



Dear Applicant,

Thank you for considering a CADA apartment as your new home. Living in the Capitol Park Neighborhood is very exciting. Within a few short blocks of your door you will find neighborhood services, shopping, dining, and cultural and recreational opportunities. The following information details the application process for renting an apartment from CADA. Please read all information thoroughly and ask a CADA Leasing Agent if you have any questions:

- 1. **Find an apartment you’re interested in** – Every Friday afternoon, we update our rental listing. You can view apartment photos online at www.CADA.org, and follow the instructions given in the posting if you are interested in reserving a specific apartment. Please verify that the READY date corresponds with your schedule. If no apartment is currently available that meets your specifications, please continue to check back. A new Listing is published every Friday. **CADA is open for walk-ins and property tours M-F, 9AM-1PM, and by appointment only from 2PM-4:30PM.**
- 2. **Submit your Application, \$50 Application Fee payment and Holding Deposit** – CADA accepts personal checks, Cashier’s Checks and Money Orders. Please do not begin the application process until a Leasing Agent has verified the apartment is available. If you need to submit your application after hours, please use our teal-colored Leasing Drop Box located just outside the CADA rental office. Applications will only be accepted if accompanied by a \$50 Application Fee (per adult) and the correct Holding Deposit for a particular available apartment. **Applications are processed in the order received.**
- 3. **Application process** – Once a Holding Deposit Agreement is executed, the apartment that you are applying for will be held off the market until your application has been processed (usually within 72 hours from date of submittal, depending on how easily we are able to reach your employer and current and former landlords). If your application is approved you will be notified as such, and can begin planning your move-in to a CADA rental. **If your application is denied, your Holding Deposit will be returned to you or made available for pickup.** Please see CADA’s Rental Qualifications below before applying.
- 4. **Pet Restrictions** – CADA accepts up to 2 pets with a combined weight of 35 pounds. An additional Deposit is required.

*****CADA Rental Qualifications*****

RENTAL HISTORY: CADA requires 2.5 years of **CURRENT, stable, positive, rental history.** *Rental history cannot include living with, or renting from friends or relatives.* Misrepresented rental history information, evictions less than 5 years ago or negative landlord reference, may disqualify you from renting with CADA. Lack of sufficient rental history may be accepted with a Guarantor.

INCOME: CADA requires that applicants provide proof of income for a minimum of 2.5 times the monthly rent of the chosen apartment. You must be able to show stability in the receipt of this income (i.e. paystubs, latest tax return, retirement or financial aid statements or other verifiable sources). Bank statements will not be accepted as proof of income.

CREDIT AND OTHER INVESTIGATIVE CONSUMER REPORTS: CADA requires applicants to have current credit accounts and/or references that show a history of on-time rent or mortgage payments. CADA does not count medical collections or past due student loans as bad credit. A Criminal Background Check requires NO felony convictions involving harm to another person or Schedule 1 drug manufacturing convictions within the past 7 years.

I have read and understand the CADA rental instructions and qualifications listed above.

Applicant’s Signature

Date

**CAPITOL AREA
DEVELOPMENT AUTHORITY**

1522 14th Street
Sacramento, CA 95814-5958
916.322.2114 / fax 916.324.6060
www.cada.org

March 2024

- Tenant
- Guarantor

Name of Applicant:

PART 2 – INCOME

Income from Employment *(If no income is received from employment, write N/A)*

Current Employer Name	Job Title or Position	Dates of Employment
Employer address	Employer/Human Resources phone number ()	
City, State, Zip	Name of supervisor/human resources manager	
Current gross employment income amount: \$	<i>(check one)</i> Per <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year	
Prior / Additional (circle one) Employer Name	Job Title or Position	Dates of Employment
Employer address	Employer/Human Resources phone number ()	
City, State, Zip	Name of supervisor/human resources manager	

Income from Other Sources

Other income source _____ Amount \$ _____ Frequency _____

Other income source _____ Amount \$ _____ Frequency _____

PART 3 – ASSETS & LIABILITIES (CADA will receive the following info in Credit Report)

Name of your bank	Branch or address	Account Number	Type of Acct
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A

Please list ALL of your financial obligations below.

Name of Creditor	Address	Phone Number	Monthly Pmt. Amount
N/A	N/A	() N/A	N/A
N/A	N/A	() N/A	N/A
N/A	N/A	() N/A	N/A
N/A	N/A	() N/A	N/A
N/A	N/A	() N/A	N/A



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- Tenant
- Guarantor

Name of Applicant:

PART 4 – EMERGENCY CONTACT(S)

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

PART 5 – REFERENCES

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

Vehicles

Automobile #1	Make: N/A	Model: N/A
	Year: N/A	License #: N/A
Automobile #2	Make: N/A	Model: N/A
	Year: N/A	License #: N/A
Other motor vehicles (list all):	N/A	

Other Information

Have you ever filed for bankruptcy? No Yes If yes, explain:

Have you ever been evicted or asked to move? No Yes If yes, explain:

Do you have pets? No Yes If yes, describe (maximum of 2 pets allowed with combined weight of 35 lbs):

Do you have a waterbed? No Yes If yes, describe:

How did you hear about this rental?



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Name of Applicant:

PART 7 – ICRAA NOTICE

NOTICE REGARDING CALIFORNIA INVESTIGATIVE CONSUMER REPORTING AGENCIES ACT

Landlord does not intend to request an investigative consumer report regarding the Applicant

Unless the box above is checked, Landlord intends to request an investigative consumer report regarding the Applicant’s character, general reputation, personal characteristics, and mode of living. Under Section 1786.22 of the California Civil Code, the files maintained on you by the investigative consumer agency shall be made available to you during business hours and on reasonable notice, provided you furnish proper identification, as follows: (1) You may appear at the investigative consumer reporting agency identified below in person, (2) you may make a written request for copies to be sent by certified mail to a specified addressee, or (3) you may make a written request for a summary of the file to be provided over the telephone. The agency may charge a fee, not to exceed the actual duplication costs, if you request a copy of your file. The agency is required to have personnel available to explain your file to you, and the agency must explain to you any coded information appearing in your file. If you appear in person, a person of your choice may accompany you, provided that this person furnishes proper identification. If you are accompanied by a person of your choosing, the agency may require you to furnish a written statement granting permission to the investigative consumer reporting agency to discuss your file in the other person’s presence. The agency that will prepare the report(s) identified in this section is listed below:

RealPage

Name of Agency

2201 Lakeside Blvd Richardson, Texas 75082

Address of Agency

If you would like a copy of the report(s) that is/are prepared, please check the box below:

I would like to receive a copy of the report(s) that is/are prepared

If the box above is checked, Landlord agrees to send the report to Applicant within three (3) business days of the date the report is provided to Landlord. Landlord may contract with another entity to send a copy of the report.*

* If approved to rent, reports will be provided at Move-in.

* If NOT approved to rent, reports will be provided with return of Holding Deposit.



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- Tenant
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Name of Applicant: _____

PART 8 – CONSIDERATION OF CREDIT HISTORY

Important Information, read carefully:

Under California law, applicants with a government rent subsidy have the option, at the applicant’s discretion, of providing lawful, verifiable alternative evidence of the applicant’s reasonable ability to pay the portion of the rent to be paid by the tenant, including, but not limited to, government benefit payments, pay records, and bank statements.

If an eligible applicant elects to submit such alternative evidence, Landlord will consider that alternative evidence instead of the applicant’s credit history.

Option 1: Consideration of Credit History	Option 2: Alternative Evidence of Ability to Pay <i>(This option is <u>ONLY</u> available to government rent subsidy recipients)</i>
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If you either:

- **Do NOT have a government rent subsidy OR**
- **Do have a government rent subsidy but are not choosing to submit alternative evidence of your ability to pay rent to be considered instead of credit history**

Read and initial below.

Applicant authorizes the Landlord to obtain reports that may include credit reports, unlawful detainer (eviction) reports, bad check searches, social security number verification, fraud warnings, previous tenant history and employment history. Applicant consents to allow Landlord to disclose tenancy information to previous or subsequent Landlords.

Applicant’s Initials: _____

If you both:

- **DO have a government rent subsidy AND**
- **Are choosing to submit alternative evidence of your ability to pay rent to be considered instead of your credit history**

Read and initial below.

Applicant authorizes the Landlord to obtain reports other than credit reports, such reports may include unlawful detainer (eviction) reports, social security number verification, fraud warnings, previous tenant history and employment history. Applicant consents to allow Landlord to disclose tenancy information to previous or subsequent Landlords.

Application will not be considered complete until Applicant submits their verifiable alternative evidence of the ability to pay.

Applicant’s Initials: _____

By signing below, Applicant represents that all the above statements are true and correct, authorizes verification of the above items, and agrees to furnish additional references upon request.



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- Tenant
- Guarantor

Name of Applicant: _____

To Be Completed By Landlord – Screening Fee Disclosure and Itemization

Landlord will require payment of a fee, which is to be used to screen Applicant. The total amount of the fee is as follows:

Total fee for applications subject to credit history review <i>(Applicable for Applicants who selected Option 1 in Part 8 of this Application)</i>	Total fee for applications subject to review of alternative evidence of ability to pay <i>(Applicable for Applicants who selected Option 2 in Part 8 of this Application)</i>
\$50.00 (capped; cannot exceed \$62.02 as of 12/2023)	\$25.00 (capped; cannot exceed \$62.02 as of 12/2023)

The amount charged is itemized as follows:

1. Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports, as applicable:

Actual cost for screening reports inclusive of credit history <i>(Applicable for Applicants who selected Option 1 in Part 8 of this Application)</i>	Actual cost for screening reports NOT including credit history <i>(Applicable for Applicants who selected Option 2 in Part 8 of this Application)</i>
\$ 19.95	\$19.95 (same cost w/o credit check)

2. Cost to obtain, process and verify screening information (may include staff time and other soft costs)

\$ **50.00** _____

The undersigned Applicant 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.

Option to receive receipt by email. *(Landlord check only if applicable)* If box is checked, you can choose to receive a receipt by email. If you would like to have your receipt emailed

to you, please provide your email address here: _____
(Applicant fill in email address, if electing email receipt)

If the box is not checked, or if you do not provide a valid email address, your receipt will be mailed to the present address listed in Part 1 of this Application, or provided personally.

_____ Date

_____ Applicant (signature required)



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Name of Applicant: _____

RECEIPT FOR TENANT SCREENING AND/OR CREDIT CHECKING FEES

On _____, Landlord received \$ _____ from the
(Date)
undersigned, hereinafter called "Applicant," who offers to rent from Landlord the premises located at:

(Street Address)

Unit # (if applicable) _____

Sacramento, CA **95811 or 95814** (Circle One)
(City) *(Zip)*

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 \$ **\$19.95**
2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) \$ **\$40.00**
3. Total fee charged (cannot exceed the amount fixed by law (**\$62.02 as of 12/2023**)) **\$50.00 MKT / \$25.00 AFF**

For Landlord Use Only

Screening fees paid by: Personal Check Cashier's Check Money Order

Capitol Area Development Authority _____ by _____
Landlord *Individual Signing for Landlord*

_____ Agent for Landlord. Date: _____
Management Co. (If Applicable)



- Tenant
- Guarantor

Name of Applicant:

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.



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