

ARBOR RIDGE APARTMENTS

Leasing Office
330 E Enos Drive
Santa Maria, CA 93454
phone: 805.922.3364
fax: 805.925.4427
email: staff@arborridgeapartments.com

How to secure an apartment:

1. Each proposed occupant (18 years and older) needs to fill out an application
Please Note: Only COMPLETED applications will be accepted- Applicants must provide proof of income +/- or provide sufficient savings to cover rent during the lease term plus a valid driver's license or other legal form of identification. PLEASE ATTACH 3 MOST RECENT PAY STUBS ALONG WITH YOUR APPLICATION.
2. Completed applications can be submitted by the following:
 1. email: staff@arborridgeapartments.com
 2. fax: 805.925.4427
 3. drop off or mail to the Leasing Office along with application fee:
330 E. Enos Drive
Santa Maria, CA 93454
3. There is a \$45 application fee for each applicant
Please Note: NO CASH/CREDIT- DEBIT CARD – Cashier's Check or Money Order Only (please use black or blue ink only)
4. Wait for approval-The process usually takes 2-5 business days
5. Once your application has been processed- you will be informed if you have been approved or denied- if approved, you will have 48 hours to bring in the designated security deposit.
Please Note: NO CASH/CREDIT-DEBIT CARD – Cashier's or Money Order Only (please use black or blue ink only)

Make all payments payable to: **Arbor Ridge Apartments**

Arbor Ridge Apartments strives to be a quiet and peaceful community

Pets are allowed with the following:

Property Manager's written approval of a pet – Limit (1) per unit

Additional deposit of \$1000.00

Additional rent of \$20 for dogs

Some breed restrictions may apply – please contact us for further information

Please Note: NO VISITING PETS ARE ALLOWED WITHOUT MANAGEMENT APPROVAL

Please Note: prices and policies are subject to change



ARBOR RIDGE APARTMENTS

Dear Applicant:

Welcome to Arbor Ridge Apartments. We appreciate your taking the time to visit our property.

We have written this letter to outline the established guidelines for considering prospective residents. All applicants will receive the same consideration and be judged by the same criteria in the process of determining their eligibility.

IT IS THE POLICY OF ARBOR RIDGE APARTMENTS NOT TO DISCRIMINATE AGAINST ANY PERSON BECAUSE OF RACE, COLOR, RELIGION, SEX, HANDICAP, FAMILY STATUS OR NATIONAL ORIGIN IN THE RENTAL OF HOUSING OR UPON ANY OTHER BASIS PROHIBITED BY LAW.

IT IS ALSO THE POLICY OF ARBOR RIDGE APARTMENTS TO ALLOW ANY RESIDENT, AT THE EXPENSE OF THE RESIDENT, TO REASONABLY MODIFY THE EXISTING PREMISES OCCUPIED, OR TO BE OCCUPIED, BY A HANDICAPPED PERSON.

In order to be approved as a resident of Arbor Ridge Apartments, each applicant must:

- Be of legal age. Each adult (18 years of age and older) must produce a valid driver's license (or other legal form of identification).

Each adult must completely fill out an "Application to Rent". There may not be any blanks remaining for an application to be considered. Falsified or inconsistent information on any application shall be cause for rejection.

A non-refundable application and credit verification fee of \$45.00 per applicant must be paid at the time of application. **CASHIERS CHECK OR MONEY ORDER ONLY**

The Application to Rent, research conducted to verify the application information, and any credit report obtained on the applicant(s) will be used to determine if, in our judgment, it appears the prospective resident(s):

- a) Can and will pay the rent;
 - b) Respect the neighbors; and
 - c) Take care of the property.
- Have a good credit history. Bankruptcy within four years and/or any credit history within the last three years that includes any outstanding unpaid judgements, repossessions, defaults on a loan, unpaid collection amounts, unlawful detainers, foreclosure, or other delinquent credit history will be grounds to deny the application.
 - Have a good previous rental history. Involvement in an eviction action, a broken lease agreement, adverse payment history or negative rental reference may be cause for denial. Applicant(s) must have lived in his/her residence for a minimum of 6 months. A 2 year rental history must be given and address listed must be listed with credit agency will also be verified.
 - Have a stable employment/income history. Please include three most recent paystubs or previous year tax returns. Gross monthly income must be equal to or exceed 3 times the monthly rental rate. Applicant(s) must have verifiable employment/income for 6 months or more. If starting a new position, applicant(s) must have verifiable employment for at least 6 months or more prior to starting the new position. People residing together may combine their income. Income from any lawful and verifiable source may be included. Unemployed applicants must provide sufficient savings to cover rent during the lease term. Alimony or child support payments must be verified with court documentation.
 - **Applicants with a criminal history are not qualified.**
 - Pay all move in costs by money order or bank cashiers check. Agreed upon move in costs consist of the following:

The application and verification fee;

Rent. If you do not move in on the first of the month, the rent will be prorated for the remaining days in the month. If there are 7 or fewer days remaining in the month that you move in, you must also pay the full rent due for the



following month at the time of move in. Any rent concessions will be credited against the first full month's rent that you are obligated to pay; and

Security Deposit.

Please note: Failure to meet our criteria will result in the rejection of your application to rent.

Reasonable occupancy standards are as follows:

One bedroom apartment	2 persons
Two bedroom apartment	4 persons
Three bedroom apartment	6 persons

Plus ONE per apartment

Again, thank you for considering Arbor Ridge Apartments as your new home.

I have read and understand the criteria upon which my application to rent will be considered.

(Applicant's Signature)

(Date Signed)

by: _____
(Please print your full name)

ARBOR RIDGE APARTMENTS

by: _____
(Representative's Signature)

If your application is denied due to a negative credit report, it is your right to request and obtain a copy of that report. You must make your request in writing to:

**TRANS UNION CONSUMER RELATIONS
760 Sproul Road
P.O. BOX 390
Springfield, PA 19064-0390**

TELEPHONE: (800) 752-7290

**Consumer disclosures can be obtained online through TransUnion at:
<http://www.transunion.com/direct>**



ARBOR RIDGE APARTMENTS

House Rules

Professional Management

Arbor Ridge Apartments is professionally managed by BCC Corporation. Here at Arbor Ridge we are committed to providing a high level of service to all of our residents. **Office Hours: Monday-Friday / 9am-5pm**

Please Note: The office does close for national holidays. The phones are answered by a professional answering service whenever we are out of the office. The appropriate employee will be contacted in the event of an emergency.

Rental Payment

As per the lease agreement, rent is due on the first day of every month. Rent will be accepted until 5pm on the fifth of each month, by cashier's check, money order or Resident's personal check. For the safety of our personnel, **we do not accept cash in our office**. After one returned check, we reserve the right to require rental payments by certified funds. Outstanding rent on the 6th of the month will be filed for nonpayment eviction. **Please Note: We can only accept checks written in blue or black ink**

Resident Privacy

BCC Corporation will not provide any personal or credit information about residents to any individual. With written permission from the resident, we will verify credit history.

Insurance

BCC Corporation urges all residents to obtain Renter's insurance to cover loss of Resident's personal belongings in the event of theft, fire smoke, water damage and the like. BCC Corporation makes no recommendation for a particular company. The final decision about the agent, carrier and policy limits is your own.

Move-in/Move-out

All moving is to be done during the hours of 8:00am and 10:00pm. Please break down all boxes BEFORE placing them into the dumpster.

Door and Postal Keys

You will be given the appropriate number of keys on your move-in date. You can request in writing, a change of lock for your apartment or mailbox. The cost is \$25.00 per door and \$10.00 per mailbox. The lease agreement prohibits residents from changing or altering the locks provided or installing additional locks.

Replacement Keys

If lost, you can purchase a copy of your apartment, mail or laundry room key for the following amounts:

\$10.00* each for apartment, mail key

\$50.00* each for laundry room key

*Prices are subject to change

Skateboards, Bicycles and Motor-Driven Vehicles

The use of skateboards, bicycles, scooters, roller blades/skates and the operation of motor-driven vehicles are prohibited within the property of Arbor Ridge, including but not limited to walkways, sidewalks and parking lots.

Parking*

Due to the limited amount of parking spaces available, strict parking enforcement is in place. Two (2) parking spaces per apartment are provided.

Pets

Pets are subject to approval by management and require an additional deposit of \$1000.00. Limit two (2) pets per unit.

Please note: A dog will require additional rent of \$20 per month

NO VISITING PETS ALLOWED WITHOUT MANAGEMENT APPROVAL

Please note: prices and policies are subject to change

Home Décor and Housekeeping

Window coverings have been provided for your windows. All window covering must appear white from the exterior of the building. Aluminum foil may not be placed on the windows. Beer caps, liquor bottles or other containers shall not be displayed in or about the apartment.

Water furniture is only permitted on the ground floor of the building with proof of insurance.

Your patio or balcony not only reflects your housekeeping, it has a direct impact on the overall appearance of our community. Please do not place clothes, linens, mops, trash, appliances, interior furniture or other items for storage on your patio or balcony.

If you fail to remove such items after a warning is issued, maintenance will remove these items and you will be charged a removal fee.

Screens

Screens are to remain on the windows at all times. If a screen is off the window without permission from a staff member, the resident will be subject to a \$25.00 charge.

Plumbing

Never place items such as cooking grease, feminine products, paper towels, napkins, cat litter, bones or utensils in disposals, drains or toilets. Doing so will result in costs to you if such items are found during repairs.

Exterminating

Your home is periodically scheduled for service. We require your cooperation in the process because one apartment in the building can cause a problem for the entire building. If you have a respiratory or allergy problem, upon written request of your physician, chemicals such as those used in hospitals can be used in your apartment. If you disrupt or prevent the service, you can be charged an exterminating fee of \$25.00.

If your home needs extermination before the next scheduled date, please advise the management office in writing.

Maintenance Replacement Items

Some smoke detectors are battery powered. The batteries should be replaced when the unit chirps. Replacement batteries may be available through the office for a nominal fee. If a fire extinguisher is provided in your unit, please contact the office if replacement is necessary.

Barbeque Grills

Barbeque grilling must be prohibited anywhere within 10 feet of any building. Deep fryers and Smokers are never permitted on the property at any time.

Satellite Dishes

These are subject to approval and may require a deposit, proof of liability insurance policy and a signed satellite dish agreement.

Phone and Cable

We will provide one (1) working phone jack and one (1) working cable jack for each apartment.

I have read and understand the House Rules:

Applicant's Signature: _____ **Date:** _____

APPLICATION TO RENT

Tenant
 Guarantor

(All sections must be completed) **Individual applications required from each occupant 18 years of age or older.**

Last Name		First Name		Middle Name		Social Security Number or ITIN	
Other names used in the last 10 years				Work phone number ()		Home phone number ()	
Date of birth		E-mail address				Mobile/Cell phone number ()	
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 \$ /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: List all in addition to yourself	Name			Name			
	Name			Name			
	Name			Name			
Do you have pets?	Describe			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 ()		
	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 ()		
	City, State, Zip				Name of your supervisor/human resources manager		
Other income source		Amount \$		Frequency			
Other income source		Amount \$		Frequency			



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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 selling, distributing or manufacturing illegal drugs? _____

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, 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.

Owner/Agent will require a payment of \$45 _____, 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 \$27.85 _____
2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) \$17.15 _____
3. Total fee charged \$ 45 _____

The undersigned is applying to rent the premises designated as:

Apt. No. _____ Located at _____ 330 E. ENOS DR SANTA MARIA, CA 93454 _____

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) _____



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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 \$45 _____ from the undersigned, hereinafter called "Applicant,"
(Date)

who offers to rent from Owner/Agent the premises located at:

_____ 330 E. ENOS DR. _____, Unit # (if applicable) _____
(Street Address)

_____ SANTA MARIA _____, CA _____ 93454 _____
(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, social security number verification, fraud warnings, previous tenant history and employment history.

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	\$ _____ 27.85
2. Cost to obtain, process and verify screening information (may include staff time and other soft costs)	\$ _____ 17.15
3. Total fee charged (cannot exceed the amount fixed by law)	\$ _____ 45.00

Date Applicant

Date Owner/Agent

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



California Apartment Association Approved Form
www.caanet.org
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