



FPI Management Inc.

Enclave at Adobe Creek _____ APARTMENTS APPLICATION CRITERIA

Thank you for choosing Enclave at Adobe Creek Apartments as your new potential home. We look forward to serving you. Below is a list of our rental qualifications. Please supply us with all the information listed below. All requested information must be received in order to process and evaluate whether your application for rental at our community qualifies for approval. In addition, we ask that you complete the rental application honestly and accurately in its entirety.

All applicants must meet the itemized criteria below to be considered for tenancy:

- A. All applicants must fill out their application legibly and accurately. Incomplete or falsified applications will be denied.
- B. Roommates/Co-Residents: In the event there are multiple applications to reside in the same apartment, the information from all applicants will be combined during the verification process. A rental application must be completed for each person age 18 or older.
- C. All applicants must show proof of a state or federal issued photo ID, which must be verified with the information on the rental application. If an applicant's ID cannot be verified it is grounds for rejection.
- D. All requested information or documentation must be supplied within 72 hours from the date of the holding deposit. Failure to supply or failure to timely supply the requested information is grounds for rejection. A rejected applicant may not reapply for a period of six months.
- E. Credit history may not include derogatory credit. A copy of the credit history will be obtained through an outside agency. In order for applicants to receive consideration, applicants **must have at least two positive accounts** and there must be **more positive accounts than negative accounts**. No accounts in a "charge off" status. Lack of credit history may result in an increased deposit.
- F. All applicants must have an income at of least 3 times the rent. Written verification or proof of all income such as current month bank statement, last 2 current paycheck stubs or last year's tax returns must be provided. If you have income from child support, disability, or retirement, you must provide proof of them. Continuous employment of at least 1 year(s) is required.
- G. All applicants must have 1 year(s) good rental history, and/or have good mortgage payment history, written verification from the landlord and/or previous landlord maybe required. If renting for the first time, an additional deposit may be required depending on your particular situation.

- H. Any applicant with a public record of an unlawful detainer action or an eviction,, owing another landlord or apartment community money and/or having negative rental history will automatically be denied. NO EXCEPTIONS!
- I. The following occupancy guidelines will be applied:
 One bdrm: 3 person maximum Two bdrm: 5 person maximum
 Three bdrm: 7 person maximum
- J. Bankruptcies: Bankruptcy must be no less than 2 years old and have been discharged. There can be no new negative credit and the bankruptcy cannot have affected previous landlords. Following the discharge the applicant must have positive, independent rental history. The applicant will be considered under these conditions.
- K. Applicants may be rejected for conviction of fraud, theft, drugs, assault and batter or a violent crime, misdemeanor, or for other convictions of illegal activity.
- L. Applicants may be rejected for behavior displayed during tour or application process that would constitute a violation of lease policies. Applicant must display the ability to comply with lease policies.
- M. All applications will be processed and reviewed. Depending on each individual situation, credit will be taken into consideration with all of the rental qualifications listed above. Additional deposits may be required depending on your particular situation. Unfortunately, we cannot guarantee that your application will be approved. The application may take up to 3 days to process.
- N. Denied applicants or conditional approvals will be notified in writing of the reason for denial or conditional approval.
- O. All applications will be reviewed and a consumer credit report, public search and/or a investigative consumer report, that discloses the consumer's character, general reputation, personal characteristics and mode of living, will be obtained and a copy of any such report(s) will be provided to the applicant.

Please sign below acknowledging that you have read the above rental qualification procedure.

Applicant Signature	Date	Apt # applying for _____
Applicant Signature	Date	
Applicant Signature	Date	

FPI Management, Inc.
 G:\Word\Application Criteria (CA-Conventional only)
 April 2009 supersedes May 2006

FPI RENTAL APPLICATION

Apartment Community Name Enclave at Adobe Creek

A separate application is required from each occupant 18 years of age or older.

Applicant - Last	First	Initial	Drivers License #	Social Security #	Date of Birth
Other Residents			Relationship	Social Security #	Age

Residence History

Current Address	Address, City, State, Zip				Phone
	Move-In Date	Projected Move-Out Date	Monthly Payment		Own/Rent/Lease
	Landlord or Mortgage Co.		Address, City, State, Zip		Phone
	Reason for Moving				
Previous Address	Address, City, State, Zip				Phone
	Move-In Date	Move-Out Date	Monthly Payment		Own/Rent/Lease
	Landlord or Mortgage Co.		Address, City, State, Zip		Phone
	Reason for Moving				
Will you have any pets?	Describe pet:		Will you have any liquid furniture?	Describe furniture:	

Employment History

Current Employer	Employer Name		Address, City, State, Zip		Phone
	Supervisor Name		Start Date	Salary per Year, Month, Hour (Circle One)	Position/Occupation
Previous Employer	Employer Name		Address, City, State, Zip		Phone
	Supervisor Name		Start Date	Salary per Year, Month, Hour (Circle One)	Position/Occupation
(Circle One)	Additional Income (Alimony, Child Support or other) Please Explain:				

Vehicles

Auto #1 - Make	Model	Year	Color	License	State
Auto #2 - Make	Model	Year	Color	License	State

Banking and Credit References

Loans and Charge Accounts (Dept. stores, credit cards, etc.)					
Credit Reference		Account #	Address, City, State, Zip		Telephone No.
Name of Bank or Savings & Loan (Branch)		Checking Account #	Address, City, State, Zip		Telephone No.
		Savings Account #			
Have you ever filed for Bankruptcy?	When?	Have you ever been evicted or asked to move?		Describe:	

Emergency Contact

Name of Nearest Relative/Contact	Relationship	Address, City, State, Zip	Phone
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Personal References

Name of Personal Reference	Length of Acquaintance	Address, City, State, Zip	Phone

APPLICATION PROCESSING FEE \$ 40.00

In compliance with the FAIR CREDIT REPORTING ACT, this is to inform you that a credit investigation involving the statements made on this application for tenancy of this apartment community is being initiated. I further authorize FPI Management, Inc. to obtain credit reports, character reports and rental history as needed to verify all information put forth in this application. Management reserves the right to terminate at its election if any person knowingly or willingly makes fraudulent statements on this application. It is illegal and against our policy to discriminate against any person because of race, religion, color, sex, national origin or disability.

I understand that I acquire no rights in an apartment until a fully executed rental agreement has been completed and all monies due have been paid. I certify that to the best of my knowledge, all statements are true and complete.	
Applicant	Date

RECEIPT FOR RESIDENT SCREENING

Applicant:	Applicant Address:
Owner/Agent (Apartment Community)	Address:
Phone Number:	Fax Number:

Owner/Manager requested the following reports on the dates listed below and these reports may constitute "investigative consumer reports" and/or "consumer credit reports" as defined by California Law. These reports may provide information regarding the consumer's character, general reputation, personal characteristics, mode of living and/or credit worthiness. These reports are being processed by the reporting agency ("agency") indicated below:

- | | |
|---|--|
| <input type="checkbox"/> On-Site Manager, Inc.
P.O. Box 1514
Los Altos, CA 94023-1514
(877) 222-0384 | <input type="checkbox"/> First American Registry
1140 Rockville Pike, PMB 1200
Rockville, MD 20852
(800) 999-9350 |
|---|--|

Requested	Type of Report
	Unlawful Detainer (Eviction) Search
	Consumer Credit Report

If you would like a copy of the report(s), please check the box below, and return it to the Owner/Manager at the address listed above. The report(s) will be sent to you within three business days of their receipt by Owner/Manager.

Yes, please send me a copy of the reports listed above.

Send Reports to Address (if different than above):		
City:	State:	ZIP Code:

Return this form to: _____
 _____ (Apt. Community Address)

NOTICE TO CONSUMER¹

California Civil Code Section 1786.16(a)(3), states that a consumer shall be notified in writing regarding any report which may be construed as an "investigative consumer report" that is requested for the purpose of evaluating the consumer's ability to hire a dwelling unit.

California Civil Code Section 1786.22, states in summary that the agency listed above shall supply files and information relating to these investigations during normal business hours and on reasonable notice. Files maintained shall be made available for the consumer's visual inspection either: (1) by certified mail, pursuant to a written request, with proper identification, for copies to be sent to a specified addressee; (2) by telephone, if the consumer has made a written request, with proper identification for telephone disclosure, and the toll charge, if any, is prepaid by or charged directly to the consumer; or (3) in person, upon furnishing proper identification. "Proper identification" shall mean identification generally deemed sufficient to identify a person, including a valid driver's license, social security account number, military identification card and credit card. Only if the consumer is unable to identify himself with the foregoing information may the agency require additional information concerning the consumer's employment, personal or family history. The agency shall provide a written explanation of any coded information contained in the files maintained on a consumer that is to be distributed whenever a file is provided to a consumer for visual inspection. The agency shall provide trained personnel to explain to the consumer any information furnished to the consumer by the agency. The consumer shall be permitted to be accompanied by one other person of his choosing, who shall also furnish reasonable identification. The agency may require the consumer to furnish a written statement granting permission to the agency to discuss the consumer's file in such person's presence. There may be a fee associated with said disclosure.

A fee of \$_____ has been received from above applicant on _____ for an offer to rent. The above payment is to be used for processing the resident screening, including any investigative consumer report and/or consumer credit report.

No Application Fee Charged

Cost of investigative consumer report, consumer credit report and reference verification	\$_____
Labor cost of employees for application processing and verifications	\$_____
Total Fee	\$_____

Applicant has given **written authorization** to run a consumer and/or credit report, including a search of any other public information to evaluate their application to live at _____ Apartments, and use the information contained therein for **no other purpose**, as limited by **federal law**. Applicant has provided for verification acceptable forms of the identification to confirm applicant's identity.

Applicant

Management Representative

¹ Owner/Manager does not waive the issue of whether this notice is its legal obligation, but provides such notice to protect the legal right, if any, of the consumer thereto