

WOLFE & ASSOCIATES ~ PROPERTY SERVICES

173 CHAPEL STREET, SANTA BARBARA, CA. 93111 TEL: (805) 964-6770 FAX: (805) 964-8047 WWW.RLWA.COM

Isla Vista Rental Application

Before submitting applications, please be aware of the following:

We require at least one complete application per bedroom (e.g. if one of your choices is a 3 bedroom unit, you must have at least three completed applications). Completed applications include:

- A rental application completed by the person who will be living in the apartment. A copy of a photo ID of the applicant.
- **A Guarantor Rental Application, Third Party Guarantee Form** completed by each applicant's cosigner. A copy of a photo ID of the cosigner.
- **\$20 application payment in cash or money order.**

Applications are accepted on a first qualified, first served basis. All applications are date and time stamped accordingly. It is our goal to provide you with a decision within 24 hours of having submitted your applications. Some properties require you meet with the owner; this may take more time.

Your top 3 choices should be included on your application, in order of priority, with the specific unit number listed for each choice. Feel free to list more than three choices if desired. Each person in a group must have the same choices listed. **NOTE:** Applications listing only a property address with no specific unit number will not be accepted, unless it is a house.

Once again, we will not accept any incomplete applications. Sorry, no exceptions.

When submitting applications, you will be asked to designate a "contact person", or group representative. We will ask your group's contact person to fill out a "contact slip" with his or her phone number so we can inform them of the status of the application (please be sure that the designated contact has an answering machine). Applications will be filed by your contact's last name, so it is important that everyone in your group knows who your contact person is.

Only one person is required to submit your group's applications, if the above criteria are met.

Once approved for an apartment, you will have **24 hours** from the day you were contacted to set an appointment to sign the lease. You must sign the lease within **3 days** of the day you were contacted. All lease signings will be arranged by appointment only. To sign the lease you will need one person, with a complete application, per bedroom, and the entire security deposit (amount indicated on the rent list). The deposit must be paid in a cashier's check or money order. Eventually, all people who live at the property will need to apply and sign the lease.

Note: Wolfe & Associates is pleased to endorse the A.C.T. (Alcohol Community Tools) program, an online course designed to give participants a better understanding of laws in Isla Vista and responsibilities under the lease agreement (see addendum attached to the application). Go online to www.ACT-California.com and get your ACT Certificate – although not required, it's just one of the ways that you can set your group apart from the rest.

THE APPLICATION PROCESS

PICK UP APPLICATIONS:

Applications can be picked up at our office during business hours 9:00 am to 5:00 pm Monday through Friday and 10:00 am to 2:00 pm on Saturdays. Applications are also available in the lobby at 6657 El Colegio Rd, 6754 Abrego Road and on our website at www.rlwa.com under the “Applications & Forms” tab. **All buildings require a co-signer (guarantor).**

COMPLETE APPLICATIONS:

1. Fill out your Isla Vista Application completely. Be sure to sign your name at the bottom.
2. Have your cosigner complete the Guarantor Rental Application and Third Party Guarantee of Lease Obligation form.
3. Indicate your choices at the top of the application in order of preference. Additional choices may be added on a separate sheet if desired.

TURN IN APPLICATIONS:

1. **We’re accepting applications now!** Approvals are made on a first qualified, first served basis. We will date and time stamp applications when they are received.
2. When turning in your applications you will be asked to designate a specific contact person. Your contact person is the person we will call with approvals or questions about your applications.
3. **Applications for your “group” must be submitted at the same time. WE REQUIRE AT LEAST ONE COMPLETED APPLICATION PER BEDROOM.** Other people who wish to live in the unit will still be required to apply and sign the lease, but may do so at a later date.
4. **Incomplete applications will not be accepted.**
5. There is a **\$20 CASH** application fee for each application.

WAITING FOR AN APPROVAL:

1. It is our goal to provide you with a decision within 24 hours. We will be calling your group’s contact person with approval information. **Please wait for our call!**
2. When approved for a unit, you will have **24 hours** from the date you were called to make an appointment to sign the lease and **3 days** to sign the lease. Lease signing is by appointment only! At the time you sign the lease you will need to **pay the entire security deposit amount** (shown on the rent list). **We require payment in cashier’s check or money order for security deposit.** Sorry, no cash or personal checks are accepted.

We look forward to working with you.

WOLFE & ASSOCIATES ~ PROPERTY SERVICES

www.rlwa.com

ISLA VISTA RENTAL APPLICATION

Property Address 1st Choice _____ Unit _____ Desired Date _____
2nd Choice _____ Unit _____ of Occupancy _____
3rd Choice _____ Unit _____ [] New [] Add On
4th Choice _____ Unit _____ [] June [] September

(Please fill out this application carefully and completely.)

Name of Applicant _____ Phone (____) _____ E-Mail _____
(Last) (First) (MI)
Social Security or ITIN # _____ Driver's License # _____ State _____ Date of Birth ____/____/____
Attending School [] yes [] no Name of School _____ Perm or Student ID # _____

Other Occupants _____

Cosigner's Name _____ Cosigner's Phone (____) _____

Current Employer _____ Starting _____ Ending _____
(mo/yr) (mo/yr)
Address _____ Phone (____) _____ Ext. _____
Position _____ Wage \$ _____ per _____

Other Income/Financial Aid _____ Amount \$ _____ per _____

Present Address / Mailing Address

Address _____
(Street) (Unit) (City) (State) (Zip)
From _____ to _____ Reason for leaving _____
(mo/yr) (mo/yr)
Owner/Agent/Manager _____ Phone (____) _____

Previous Address

Address _____
(Street) (Unit) (City) (State) (Zip)
From _____ to _____ Reason for leaving _____
(mo/yr) (mo/yr)
Owner/Agent/Manager _____ Phone (____) _____

Bank _____ Branch _____

Automobile-Make _____ Color _____ Year _____ State of Registry _____ License Number _____
Legal Owner _____ Address _____
(City) (State)

Name of Emergency Contact _____ Relationship _____
(Street) (City) (State) (Zip) Phone (____) _____

Parents/Permanent Address

Address _____ Phone (____) _____
(Street) (Unit) (City) (State) (Zip)

Have you ever received a request to vacate, or been evicted from any rental property in the last five years? [] No [] Yes If so, please give details: _____

Do you have any pets? _____ How many? _____ Please describe _____

Have you ever not received your full deposit back in the last five years? [] No [] Yes If so, please give details: _____

Application Fee - \$20.00 per application. (cash only) An itemized receipt of processing fees is available upon request. We charge a report fee so that we can verify credit, legal and rental history. "No history" reports are different from "bad reports" and will not necessarily cause your application to be rejected. Your signature below authorizes Wolfe & Associates, Property Services to obtain any information concerning this application and any current or subsequent extension of credit and to release any information needed to verify the information presented in this application.

Applicant represents that above information is true and correct and hereby authorizes investigation and verification of information supplied by applicant via methods which may include, but are not limited to, resident screening and credit checking. Signature also affirms that the applicant has read and understands and agrees to abide by the Wolfe & Associates, Property Services Renting Policies included with this application.

Signature of Applicant: _____ Signature of Owner/Agent: _____
Date Date

WOLFE & ASSOCIATES ~ PROPERTY SERVICES

WOLFE & ASSOCIATES ~ PROPERTY SERVICES
Isla Vista Renting Policies & Information

Thank you for your interest in renting an apartment from Wolfe & Associates, Property Services. The following provides a general overview of the renting process. Should you have any questions please call our office at (805) 964-6770 or visit our office at 173 Chapel Street. Applications and application information is also available on our website at www.RLWA.com.

Rental Procedure

1. **Application:** Each prospective resident must complete a Rental Application and have their cosigner complete a Cosigner Credit Application and Third Party Guarantee of Lease Obligation. A copy of a photo identification of the Applicant and the Cosigner must accompany rental application.
2. **Application Fees:** At the time of submission, a processing fee of \$20.00 per application must be paid in **cash**, cashier's check or money order. **Sorry, personal checks are not accepted. The application fee is non-refundable.**
3. **Application Processing:** Incomplete or inaccurate rental applications may delay or preclude the processing of the application. Processing time may also be delayed if rental references are difficult to contact. If the first choice apartment is not available the applicant will be considered for other units at no additional charge for up to thirty days from the date the application was originally submitted.
4. **Lease Signing:** Submitting in this application is not the same as signing the lease. You are not a party to the lease until your application is approved and you have executed the 6-page Lease and House Rules. Approved applications are valid for a period of 60 days.

Rental Qualifications

1. **Cosigners:** All buildings require cosigners. Cosigners must have both, a verifiable income and social security number. Social security information is used for verification and credit reporting purposes only. Documents are stored in a secure location and are destroyed by a professional document destruction company when the file is purged. Cosigners are required to complete and sign a Cosigner Credit Application and Third Party Guarantee of Lease Obligation form.
2. **Employment:** The length of time at a job and/or the stability of other income sources will be considered.
3. **References:** We check previous rental references. If we receive poor references we may deny the application or require a higher security deposit.
4. **Credit:** We reserve the right to obtain credit information on any applicant. Credit checks may include submission to credit rating services such as TRW, Equifax and Trans Union as well as researching any unlawful detainer action against an applicant. No credit history is not necessarily negative. If we receive a poor report we may deny the application. Applicants and cosigners must have valid social security numbers.
5. **Occupancy:** To avoid overcrowding, the number of people that may occupy a rental unit is limited to two (2) people per bedroom. Occupancy may be further restricted by property, owner or building.

Approval/Move-In

1. **Notification:** A contact person will need to be established at the time you submit your applications. We will notify your designated contact person by phone when your application has been approved.
2. **Signing the Lease:** Before you sign the lease the following must be completed:
 - a. The lease must be signed within five days of the date of approval. Commencement of the lease will be set for a specified date or within five days of the date of approval.
 - b. You must have one **approved** applicant per bedroom signing the lease **AT THE SAME TIME.**
 - c. Security Deposit must be paid in full at the time you sign the lease. Payment must be made by cashier's check or money order. Personal checks **will not** be accepted for payment of security deposit.
3. **Responsibility:** All residents and/or co-signers are jointly and severally responsible for any and all charges incurred under the terms and conditions of the rental agreement.
4. **Rent:** Rent will begin on the lease commencement date. Monthly rent payments may be mailed or delivered to our office. Rent is due on the first of each month and is late after close of business on the third day of the month. We do not issue a statement or notification for monthly rent. Late rent is subject to a \$75 late fee per unit. We will accept multiple checks as payment for any unit. Rent payments will be accepted from only those people who are parties to the lease agreement. A three-day notice is sent to units with outstanding balances after the 3rd day of each month. A \$40 three-day notice fee will apply when notice is served. Post dating of checks is not permitted.
5. **Keys:** Keys are to be picked up on the lease commencement date or any day thereafter. You will receive a move-in packet at that time. The packet will include an Inventory and Condition Report, which allows you to document the condition of your apartment. Also included is our 24-hour maintenance emergency number, a list of useful telephone numbers and a UCSB housing survival guide.
6. **Pro-rate:** Regardless of the number of days during the month, pro-rated rent is calculated by dividing monthly rent by 30. The resulting number (the daily rate) is then multiplied by the number of days the unit will be occupied in the pro-rated month(s).
7. **Pets:** No pets are permitted.

Wolfe & Associates, Property Services does not discriminate on the basis of race, color, creed, national origin, marital status, age, sex, source of income, sexual orientation or any other form of discrimination prohibited by law.

Cosigner Credit Application and Third Party Guarantee of Lease Obligation

Cosigner's Name _____ Phone (____) _____ E-mail Address _____
 Address _____ Relationship to applicant _____
(Street) (City) (State) (Zip)
 Social Security # _____ Driver's License # _____ Date of Birth _____
 Employed by _____ Position _____ Salary \$ _____
 Employer's Address _____ Phone (____) _____
(Street) (City) (State) (Zip)

Whereas, Wolfe & Associates, Property Services (hereinafter "Lessor") is the rental agent for owner; and whereas, the following guarantor _____ for _____ (hereinafter "Lessee") have indicated collectively their wish to enter into a Lease or Rental Agreement (hereinafter "Lease"); and whereas, said Lease was executed for the _____;

(Lease Date)

and whereas, the Lease affects certain real property located in the area/city of Isla Vista, CA; and whereas, the under-signed Guarantors have interceded on behalf of Lessee and requested of Lessor that Lessor enter into a lease with Lessee; and whereas, Lessor has entered into said Lease as a consequence of and in consideration for a Guarantee by the undersigned (hereinafter "Guarantor") concurrently committing to all of Lessee's obligations under said Lease/Rental Agreement, and guaranteeing the same, now, therefore, it is hereby agreed, contracted, covenanted and guaranteed as follows:

1. The undersigned Guarantor shall be legally bound, jointly and severally, and shall herewith unconditionally guarantee to the Lessor, the full and faithful performance by Lessee, its successors or assigns, without limitation, all of the obligations of the Lessee under said Lease, including but not limited to payment of rent and all other charges required to be paid and performed by Lessee under the terms of said Lease.
2. The undersigned Guarantor does hereby name, designate and appoint Lessee as his or her agent for all purposes, including but not limited to receipt of demands for performance, notices of not-performance, protests, notices of protest, notices of dishonored checks, notices of acceptance of this Guarantee, notices or rent increases, and any changes which may, from time to time, be made in the provisions, covenants, and conditions of the underlying Lease.
3. The undersigned Guarantor does hereby waive any requirement for personal receipt of such notices, demands, or protests, and agrees that service of the same upon Lessee shall be deemed full and complete constructive service upon Guarantor.
4. Guarantor further agrees that the Lessor may, without notice, assign this Guarantee, in whole or in part, and may further assign, in whole or in part, the underlying Lease. The obligations of the undersigned Guarantor shall continue in full force and effect in the event the Lessee assigns its obligations under the Lease, or sublease the premises, and the Guarantor's obligations hereunder shall continue in full force and effect unless and until a signed written release of Guarantor's obligations has been obtained from Lessor, or its successors or assignees. It is specifically understood and agreed that, in the event any action or proceeding in equity or at law is brought to construe or enforce the terms and conditions of the underlying Lease, or of this Guarantee, or to determine the validity thereof, the prevailing party in such action or proceeding shall be entitled to recover all court costs and reasonable attorneys' fees in an amount to be fixed by the Court and taxed as a cost therein, together with any reasonable attorneys' fees and expenses incurred in enforcing or collecting upon any Judgment obtained in such proceeding affecting the underlying Lease or this Guarantee.
5. It is further understood and agreed upon that Guarantor's obligations under the terms of this Guarantee shall include any attorneys' fees and costs awarded in such legal proceeding which may be brought to construe or enforce the terms and conditions of the underlying Lease or this Guarantee, or to enforce or collect upon a Judgment obtained, and the Guarantor may, at the option of the Lessor, be named as a defendant in such proceeding. However, in all events Guarantor shall be bound by the findings, rulings and Judgment obtained in such proceeding, whether the undersigned Guarantor is named as a defendant or not.
6. The undersigned agree that all of their obligations under this Guarantee are independent of the obligations of Lessee under the Lease and that a separate action may be brought against the undersigned whether or not an action is commenced against the Lessee under the Lease.
7. This Guarantee shall inure to the benefit of, and shall be binding upon, the respective successors and assigns of the Lessor named in said Lease, and of the undersigned.
8. Your signature below authorizes Wolfe & Associates to obtain or verify any information concerning this application and any current or subsequent extension of credit and to release any information needed to verify the information present in this application. You are hereby notified that a negative credit report reflecting on your credit record may be submitted to one or more credit reporting agencies if the terms of the rental agreement or credit obligations are not fulfilled in any way. This is the only notice you will receive in this regard.

In Witness Whereof, the undersigned have executed this individual Guarantee on the date set forth opposite their respective name.

Signature of Guarantor (as listed above in Space #1): _____
Guarantor/Cosigner's Signature
Date

Signature of Lessor: _____
Wolfe & Associates, Property Services
Date

MODIFICATIONS OF THIS FORM WILL NOT BE ACCEPTED. PLEASE CONTACT OUR OFFICE SHOULD YOU HAVE ANY QUESTIONS.
 Documents are stored in a secure location and are destroyed by a professional document destruction company.
Please submit a copy of a photo identification with this form.