

**name** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
first middle last date of birth

**SSN** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **driver's license number / state** \_\_\_\_\_ / \_\_\_\_\_

**phone** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **email** \_\_\_\_\_

**current address** \_\_\_\_\_  rent  own  
street & apt.#

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
city state zip

**landlord if renting** name \_\_\_\_\_ phone \_\_\_\_\_ - \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
rented from date to date

**children under 18** name \_\_\_\_\_ age \_\_\_\_\_ name \_\_\_\_\_ age \_\_\_\_\_

**pets**  yes  no \_\_\_\_\_ **are vaccinations current**  yes  no  
type/breed weight in lbs

**vehicle(s)** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
make & model / year tag no. / state make & model / year tag no. / state

**emergency contact** first name \_\_\_\_\_ last name \_\_\_\_\_ relationship \_\_\_\_\_ phone \_\_\_\_\_ - \_\_\_\_\_

**have you ever had an eviction served on you**  yes  no **convicted of a felony, federal, or violent crime**  yes  no

**employed currently**  yes  no \_\_\_\_\_ supervisor/manager name \_\_\_\_\_  
company

**work phone** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **\$** \_\_\_\_\_  weekly  annually \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
income date of hire

Applicant represents that all of the statements and representations are true and complete, and hereby authorize CAPS (Carlton Asset Protection & Security) to verify the above information, references, income, financial statements, and credit history. Applicant understands that an investigative consumer report including information about character, credit history, general reputation, personal characteristics, mode of living, and all public record information including criminal records will be made. Applicant agrees that false, misleading, or misrepresented information may be the result of the application being rejected, and void all lease/rental agreements and will be grounds for immediate eviction with loss of all deposits and any other penalties as provided by the lease terms if any. Applicant authorizes verification of all information by the landlord and/or management company. Applicant has the right to make a written request within a reasonable time period to receive additional, detailed information about the nature and scope of the background screening report.

**NON REFUNDABLE APPLICATION FEE:** Applicant(s) has paid the sum of \$\_\_\_\_\_.00 to the property manager as a NON REFUNDABLE APPLICATION FEE for costs, expenses, and fees in processing the application.

**HOLD DEPOSIT AGREEMENT:** Applicant has deposited a HOLD DEPOSIT of \$\_\_\_\_\_.00 in consideration for taking the dwelling off the market while the application is being processed. If the applicant is approved by the property manager and the lease is entered into and possession of the residence is occupied by the applicant(s), the hold deposit shall be applied toward the security/damage deposit. If applicant(s) is approved the hold deposit becomes non refundable if tenant fails to enter into a lease and or take possession of the residence. The hold deposit shall be refunded only if the applicant(s) is not approved. Keys will be furnished only after the lease and other rental documents have been properly executed by all parties and only after applicable rental and security deposits have been paid. This application is preliminary only, and in no way implies that a particular rental property shall be available and in no way obligates landlord or management to execute a lease or deliver possession of the premises.

**I have read and agree to the above terms**

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
signature of applicant date

**office use only** security deposit \$ \_\_\_\_\_  
 pet deposit \$ \_\_\_\_\_  
 credit fee \$ \_\_\_\_\_

**amount paid with application \$** \_\_\_\_\_  
 balance of deposit due \$ \_\_\_\_\_  
 first month rent \$ \_\_\_\_\_  
**total due before move-in \$** \_\_\_\_\_

received by \_\_\_\_\_  
 approved by \_\_\_\_\_

community \_\_\_\_\_  
 apt# \_\_\_\_\_  
 rent \$ \_\_\_\_\_  
 apt type \_\_\_\_\_  
 terms of lease \_\_\_\_\_  
 move-in date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 background check \_\_\_\_\_  
 photo ID \_\_\_\_\_

## A Summary of Your Rights Under the Fair Credit Reporting Act

*Para información en español, visite [consumerfinance.gov/learnmore](http://consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.*

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - o a person has taken adverse action against you because of information in your credit report;
  - o you are the victim of identity theft and place a fraud alert in your file;
  - o your file contains inaccurate information as a result of fraud;
  - o you are on public assistance;
  - o you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

### **CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE**

**You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization.** The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer’s credit file. Upon seeing a fraud alert display on a consumer’s credit file, a business is required to take steps to verify the consumer’s identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:**

TYPE OF BUSINESS:	CONTACT:
1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates	a. Consumer Financial Protection Bureau 700 G Street, N.W. Washington, DC 20552
b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFP	b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above:	
a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050
b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act.	b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480
c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings assoc	c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106
d. Federal Credit Unions	d. National Credit Union Administration Office of Consumer Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590
4. Creditors Subject to the Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423
5. Creditors Subject to the Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200 Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580(877) 382-4357

## California Resident Notice **Applicant must check one of the following**

- I certify that I am not an applicant applying to live in California or a resident of California.
- I certify that I am an applicant applying to live in California or a resident of California.

### **Notice regarding background investigation pursuant to California law**

The Property Manager intends to obtain information about you from an investigative consumer reporting agency and/or a consumer credit reporting agency for tenant screening purposes. Thus, you can expect to be the subject of "investigative consumer reports" and "consumer credit reports" obtained for tenant screening purposes. Such reports may include information about your character, general reputation, personal characteristics and mode of living. With respect to any investigative consumer report from an Investigative Consumer Reporting Agency ("ICRA"), the Property Manager may investigate the information contained in your lease application and other background information about you, including but not limited to obtaining a criminal record report, verifying references, work history, your educational achievements, licensure, and certifications, your driving record, and other information about you, and interviewing people who are knowledgeable about you. The results of this report may be used as a factor in making tenant screening decisions. The source of any investigative consumer report (as that term is defined under California law) will be CAPS [Carlton Asset Protection & Security], 1818 N 15th St, Tampa, FL 33605, Phone: 866-639-0581, Fax: 866-639-0581. The source of any credit report will be CAPS [Carlton Asset Protection & Security], 1818 N 15th St, Tampa, FL 33605, Phone: 866-639-0581, Fax: 866-639-0581.

The Property Manager agrees to provide you with a copy of an investigative consumer report when required to do so under California law.

Under California Civil Code section 1786.22, you are entitled to find out from an ICRA what is in the ICRA's file on you with proper identification, as follows:

- In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The ICRA may not charge you more than the actual copying costs for providing you with a copy of your file.
- A summary of all information contained in the ICRA's file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
- By requesting a copy be sent to a specified addressee by certified mail. ICRAs complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the ICRAs.

"Proper Identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the ICRA require additional information concerning your employment and personal or family history in order to verify your identity.

The ICRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection.

You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person's presence.

- I acknowledge receipt of the notice regarding background investigation pursuant to California law and certify that I have read and understand this document.**

## Acknowledgment & Authorization

In connection with my rental application, I authorize the Property Manager to order a "consumer report" about me. The consumer reporting agency who will be conducting such checks is CAPS [Carlton Asset Protection & Security], 1818 N 15th St, Tampa, FL 33605, Phone: 866-639-0581, Fax: 866-639-0581.

I acknowledge the consumer report may contain information concerning my character, general reputation, personal characteristics, mode of living, and credit history/standing. The types of information that may be ordered include, but are not limited to: social security number verification; criminal records check (as allowed by law); verification of prior employment; and credit reports.

Selection criteria that may result in denial of my rental application includes: criminal history (as allowed by law); previous rental history; credit history; or failure to provide accurate or complete information on the application form.

I agree the Property Manager may rely on this form to order consumer reports throughout my tenancy without asking me for my authorization again as allowed by law. I also agree that a copy of this form is valid like the signed original. I certify that all of the personal information I provided is true and correct.

Signing this acknowledgment indicates that you have had the opportunity to review the landlord's tenant selection criteria. The tenant selection criteria may include factors such as criminal history (as allowed by law), credit history, current income, and rental history. If you do not meet the selection criteria, or if you provide inaccurate or incomplete information, your application may be rejected and your application fee will not be refunded.

**California applicants only:** Please check this box if you would like to receive a copy of your consumer report if one is obtained by the Property Manager at no charge whenever you have a right to receive such a copy under California Law.

**Washington State applicants only:** You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

**I understand that by checking the "I agree" box below, signing my name and the last four digits of my Social Security Number or User ID, I am agreeing to the following:**

- I am authorizing CAPS [Carlton Asset Protection & Security] to conduct the background check(s) described above
- I have read and understand the above disclosure
- I acknowledge I may request a hard copy of this Disclosure and Authorization form after agreeing to the background check electronically by calling CAPS [Carlton Asset Protection & Security] at Phone: 866-639-0581, Fax: 866-639-0581.

I agree

\_\_\_\_\_  
printed name of applicant

\_\_\_\_/\_\_\_\_/\_\_\_\_  
date

\_\_\_\_\_  
signature of applicant

\_\_\_\_\_  
Last four digits of your Social Security Number/User ID