued for any lease violation, we may reject your application.

**Derogatory history which will result in automatic denial includes:**

- Unlawful Detainer/Eviction within the past two years
- Excessive late payments
- Excessive complaints
- Outstanding balance owed to current or previous landlord

**Credit history:** It is our policy not to accept outside credit reports. Your credit record must currently be satisfactory. If your credit history shows derogatory entries over the past two years including late payments, collections, bankruptcies, judgments, liens or currently delinquent accounts, we may reject your application. Applicants who have filed bankruptcy or foreclosure in the past 2 years may choose to obtain a qualified co-signer. Past credit problems will require a satisfactory explanation in writing along with applicable documentation to substantiate the explanation. The explanation and documentation will be considered during the application process. This in no way guarantees approval of the application.

**Employment:** Applicants are required to have at least one year of paid employment history. If applicant has been employed less than one year with current employer, information from prior employer will be required. Applicant's current employer will be contacted and asked to detail applicant's position in company, length of employment, income and hours worked per week. Applicant will be required to submit current pay stubs as proof of income.

Self-employed, retired, and unemployed Applicants must still meet the income requirements detailed above. Country Air may require any or all of the following documents to substantiate such income: tax returns, savings and/or checking account statements, Social Security award letters, pension documents or other proof of income. Conditional approvals may apply in certain circumstances.

**Criminal history:** Felony convictions within the past 7 years appearing on our "Criminal Convictions List" will be evaluated and could result in denial if the conviction poses a current threat to co-tenants, guests and employees. Our analysis takes into consideration the age of the conviction, its nature and any relevant intervening facts. Such denial includes criminal conduct that indicates a demonstrable risk to safety and/or property versus criminal conduct that does not. The Criminal Conviction List can be obtained from our office. If you have been convicted of a misdemeanor involving dishonesty, fraud or violence within the past 5 years, we may reject your application. Our policy is to take into account the nature, severity and recency of the criminal conduct on a case by case basis. Applicants with a criminal history will be required to provide relevant individualized evidence that might include: the facts or circumstances surrounding the criminal conduct; the age of the individual at the time of the conduct; evidence that the individual has maintained a good tenant history before and/or after the conviction or conduct; and evidence of rehabilitation efforts.

**Guarantors:** With the exception of Automatic Denials, if you do not meet one or more of the above criteria, you may be able to qualify for the rental unit if you can obtain a third party to guarantee your lease. The guarantor must pass the same application and screening process that you must pass, except that we will deduct the guarantor's own housing costs before applying his or her income to our income standard. A guarantor must make a minimum of four times the rent (after expenses) to qualify. *The screening fee for an individual guarantor (co-signer) is \$35.00.*

**Conditional Approvals/Compensating Factors:** Country Air has established alternate procedures for Applicants that do not meet 100% of the criteria for unconditional approval but have no factors causing automatic disqualification. Compensating factors can include excellent rental references, higher security deposit or co-signor. The above does not in any way guarantee approval of the application; however, all factors will be taken into consideration during the application process.

Tenant  
 Guarantor

# APPLICATION TO RENT

Upon approval, application will be valid for 30 days

**\*All sections must be completed, no blanks. Individual applications required from each occupant 18 years of age or older.**

|   |   |                |                          |   |                                 |                                  |                               |
|---|---|----------------|--------------------------|---|---------------------------------|----------------------------------|-------------------------------|
| Last Name   |   | First Name     |                          | Middle Name                                     |                                 | Social Security Number or TIN    |                               |
| Other names used in the last 10 years                   |   |                | Work phone number<br>( ) |   | Home phone number<br>( )        |                                  |                               |
| Date of birth   |   | E-mail address |                          |   | Mobile/Cell phone number<br>( ) |                                  |                               |
| Photo ID/Type   |   | Number         |                          | Issuing government                              |                                 | Exp. date                        | Other ID                      |
| 1. Present address                                      |   |                |                          | City  |                                 | State                            | Zip                           |
| Date in   |   | Date out       |                          | Owner/Agent Name                                |                                 | Owner/Agent Phone number         |                               |
| Reason for moving out                                   |   |                |                          |   | Current rent<br>\$ /Month       |                                  |                               |
| 2. Previous address                                     |   |                |                          | City  |                                 | State                            | Zip                           |
| Date in   |   | Date out       |                          | Owner/Agent Name                                |                                 | Owner/Agent Phone number         |                               |
| Reason for moving out                                   |   |                |                          |   |                                 |                                  |                               |
| 3. Next previous address                                |   |                |                          | City  |                                 | State                            | Zip                           |
| Date in   |   | Date out       |                          | Owner/Agent Name                                |                                 | Owner/Agent Phone number         |                               |
| Reason for moving out                                   |   |                |                          |   |                                 |                                  |                               |
| Proposed Occupants:<br>List all in addition to yourself | Name  |                | Name                     |   |                                 |                                  |                               |
|   | Name  |                | Name                     |   |                                 |                                  |                               |
|   | Name  |                | Name                     |   |                                 |                                  |                               |
| Do you have pets?                                       | Describe – Breeds, Names, Ages, Sexes, & Weights/Sizes:<br>*Vaccines, License & Photos Required |                |                          |   |                                 | Do you have a waterbed? Describe |                               |
| How did you hear about this rental?                     |   |                |                          |   |                                 |                                  |                               |
| A. Current Employer Name                                |   |                |                          | Job Title or Position                           |                                 | Dates of Employment              |                               |
| Employer address  |   |                |                          | Employer/Human Resources phone number<br>( )    |                                 |                                  |                               |
| City, State, Zip  |   |                |                          | Name of your supervisor/human resources manager |                                 |                                  |                               |
| Current gross income                                    |   | Check one      |                          |   |                                 |                                  |                               |
| \$  |   | Per            |                          | <input type="checkbox"/> Week                   |                                 | <input type="checkbox"/> Month   | <input type="checkbox"/> Year |
| B. Prior Employer Name                                  |   |                |                          | Job Title or Position                           |                                 | Dates of Employment              |                               |
| Employer address  |   |                |                          | Employer/Human Resources phone number<br>( )    |                                 |                                  |                               |
| City, State, Zip  |   |                |                          | Name of your supervisor/human resources manager |                                 |                                  |                               |
| Other income source                                     |   | Amount \$      |                          | Frequency                                       |                                 |                                  |                               |
| Other income source                                     |   | Amount \$      |                          | Frequency                                       |                                 |                                  |                               |



California Apartment Association Approved Form  
www.caanet.org  
Form 3.0 – Revised 1/12 - ©2012 – All Rights Reserved

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| Name of your bank | Branch or address | Account Number |
|-------------------|-------------------|----------------|
|                   |                   |                |
|                   |                   |                |

Please list ALL of your financial obligations below.

| Name of Creditor | Address | Phone Number | Monthly Pymt. Amt. |
|------------------|---------|--------------|--------------------|
|                  |         | (     )      |                    |
|                  |         | (     )      |                    |
|                  |         | (     )      |                    |
|                  |         | (     )      |                    |

| In case of emergency, notify: | Address: Street, City, State, Zip | Relationship | Phone |
|-------------------------------|-----------------------------------|--------------|-------|
| 1.                            |                                   |              |       |
| 2.                            |                                   |              |       |

| Personal References: | Address: Street, City, State, Zip | Length of Acquaintance | Occupation | Phone |
|----------------------|-----------------------------------|------------------------|------------|-------|
| 1.                   |                                   |                        |            |       |
| 2.                   |                                   |                        |            |       |

Automobile: Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ License #: \_\_\_\_\_

Automobile: Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ License #: \_\_\_\_\_

Other motor vehicles: \_\_\_\_\_

Have you ever filed for bankruptcy? \_\_\_\_\_ Have you ever been evicted or asked to move? \_\_\_\_\_

Have you ever been convicted of a felony? If yes, date of conviction \_\_\_\_\_ on what count \_\_\_\_\_

Have you ever been convicted of a misdemeanor? If yes, date of conviction \_\_\_\_\_ on what count \_\_\_\_\_

Have you or a member of your household ever applied or rented from Country Air Properties? \_\_\_\_\_

Applicant represents that all the above statements are true and correct, authorizes verification of the above items and agrees to furnish additional credit references upon request. Applicant authorizes the Owner/Agent to obtain reports that may include credit reports, unlawful detainer (eviction) reports, bad check searches, criminal background search, social security number verification, fraud warnings, previous tenant history and employment history. Applicant consents to allow Owner/ Agent to disclose tenancy information to previous or subsequent Owners/Agents. Falsification of this application will result in denial.

Owner/Agent will require a payment of \$ 35.00 \_\_\_\_\_, which is to be used to screen Applicant.

The amount charged is itemized as follows:

1. Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports \$ 20.00 \_\_\_\_\_
2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) \$ 15.00 \_\_\_\_\_
3. Total fee charged \$ 35.00 \_\_\_\_\_

Applicant understands that upon notification of the applicant's approval, applicant will have **48 hours** from the time of notification to submit a \$500.00 holding deposit to be paid in the form of Cashier's Check or Money Order only.

The undersigned is applying to rent the premises designated as:

Apt. No. \_\_\_\_\_ Located at \_\_\_\_\_

The rent for which is \$ \_\_\_\_\_ per \_\_\_\_\_. Upon approval of this application, and execution of a rental/lease agreement, the applicant shall pay all sums due, including required security deposit of \$ \_\_\_\_\_, before occupancy.

\_\_\_\_\_ Date

\_\_\_\_\_ Applicant (signature required)



**CALIFORNIA APARTMENT ASSOCIATION CODE FOR EQUAL HOUSING OPPORTUNITY**

The California Apartment Association supports the spirit and intent of all local, state and federal fair housing laws for all residents without regard to color, race, religion, sex, marital status, mental or physical disability, age, familial status, sexual orientation, or national origin.

The California Apartment Association reaffirms its belief that equal opportunity can best be accomplished through effective leadership, education, and the mutual cooperation of owners, managers, and the public.

Therefore, as members of the California Apartment Association, we agree to abide by the following provisions of this Code for Equal Housing Opportunity:

- We agree that in the rental, lease, sale, purchase, or exchange of real property, owners and their employees have the responsibility to offer housing accommodations to all persons on an equal basis.
- We agree to set and implement fair and reasonable rental housing rules and guidelines and will provide equal and consistent services throughout our residents' tenancy.
- We agree that we have no right or responsibility to volunteer information regarding the racial, creed, or ethnic composition of any neighborhood, and we do not engage in any behavior or action that would result in "steering."
- We agree not to print, display, or circulate any statement or advertisement that indicates any preference, limitations, or discrimination in the rental or sale of housing.

**RECEIPT FOR TENANT SCREENING AND/OR CREDIT CHECKING FEES**

On \_\_\_\_\_, Owner/Agent received \$ \_\_\_\_\_ from the undersigned, hereinafter called "Applicant,"  
(Date)  
 who offers to rent from Owner/Agent the premises located at:

\_\_\_\_\_, Unit # (if applicable) \_\_\_\_\_  
(Street Address)  
 \_\_\_\_\_, CA \_\_\_\_\_  
(City) (Zip)

Applicant represents that all the above statements are true and correct and authorizes verification of the above items and agrees to furnish additional credit references upon request. Applicant authorizes the Owner/Agent to obtain reports that may include credit reports, unlawful detainer (eviction) reports, bad check searches, criminal background search, social security number verification, fraud warnings, previous tenant history and employment history. Falsification of this application will be grounds for denial.

Payment is to be used to screen "Applicant". The amount charged is itemized as follows:

|   |                |
|---|----------------|
| 1. Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports      | \$ 20.00 _____ |
| 2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) | \$ 15.00 _____ |
| 3. Total fee charged (cannot exceed the amount fixed by law)  | \$ 35.00 _____ |

Applicant understands that upon notification of the applicant's approval, applicant will have **48 hours** from the time of notification to submit a \$500.00 holding deposit to be paid in the form of Cashier's Check or Money Order only.

\_\_\_\_\_  
 Date Applicant  
 \_\_\_\_\_  
 Date Owner/Agent  
 \_\_\_\_\_

|   |
|---|
| <p><b>For Owner/Agent Use Only</b></p> <p>Screening fees paid by: <input type="checkbox"/> Cash<br/> <input type="checkbox"/> Personal Check <input checked="" type="checkbox"/> Cashier's Check<br/> <input checked="" type="checkbox"/> Money Order<br/> <input type="checkbox"/> Credit Card # (Last 4 digits only) _____<br/>                 MC/VISA/AMEX Expiration Date: _____</p> |
|---|



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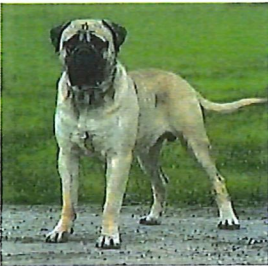




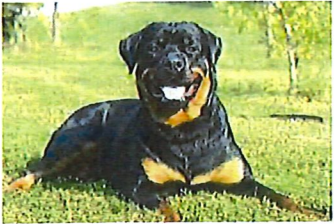






**PROHIBITED PETS & BREED RESTRICTIONS**

Please be aware that not all properties accept pets. Prior to applying for your new home, please contact our office to confirm the pet policy for the home in which you are applying. Below is a comprehensive list of breed restricted animals.

**PROHIBITED DOG BREEDS**  
(Includes Mixed Breeds)

|   |   |  |
|---|---|--|
|  <p><b>Akita</b></p>             |  <p><b>Bull Mastiff</b></p>  |  <p><b>Bull Terrier</b></p>         |
|  <p><b>Chow (Chow Chow)</b></p> |  <p><b>Doberman Pinscher</b></p>  |  <p><b>Presa Canario</b></p>        |
|  <p><b>Rottweiler</b></p>      |  <p><b>American Pit Bull Terrier</b><br/><b>American Staffordshire Terrier</b></p> |  <p><b>Wolf or Wolf Breeds</b></p> |

**Other exclusions include:**

Dogs that have been trained to attack person, property or other animals.  
 Dogs that have been trained to guard persons or property.  
 Any dog used in any manner as a fighting dog or bred specifically for fighting.  
 Any dog that has not had inoculations as required by law.  
 Any dog with a prior history of biting or attacking persons, property or other animals as established through insurance claims records, or through the records of local public safety, law enforcement or other similar regulatory agency.

We do not allow any Federally Prohibited Plants or Animals.

Money Order and Cashier Check Locations:

US POST OFFICE:

1151 11<sup>TH</sup> Street  
Lakeport, CA 95453  
707-263-5837

5500 Gaddy Lane  
Kelseyville, CA 95451  
707-279-4562

9435 Main Street  
Upper Lake, CA 95485  
707-275-2426

WELLS FARGO BANK:

14918 Olympic Dr.  
Clearlake, CA 95422  
707-994-0294

WESTAMERICA BANK:

4025 Main Street  
Kelseyville, CA 95451  
707-279-6850

150 S. Main Street  
Lakeport, CA 95453  
707-262-5714

15342 Lakeshore Blvd.  
Clearlake, CA 95422  
707-995-4140

9470 Main Street  
Upper Lake, CA 95485  
707-275-8170

SAFEWAY:

1071 11<sup>th</sup> Street  
Lakeport, CA 95453  
707-263-8072

14922 Olympic Dr.  
Clearlake, CA 95422  
707-994-7275

BRUNO'S

355 Lakeport Blvd.  
Lakeport, CA 95453  
707-263-7337

UMPQUA BANK:

4280 Main Street  
Kelseyville, CA 95451  
707-279-0300

805 11<sup>th</sup> Street  
Lakeport, CA 95451  
707-263-7500