

SAMPLE FORMS, LETTERS, AND AGREEMENTS

The following pages contain samples of the Forms, Letters, and Agreements. They are in Microsoft Word®. They require Microsoft Windows® and Microsoft Word®, version 95 or higher.

Many of the forms, letters, and agreements are in a “forms toolbar mode.” You can tab from field to field to put in the information. You need to “unprotect” them to work on them. The Product Instructions outline how to use the forms toolbar and there is more information in “Help.”

Please note: the forms, letters, and agreements use “RES” and “Real Estate Services, Inc.” as company names – these names can be easily changed in moments by using the “find and replace” tool in Microsoft Word®.

RES RENTAL APPLICATION

Name				
Home #		Work #		Cell #
Property to rent				
Application date		Date you want rent to begin		

To apply, the following is required:

- Each person, 18 years of age and over, must fill out a complete Real Estate Services, Inc. (RES) application.
- RES supports Fair Housing Laws and is an Equal Opportunity Employer.
- Applicants must have current identification in the form of driver's license, state ID, military ID, or passport.
- Note: properties cannot be held for long periods of time
- Applicant is required to fill out both pages and sign the second page.
- A \$00.00 application/processing fee in cashier's check or money order must accompany this application
- An application/processing fee is required to process applications, no exceptions
- RES reviews income, credit, rental, or home ownership to qualify applicants – please read the RES Application Instructions. If you do not have a copy of the Application Instructions, please ask RES for one.
- Applicants must list all intended residents below.
- RES requires listing of all animals/pets of any size, kind, or type. If you have an animal/pet, contact RES to find out if this property can have animals/pets.
- If the owner allows animals/pets in the property, there is an increase in the security deposit of \$000 per pet/animal.
- Disclose vehicles of any size, kind, or type. Each property has vehicle limitations; inquire at RES.
- RES generally processes applications in 3-5 business days, but applications can take longer if more information is required from the applicant or there is difficulty obtaining a reference for the applicant.
- RES and/or the owner must approve all pets, and if the owner allows a pet, an increase to the deposit is required for each pet.
- An increase in deposit, determined by the owner of the property, is required for animals, whether they are considered an "inside or outside" animal by the applicant. To find out what pets are acceptable for the property desired, inquire at the RES office.
- Disclose all water-filled furniture. Applicant must obtain an insurance policy for water-filled furniture, within ten (10) business days.

If RES approves applicant:

- If approved, to hold a property and refuse other applicants, RES requires the first month's rent and security deposit paid in certified funds and the rental agreement signed.
- All persons 18 and over must sign the rental agreement, and supply a current ID at time of signature. A signature is required of any approved cosigner as well.
- If RES approves the applicant and the applicant defaults on the requirements of renting a property, RES reserves the right to deny this application.
- If approved, the applicant must complete a walk through inspection prior to occupancy.

If RES denies the applicant:

- RES will notify applicants of denial as soon as practical.

List names (first and last) and ages of all prospective tenants, INCLUDING YOU

Name	Age	Name	Age	Name	Age

To complete application, please turn to the page 2
Incomplete and/or unsigned applications will NOT be processed

RES RENTAL APPLICATION, PAGE 2

THE FOLLOWING INFORMATION ON THIS PAGE IS REQUIRED IN ORDER TO PROCESS THE APPLICATION					
Full name		Other last names			
Home phone		Nicknames			
Work phone	Cell phone	Social Sec. #			
Birth date		Driver's license #			
Please answer all of the following questions					
List all pets and types of pets:			Do the pets have current vaccinations? (yes) (no)		
List type and breed for all pets:					
Will you have water-filled furniture?	(yes)(no)	If so, specify			
Have you ever declared bankruptcy?		If so, when, why			
Do you have a previous eviction?		If so, when, why			
Have you ever refused to pay rent?		If so, when, why			
Ownership or Landlord History					
Current address		Previous address			
Current city		Previous city			
Current state		Previous state			
Current zip		Previous zip			
Rent or own?	How long?		Rent or own?	# Years	
Landlord name		Landlord name			
Landlord telephone #		Landlord telephone #			
Reason for leaving		Reason for leaving			
Income: (supply documentation for all income)					
Current employer (if a new employer, submit a letter of employment from the company with details)					
Employer name		Supervisor name			
Employer work #		# of years employed			
Human resources #		Position		F/T or P/T	
Work address		Salary per month \$			
Other Income		Amount \$			
Other Income		Amount \$			
Previous Employer (Employers older than five years do not need to be supplied)					
Previous employer		Supervisor name			
Employer Wk. Ph		# of years employed			
Human resources #		Position		F/T or P/T	
Work address		Salary per month \$			
Other income					
Income source		Total monthly income \$			
Income source		Total monthly income \$			
Income source		Total monthly income \$			
Vehicle information (list ownership of cars, trucks, vans, trailers, boats, RV's, motorcycles, motor bikes, etc.)					
# of Vehicles		Make and license #			
Make and license #		Make and license #			

I, the **UNDERSIGNED APPLICANT**, affirm that the information contained in this two-page application is true and correct, and I authorize Real Estate Services, Inc., to verify all information contained in this application. Misstatements, either false or incorrect are reason for denial of occupancy. I also understand that if I rent from Real Estate Services, Inc., and I fail to fulfill my obligations, RES can submit a negative credit report reflecting my rental history to a credit-reporting agency. I understand this application is the property of Real Estate Services, Inc.

APPLICANT SIGNATURE	DATE:
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Submit application to **Real Estate Services, Inc.**
 1956 Andover Lane
 Lincoln, CA 95648

Bus: (916) 408-4400
Fax: (916) 405-4455
Email: info@RES.com



1956 Andover Lane • Lincoln, CA 95648 • Bus (916) 408-4400 • FAX (916) 408-4455
info@RES.com • www.RES.com

May 3, 2008

Name
Address
State City Zip

Re: Extension of notice to vacate

Dear Salutation:

This is in response to your request for an extension of your notice to move from original date of move out to new date of move out. The extension is acceptable as long you meet the following requirements:

- The rent must be paid in full until date of vacancy and the new amount due until that time is \$amount.
- You will need to have the property completely empty and ready for inspection by the new date of new date.
- You will need to schedule your walk-through for the new date of new date as soon as possible and at least one week prior to vacancy. If you have previously scheduled a walk-through, please call for a new appointment as soon as possible
- The details of how to prepare the property are the same as in the letter we sent to you dated date 30 day letter was sent, with the exception of the move out date and rent due.

Thank you for keeping us informed regarding your move. If you have any questions, please do not hesitate to call. We look forward to hearing from you regarding your walk-through.

Sincerely,

Property Manager
Property Manager

ATTACHMENT

The following is the Pet Agreement for the Rental Agreement dated date of agreement, for the Tenant(s), all names of tenants, for the property at complete property address.

The Landlord or Landlord's Agent grants the undersigned Tenant permission to keep the following animal/pet(s) and will verify the following information when signing:

TYPE	BREED	NAME	SIZE/COLOR

The undersigned Tenant agrees to the following conditions:

1. The Tenant fully understands any increase paid to the security deposit is NOT a pet deposit. The increased amount is an increased security deposit. In addition, the Tenant fully understands the Landlord can use any part of the tenant's entire security deposit for any damage caused by their pet.
2. The Tenant understands fully that at no time will Landlord or Landlord's Agent refund the increased amount or any part of the original security deposit prior to vacancy, even if Tenant removes the pet, or the pet vacates the property for any reason.
3. The Tenant fully understands they will be responsible for professional carpet cleaning during and after vacancy due to the approval for having a pet on the premises and is to be at the tenants' expense. The Tenant must obtain approval of the carpet cleaning company from the Landlord and/or Landlord's Agent.
4. The Tenant fully understands they are responsible for pest control during and after vacancy, due to approval for having a pet on the premises, and the pest control is to be at the tenants' expense.
5. The Tenant is to keep only the animals specifically listed above and CANNOT substitute any other animal/pet without permission of the Landlord or Landlord's Agent.
6. The Tenant cannot "baby sit" or do any "care taking" of any animal, bird or pets of any nature, for another party on the premises for any friend, relative or acquaintance at any time.
7. The Tenant agrees to keep their pets under control at all times and abide by the County or City codes pertaining to animals and Tenant agrees to keep their pet restrained when it is outside of the dwelling.
8. Landlord, and/or Landlord's Agent, will report any pet left unattended for twenty-four (24) hours or more, or whose health the Tenant's neglect, mistreatment, or their ability to care for the animal to the Animal Control authority or any other appropriate authority. The Landlord and/or Landlord's Agent deems such circumstances an emergency for the purposes of the Landlord's right to enter the Tenant's unit to allow such authority to remove the animal from the premises. The Landlord accepts no responsibility for any pet removed.
9. The Tenant agrees to dispose of their pet's feces properly and promptly. The Tenant also agrees to dispose of all feces properly and promptly even if it is not from their pet.
10. The Tenant agrees not to leave food or water for their pet or any other animal outside the front of the dwelling.
11. The Tenant agrees to keep their pet from causing any annoyance or discomfort to others. Tenant will remedy immediately any complaints made through the Landlord or Landlord's Agent.
12. The Tenant is not to allow their pet to give birth on the property.
13. The Tenant agrees to pay immediately for any damage, loss, or expense caused by their pet.
14. The Tenant guarantees to Landlord or Landlord's Agent the pet(s) listed above have received the appropriate vaccinations, required by governing agencies, including but not limited to, the County, City or State
15. The Tenant agrees that Landlord or Landlord's Agent reserve the right to revoke permission to keep the pet should the Tenant break this agreement.
16. The Tenant agrees to remove the pet if there is any incidence or report of violent behavior of the pets in this agreement.
17. The Tenant agrees to indemnify, defend and hold Landlord or Landlord's Agent harmless from and against all claims, actions, suits, judgments and demands brought by another party due to any activity or damage caused by the Tenant's pet.
18. **ATTORNEY FEES:** In any action or proceeding arising out of this agreement, the prevailing party shall be entitled to reasonable attorney's fees and costs.

Tenant 1 _____
 Tenant 2 _____
 Tenant 3 _____
 Tenant 4 _____

Date _____
 Interpreter _____
 Interpreter _____
 Agent for Landlord _____

Real Estate Services, Inc.