

# SUNSET TERRACE APARTMENTS

1510 Brighton Ave / 1534 Brighton Ave  
Grover Beach, CA 93433

phone: 805.541.3856

fax: 805.541.5052

email: [sunsetterracegb@gmail.com](mailto:sunsetterracegb@gmail.com)

## How to secure an apartment:

1. Each proposed occupant (18 years and older) needs to fill out and submit an application\*  
**\*Please Note: Only COMPLETED applications will be accepted on a first come, first serve basis. If an incomplete application is submitted, it can not be processed and will not hold an available unit.**  
-Applicant must provide proof of income and/or provide proof of sufficient savings to cover rent during the lease term  
-Applicant must provide a valid driver's license or other legal form of identification – please attach copy to application  
- Please include three (3) most current paystubs or proof savings - equal to or exceeding 6 months of rent
2. **Completed application and \$45 application fee\* can be submitted by the following:**
  - a) drop off at Sunset Terrace Rent Drop Box - please attach app fee(s)
  - b) drop off or mail to the Leasing Office – please attach app fee(s)  
1262 Murray Street  
San Luis Obispo, CA 93405
  - c) email to: [sunsetterracegb@gmail.com](mailto:sunsetterracegb@gmail.com) –please drop off or mail app fee(s) to Leasing Office
  - d) fax to: 805.541.5052 –please drop off or mail app fee(s) to Leasing Office**\*Please Note: NO CASH/CARD ACCEPTED Cashier's Check or Money Order Only (please use black or blue ink only)**

***Please make all payments payable to: Sunset Terrace***

3. Wait for approval - The process usually takes 2-5 business days
4. 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/CARD ACCEPTED – Cashier's Check or Money Order Only (please use black or blue ink only)**
5. Applicant must have good credit, good rental history and income must equal to or exceed 2.5 times the amount of rent. People residing together may combine their income. Co-signers/Guarantors are accepted for lack of income only (additional application fee(s) may apply).

### FREQUENTLY ASKED QUESTIONS:

**Pet Policy - Pets are allowed with Property Manager's written approval and \$1000 pet deposit; plus \$20 per month pet rent per dog (max 2 animals allowed per unit)**

**Parking - Only one (1) assigned space per unit is provided. However, off-street parking is available for additional vehicles and guests**

**Sunset Terrace strives to be a quiet and peaceful community**

BCC CORPORATION  
Property Management

Leasing Office  
1262 Murray Street  
San Luis Obispo, CA 93405  
phone: 805.541.3856  
fax: 805.541.5052  
email: [sunsetterracegb@gmail.com](mailto:sunsetterracegb@gmail.com)



# SUNSET TERRACE APARTMENTS

1510 Brighton Ave / 1534 Brighton Ave Grover Beach, CA 93433

Dear Applicant:

Welcome to Sunset Terrace Apartments. We appreciate you 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 SUNSET TERRACE 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 SUNSET TERRACE 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 Sunset Terrace 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.

**PLEASE NOTE: NO CASH/CARD ACCEPTED - CASHIER'S 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
- 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 judgments, 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** Gross monthly income must be equal to or exceed 2.5 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.

\*Co-Signer / Guarantors are accepted for lack of income only.

**-APPLICANTS WITH A CRIMINAL FELONY CONVICTION (LESS THAN 7 YEARS OLD) ARE NOT QUALIFIED**



**-PAY ALL MOVE-IN COSTS BY MONEY ORDER OR CASHIER'S CHECK**

Agreed upon move-in costs consist of the following:

- a) APPLICATION AND VERIFICATION FEE
- b) 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 full month's rent that you are obligated to pay.
- c) 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

Plus ONE per apartment

**Again, thank you for considering Sunset Terrace 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:** \_\_\_\_\_

**by:** \_\_\_\_\_  
(please print your full name)

**SUNSET TERRACE 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:

EXPERIAN  
PO BOX 949  
ALLEN TX 75002  
WWW.EXPERIAN.COM

**TELEPHONE: 1.888.397.3742**

**Consumer disclosures can be obtained online through [WWW.EXPERIAN.COM](http://WWW.EXPERIAN.COM)**



# Sunset Terrace Apartments

## House Rules

### Professional Management

Sunset Terrace Apartments is professionally managed by BCC Corporation. Here at Sunset Terrace we are committed to providing a high level of service to all of our residents. All issues can be addressed by email at: [sunsetterracegb@gmail.com](mailto:sunsetterracegb@gmail.com)

**Regular Leasing Office Hours: Monday – Friday / 9am – 5pm** Please note: office hours are subject to change without notice

The office does close for national holidays. If the office is closed in the event of a maintenance emergency, the phones are answered by a professional answering service and the appropriate employee will be contacted.

### Rental Payment

As per the lease agreement, rent is due on the 1st day of every month. Rent will be accepted until 5pm on the 5th 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.** After one returned check, we reserve the right to require rental payments by certified funds. Outstanding rent on the 6<sup>th</sup> of the month will be filed for nonpayment eviction. **Please Note: We can only accept checks written in blue or black ink**

**To avoid any late fees, please have your check turned in by the following times:**

**Rent Box at Sunset Terrace – before 5pm on the 5th of each month**

**Rent Box/Leasing Office at 1262 Murray Avenue SLO, CA 93405 – before 5pm on the 5th of each month**

### Resident Privacy

BCC Corporation will not provide any personal or credit information about residents to any individual, without the resident's prior written authorization. Credit History will be verified with written permission from the Resident.

### Renter's Insurance is highly recommended

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. The cost is \$25.00 per door. The lease agreement prohibits residents from changing or altering the locks provided or installing additional locks. **Resident is responsible for acquiring a mailbox key from the United States Postal Service office located at: 100 Crest Drive Pismo Beach, CA** Please note: USPS will require resident to show a copy of lease upon key request

### Replacement Keys

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

\$10.00\* each for apartment key

\$50.00\* each for laundry room key

**\*Prices are subject to change**

### Pets

Pets are subject to approval and require the following: **(a)** Property Manager's written approval **(b)** Limit two (2) pets per unit **(c)** Additional deposit of \$1000\* **(d)** Additional rent of \$20 per month for each dog\* **(e)** Pets must be licensed in the County of San Luis Obispo **(f)** Some breed restrictions may apply – please contact us for further information

\*A pet deposit and monthly pet rent are not required for LICENSED SERVICE DOGS

**Please Note: prices and policies are subject to change / NO VISITING PETS ARE ALLOWED WITHOUT MANAGEMENT APPROVAL**

### Skateboards, Bicycles and Motor-Driven Scooters

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

### Parking

Due to the limited amount of parking spaces available, one parking space per apartment is provided. There is no Guest Parking. Visiting guests, must park off the premises.

Please inform the office of any vehicle change. We do not allow boats and commercial trucks to be parked on the property. Motorcycles (or any motor-driven vehicles) are not allowed on patios, balconies, on sidewalks or in apartments.

**Please Note: Parking prices and policies are subject to change.**

## Home Décor and Housekeeping

Window coverings have been provided for your windows. All window coverings 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 Sunset Terrace Management, the resident will be subject to a \$25.00 charge.

## Plumbing

Never place items including, but not limited to 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

Smoke detectors and a fire extinguisher is provided in all units (only select units require a carbon monoxide detector(s)). 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:** \_\_\_\_\_

# SUNSET TERRACE APARTMENTS

1534 BRIGHTON AVE / 1510 BRIGHTON AVE  
GROVER BEACH, CA 93433  
Phone: 805.541.3856  
Fax: 805.541.5052  
Email: sunsetterracegb@gmail.com

# RENTAL VERIFICATION

**Applicant: Please only fill out information in the box below**

Name of Landlord _____ email _____ phone _____			
Name of Applicant (please print) _____			
I hereby authorize release of the information requested below for my <u>current/previous</u> rental address at:			
NUMBER & STREET	CITY	STATE	ZIP
APPLICANT'S SIGNATURE			DATE

To whom it may concern:

The individual signed above has submitted a rental application to Sunset Terrace Apartments. Please Provide the information requested and fax this form back to our office at 805.541.5052. If you have any questions, [please call 805.541.3856](tel:805.541.3856) [please email: sunsetterracegb@gmail.com](mailto:sunsetterracegb@gmail.com)

Thank you for your prompt response.

Move-In Date: \_\_\_\_\_ Lease End Date: \_\_\_\_\_

Amount of Rent: \$ \_\_\_\_\_

# of Late Payments: \_\_\_\_\_ # of NSF Checks: \_\_\_\_\_

- Has proper notice been given:  YES  NO
- Is there currently any past due amount owed on the resident's account?  YES  NO
- Has the resident received any noise complaints/disturbances?  YES  NO
- Has the resident kept a pet on the premises?  YES  NO
- If so, has the animal at any time caused a problem?  YES  NO
- Is resident eligible for re-rental?  YES  NO

\_\_\_\_\_  
TITLE SIGNATURE DATE



# BCC CORPORATION

SUNSET TERRACE  
1510/1534 BRIGHTON AVE  
GROVER BEACH, CA 93433

1) Name of Co-signer: \_\_\_\_\_  
Last First Middle

2) Social Security#: \_\_\_\_\_ DOB: \_\_\_\_\_ Driver's License#: \_\_\_\_\_

3) Current Address: \_\_\_\_\_  
Number and Street City State Zip Code

4) Previous Address: \_\_\_\_\_  
Number and Street City State Zip Code

5) Employer: \_\_\_\_\_ Work#: \_\_\_\_\_

How Long: \_\_\_\_\_ Job Title: \_\_\_\_\_ Gross Monthly Income: \_\_\_\_\_

6) Other Sources of Income: \_\_\_\_\_ Monthly Amount: \_\_\_\_\_

## CO-SIGNER AGREEMENT

The parties to this agreement are \_\_\_\_\_, **herein called**

print name of Co-signer/Guarantor

**Co-signer(s) or Guarantor** and BCC Corporation herein called Owner (or Agent).

Co-signer acknowledges that he/she has read the agreement to rent or lease entered into by Owner (or Agent) and \_\_\_\_\_, **herein called Resident(s)**

print name of Resident/Tenant

**or Tenant(s)** and **dated on** \_\_\_\_\_, and understands its terms.

Co-signer agrees to personally guarantee the payment of any monetary damages suffered by Owner, including but not limited to actual attorney's fees incurred in the enforcement of said agreement to rent or lease and/or this Co-signer agreement.

Furthermore, Co-signer acknowledges that he is not occupying the premises leased pursuant to the agreement to rent or lease, nor is he entitled to service of any of the statutory notices required by law to be provided occupants.

The Co-signer Agreement shall continue in full-force and effect for the entire term of Resident's tenancy including any extension, and any rental increases in effect during such tenancy.

I give BCC Corporation permission to process this CO-SIGNER AGREEMENT at a cost of \$45.00, including but not limited to tenancy references, employment references and credit check.

Co-signer: \_\_\_\_\_ Date: \_\_\_\_\_

Owner/Agent: \_\_\_\_\_ Date: \_\_\_\_\_



# GUARANTEE for BCC Corporation dba SUNSET TERRACE APARTMENTS

1510/1534 BRIGHTON AVE GROVER BEACH, CA 93433 UNIT# \_\_\_\_\_

For valuable consideration, the undersigned ("Guarantor"), jointly and severally, unconditionally guarantees and promises to pay to Sunset Terrace, or to order ("Owner"), on demand in lawful money of the United States of America and immediately available funds, any "Indebtedness" of \_\_\_\_\_ ("Resident") to

Owner under the Rental Agreement **dated as of** \_\_\_\_\_, together with all extension thereof and all amendments thereto ("Agreement"). The term "Indebtedness" is used herein in its most comprehensive sense, and includes any and all debts, obligations and liabilities of Resident heretofore, now or hereafter made, incurred or created, whether voluntary or involuntary and however arising, whether due or not due, absolute or contingent, liquidated or unliquidated, and whether Resident may be liable individually or jointly, or whether recovery upon such Indebtedness may be or hereafter become unenforceable. Guarantor's obligations hereunder are joint and several and independent of the obligation of Resident, and a separate action or actions may be brought or prosecuted against Guarantor, whether action is brought against Resident or whether Resident is joined in any such action or actions. Guarantor, waives any right to require Owner to (a) proceed against any person, including Resident; (b) proceed against or exhaust any security held from Resident or any other person; (c) give notice of the terms, time and place of any public or private sale of personal property security held from Resident or any other person, or otherwise comply with the provisions of Section 9504 of the California Uniform Commercial Code; (d) pursue any other remedy in Owner's power; or (e) make any presentments or demands for performance, or give any notices of non-performance, protests, notices of protest or notices of dishonor in connection with any obligations or evidences of indebtedness held by Owner as security or which constitute in whole or part the Indebtedness guaranteed hereunder, or in connection with the creation of new or additional Indebtedness. Guarantor also waives any defense based upon: (1) any disability or other defense of Resident or any other person; (2) any lack of authority of any person acting or purported to act on behalf of Resident; (3) any breach by Resident or Owner under the Agreement; (4) any act or omission by Owner or Resident which directly or indirectly results in or aids the discharge of Resident or any Indebtedness, by operation of law or otherwise, other than payment in full of the Indebtedness; or (5) any modification of the Indebtedness, in any form whatsoever. Until all Indebtedness has been paid in full, Guarantor shall have no right or subrogation, and Guarantor waives any defense it may have based on any election of remedies by Owner, which destroys Guarantor's subrogation rights or Guarantor's rights to proceed against Resident for reimbursement. Until all Indebtedness has been paid in full, Guarantor also waives any right to enforce any remedy, which Owner now has or may hereafter acquire against Resident or any other person, and waives any benefit of or any right to participate in any security now held or hereafter acquired by Owner. Any Indebtedness of Resident now or hereafter held by Guarantor is hereby subordinated to the Indebtedness of Resident to Owner. Guarantor authorizes Owner, without notice or demand on Guarantor and without affecting Guarantor's liability hereunder, from time to time, to: (a) alter, compromise, renew, extend, accelerate or otherwise modify the terms of the Indebtedness and/or any provision of the Agreement; (b) take and hold security for the payment of this Guaranty or the Indebtedness or any portion thereof, and exchange, enforce, waive and release any such security; (c) apply such security, and direct the order or manner of sale thereof, as Owner in its discretion may determine; (d) release or substitute any other guarantor of the Indebtedness; and (e) apply any payments received by Owner with respect to the Indebtedness in such order as Owner shall determine in its sole discretion, whether or not any such Indebtedness is secured or covered by this Guaranty. Guarantor acknowledges and agrees that Owner may sell, assign, transfer, negotiate or encumber the Agreement, any Indebtedness thereunder, and/or this Guaranty. This Guaranty shall be binding upon and shall inure to the benefit of the parties respective successors, heirs, representatives and assigns. All payments, advances, costs, and expenses, including reasonable attorneys fees, paid or incurred by Owner in the enforcement of this Guaranty or in connection with the collection of any Indebtedness shall be paid by Guarantor immediately and without demand, together with the interest thereon at the rate of ten (10%) percent per annum. In the event any provision of this Guaranty shall be determined to be invalid, unlawful or unenforceable to any extent, the remainder of this Guaranty shall be unaffected thereby and shall remain valid and enforceable to the fullest extent permitted by law. This Guaranty shall be governed by and construed in accordance with the laws of the State of California.

**PLEASE NOTE: CO-SIGNER/GUARANTOR INFORMATION REQUIRED - NOT FOR THE PROPOSED RESIDENT TO SIGN**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Driver License: \_\_\_\_\_ State: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_





Tenant  
 Guarantor

Name of Applicant: \_\_\_\_\_

## APPLICATION TO RENT

(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		Landlord Name		Landlord phone number	
Reason for moving out						Current rent \$ /Month	
2.	Previous address			City		State	Zip
Date in		Date out		Landlord Name		Landlord phone number	
Reason for moving out						Rent at move-out \$ /Month	
3.	Next previous address			City		State	Zip
Date in		Date out		Landlord Name		Landlord phone number	
Reason for moving out						Rent at move-out \$ /Month	
Proposed Occupants: List all in addition to yourself	Name			Name			
	Name			Name			
	Name			Name			
Are you a service member? <input type="checkbox"/> Yes <input type="checkbox"/> No							
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 _____							



**Unauthorized Reproduction of  
Blank Forms is Illegal.**



Tenant  
 Guarantor

Name of Applicant: \_\_\_\_\_

Name of your bank	Branch or address	Account Number	Type of Acct

Please list ALL of your financial obligations below.

Name of Creditor	Address	Phone Number	Monthly Pmt. 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? \_\_\_\_\_



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Blank Forms is Illegal.



Tenant  
 Guarantor

Name of Applicant: \_\_\_\_\_

**NOTICE REGARDING CALIFORNIA INVESTIGATIVE CONSUMER REPORTING AGENCIES ACT**

Landlord does not intend to request an investigative consumer report regarding the Applicant.

Unless the box above is checked, Landlord intends to request an investigative consumer report regarding the Applicant's character, general reputation, personal characteristics, and mode of living. Under Section 1786.22 of the California Civil Code, the files maintained on you by the investigative consumer agency shall be made available to you during business hours and on reasonable notice, provided you furnish proper identification, as follows: (1) You may appear at the investigative consumer reporting agency identified below in person, (2) you may make a written request for copies to be sent by certified mail to a specified addressee, or (3) you may make a written request for a summary of the file to be provided over the telephone. The agency may charge a fee, not to exceed the actual duplication costs, if you request a copy of your file. The agency is required to have personnel available to explain your file to you, and the agency must explain to you any coded information appearing in your file. If you appear in person, a person of your choice may accompany you, provided that this person furnishes proper identification. If you are accompanied by a person of your choosing, the agency may require you to furnish a written statement granting permission to the investigative consumer reporting agency to discuss your file in the other person's presence. The agency that will prepare the report(s) identified in this section is listed below:

EXPERIAN

**Name of Agency**

PO BOX 949 ALLEN TX 75002

**Address of Agency**

If you would like a copy of the report(s) that is/are prepared, please check the box below:

I would like to receive a copy of the report(s) that is/are prepared

If the box above is checked, Landlord agrees to send the report to Applicant within three (3) business days of the date the report is provided to Landlord. Landlord may contract with another entity to send a copy of the report.

**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 Landlord 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 Landlord to disclose tenancy information to previous or subsequent Landlords.**

Landlord will require a payment of \$ 45.00 , 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      | \$ <u>27.85</u> |
| 2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) | \$ <u>17.15</u> |
| 3. Total fee charged  | \$ <u>45.00</u> |

The undersigned Applicant is applying to rent the premises designated as:

Apt. No. \_\_\_\_\_ Located at \_\_\_\_\_ 1510 / 1534 BRIGHTON AVENUE GROVER BEACH, CA 93433

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)**



Tenant  
 Guarantor

Name of Applicant: \_\_\_\_\_

## RECEIPT FOR TENANT SCREENING AND/OR CREDIT CHECKING FEES

On \_\_\_\_\_, Landlord received \$ 45.00 from the undersigned, hereinafter called "Applicant,"  
(Date)

who offers to rent from Landlord the premises located at:

\_\_\_\_\_ 1510 / 1534 BRIGHTON AVENUE \_\_\_\_\_, Unit # (if applicable) \_\_\_\_\_  
(Street Address)

\_\_\_\_\_ GROVER BEACH \_\_\_\_\_, CA 93433.  
(City) (Zip)

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

<b>For Landlord Use Only</b>
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: _____

SUNSET TERRACE  
\_\_\_\_\_  by \_\_\_\_\_, BCC CORPORATION Agent for Landlord  
Landlord *Individual Signing for Landlord* *Management Co. (If Applicable)*

\_\_\_\_\_  
Date

### 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.



Background Check Authorization

1) By this document BCC CORPORATION DBA SUNSET TERRACE APARTMENTS discloses to you that a consumer report may be obtained for purposes of leasing the property at: 1510 & 1534 BRIGHTON AVE., GROVER BEACH CA 93433, as part of the prescreening background check and at any time during your tenancy.

2) This shall authorize the procurement of a consumer report by a credit reporting agency or other sources as part of the pre-screening background investigation. If accepted, this authorization shall remain on file and shall serve as an ongoing authorization for the named landlord or its agents or other sources to procure consumer reports at any time during the rental period.

3) I also authorize the procurement of an investigative consumer report and understand that it may contain information about my employment and educational background, criminal history, credit, workers comp claims, mode of living, character and personal reputation. I also understand you may make use of the internet including social networking sites.

I understand that I have the right to obtain additional disclosure as to the nature and scope of the investigation upon written request within a reasonable period of time and to obtain a copy of the report upon request. This authorization, in original or copy form, shall be valid for this and any future reports or updates that may be requested.

4) In connection with this request, I authorize all corporations, companies, former employers, supervisors, credit agencies, educational institutions, law enforcement/criminal justice agencies, city, state, county, and federal courts, state motor vehicle bureaus and persons to release information they may have about me to the person or company with which this form has been filed if required, or their agent. I further authorize you to secure an investigative consumer report at any time, and any number of times, before, during, and after my tenancy, if in the landlord's (or its designees) discretion, it has a legally permissible and legitimate business need for the information requested.

I release and hold harmless all parties involved from any and all liability for damages arising from requesting, procuring or furnishing the requested information except with respect to a violation of the Fair Credit Reporting Act. I authorize the landlord and its agent/credit reporting agency and all associated entities and its clients to receive any criminal history information or credit report pertaining to me in the files of any state or local criminal justice agency.

My signature below also indicates that I have received a Summary of Rights in accordance with the Fair Credit Reporting Act.

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

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

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

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:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - 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:**



<b>TYPE OF BUSINESS:</b>	<b>CONTACT:</b>
<p>1. a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>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.</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement &amp; Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200 Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>