

# Prospect Application

Please complete the following steps:

1. From Applicant Portal, applicant can select 'Register Now' link.

## AVENA BELLA II

### LOGIN

**PLEASE NOTE:**

- Language selection available as an aide to fill out application. All final applications will be submitted to Property Management team in English.
- Each adult household member must have their own email address to sign documents. Household members **CANNOT** share email addresses. If any member does not have a free GMAIL email account by clicking on the following link: **CREATE GMAIL ACCOUNT**

Email

Password

Forgot password?  
Click here to register

### Register for a Fast, Easy Application

With a free account, you can:

- ✓ Save your application and log in at any time to continue.
- ✓ Check the status of your applications.
- ✓ Use your account with multiple applications.

2. Create a RENTCafé account. Select "I do NOT have a registration code"

### Create an Account

3. Please supply basic contact information requested and create username and password to access portal.

## Create an Account

Please contact the leasing office if you don't know your registration code.

Enter Your Registration Code

\* Denotes a required field

### Personal Details

First Name\*

Last Name\*

Phone (Home)\*

### Account Information

Email Address\*

User Name (must be email address)\*

Password\*

Password must be a minimum of 10 characters long and must contain all of the following: one lowercase letter, one uppercase letter, one number and one symbol.

Confirm Password\*

#### 4. Select Language

### Please select your preferred language.

Google Translate Disclaimer

By selecting a language from the list, you will translate your application into that selected language using the Google Translate online service. Google Translate is subject to applicable Google Terms of Service. Google Translate is made available solely for your convenience, and its use is solely at your option.

As described by Google, the Google Translate service may NOT accurately translate your application, due to the limitations of Google's machine-generated translation. Use of the service is not intended to replace professional human translators.

Preferred Language\*

- English
- Español (Spanish)
- Français (French)
- Pilipino (Filipino)
- português (Portuguese)
- Việt (Vietnamese)
- русский (Russian)
- հայերեն (Armenian)
- العربية (Arabic)
- فارسی (Persian)
- 中文简体 (Chinese Simplified)
- 한국의 (Korean)

Save And Continue

#### 5. Select Preferred Move-In Date & Lease Term. Click on **Save and Continue**.

**Basic Lease Information**

Move-in Date: \*

Lease Term: \*

Go Back Save And Continue

6. Continue to complete the RENTCafé online application.

7. Select **Click Here To Sign** to review and sign Move In Qualification form.

Document	View	Sign
Documents for <b>Little Pumpkine</b> to Sign	<a href="#">View Document (Unsigned)</a>	<a href="#">Click Here To Sign</a>

Showing 1 to 1 of 1 entries

[Go Back](#)

- Applicants are required to read the Disclosures & Consent for electronic signature. Click **Agree & Continue**.

DISAGREE [AGREE & CONTINUE](#)

Applicant will have two options for signing:

- a. use mouse if on desktop computer or finger if using touch-screen laptops/tablets/smart-phones
- b. choose a script signature

**Create Your Signature**

Use your mouse or finger to create your signature. You can [choose a script signature](#) instead.

Your Signature

**a**

[Clear Signature](#)

**b**

**Choose a Script**

Choose a script font for your signature, or [create your own](#).

**b**

- Little Pumpkine LP
- Little Pumpkine LP
- Little Pumpkine LP

**a**

The system will take applicant through all pages that require signatures and dates. When done, applicant will click **Sign & Complete** button.

I agree that I have reviewed the Resident Selection Plan above and understand that my family must qualify based on the guidelines listed above.

Signature:  Date:

**SIGN & COMPLETE**

- 8. Add Address, Save and Continue. Applicant will receive error message if 2 years of housing history is NOT provided.

**Address Information**

Please provide the last 2 consecutive years (24 months) of housing history.

**Add Address**

Address	City	State	Zip	Residency From		
58 Wood Street	San Anselmo	CA	94960	2/1/2015	<b>Edit</b>	<b>Delete</b>

**Go Back** **Save And Continue**

9. Under **Additional Applicant** screen, the primary applicant will add all adult household members.

**Additional Adult Occupants**

This only includes people 18 or OLDER and emancipated minors.

**Add Additional Adult Occupants**

First Name	Last Name	Relationship		
Older	Pumpkin	Spouse	<b>Edit</b>	<b>Delete</b>

Showing 1 to 1 of 1 entries

**Go Back** **Save And Continue**

10. Select **Click Here To Sign** to review and sign Move In Qualification form. For adult members, the primary applicant can click on **Click Here to Invite** for the additional adult members to review and sign required application documents. Household member cannot use the same email address.

**Resident Selection Criteria**

Please click below to review our Resident Selection Criteria. If you agree that your household meets these guidelines, please sign the document.

**When signing documents, additional adult household members will need to be invited via email to sign documents. Household members cannot use the same email address.**

Document	View	Sign
Documents for <b>Little Pumpkine</b> to Sign	<b>View Document (Unsigned)</b>	<b>Click Here To Sign</b>
Documents for <b>Older Pumpkin</b> to Sign		<b>Click Here To Invite</b>

Showing 1 to 2 of 2 entries

**Go Back**

11. Confirm email address, create message and **Send Invitation**.

**Invite Member To Sign Documents**

Email Address: eah.rcah+older@gmail.com

Confirm Email Address: eah.rcah+older@gmail.com

Message To Invitee: Review and sign application

**Send Invitation** **Cancel**

12. The additional adult applicants will receive an email with a link to access online application. The additional applicant will access and sign the Move in Qualification

**Move In Qualification**

Please click below to review our Move In Qualification Sheet. If you agree that your household meets these guidelines, please sign the document.

When signing documents, additional adult household members will need to be invited via email to sign documents. Household members cannot use the same email address.

Document	View	Sign
Documents for Little Pumpkine to Sign		Signing Complete
Documents for Older Pumpkin to Sign	<a href="#">View Document (Unsigned)</a>	<a href="#">Click Here To Sign</a>

13. The primary and additional adult applicants will review and sign the Resident Selection Criteria.

**Resident Selection Criteria**

Please click below to review our Resident Selection Criteria. If you agree that your household meets these guidelines, please sign the document.

When signing documents, additional adult household members will need to be invited via email to sign documents. Household members cannot use the same email address.

Document	View	Sign
Documents for <b>Little Pumpkine</b> to Sign	<a href="#">View Document (Unsigned)</a>	<a href="#">Click Here To Sign</a>
Documents for <b>Older Pumpkin</b> to Sign		<a href="#">Click Here To Invite</a>

Showing 1 to 2 of 2 entries

14. Complete the People, Household Questions, Your Income and Your Assets sections.

**People**

**Household Questions**

**Your Income**

**Your Assets**



15. Minors can be entered in the **Your Household** section.

### My Application

- Language Selection
- Application Information
- Move In Qualification
- Resident Selection Criteria
- People**
- Expected Changes
- Your Household**
- Household Questions
- Your Income
- Your Assets
- Final Review & Submission
- Documents
- Waiting List Apply
- Waiting List Status

> Application Information
> Housing Application

● Applications & Certifications | Hi, Little ▾

Upload Documents
Take Me To The Summary

### Tell us about **every** member of your household.

This list must contain everyone who will be living in your apartment home. If there are any other people **including minors** who will live with you in your new home, please click **Add Person** and enter the information for those people. You must use each person's full legal name as it appears on the person's government identification card or document.

Also, you will be asked questions about Race & Ethnicity for each person. You can opt out by choosing the "I decline to report race" checkbox.

Do not include people who will not be living with you in your new home.

First Name	Last Name	Date of Birth	
Little	Pumpkine	7/10/1980	<span style="border: 1px solid black; padding: 2px 5px;">View</span>

Showing 1 to 1 of 1 entries

16. Final Review and Submission.

- a) Summary - Review each tab for accuracy and completeness. If applicant needs to edit the information below, please click the **Edit** button. If applicant need to add any additional information, please click the **Add** button below. If all information below is correct and accurate, please click **Save and Continue**.

### Summary

The following list includes all of the information you entered in your application. Please review each tab for accuracy and completeness. If you need to edit the information below, please click the **Edit** button. If you need to add any additional information, please click the **Add** button below. If all information below is correct and accurate, please click **Save and Continue**.

**Members**
Income
Assets

Add Member

First Name	Last Name	Date of Birth	
Suzy	Student	2/1/2002	<span style="background-color: #333; color: white; padding: 2px 5px; border: 1px solid black;">Edit</span> <span style="background-color: #333; color: white; padding: 2px 5px; border: 1px solid black; margin-left: 10px;">Delete</span>
Henry	Helper	5/5/1995	<span style="background-color: #333; color: white; padding: 2px 5px; border: 1px solid black;">Edit</span> <span style="background-color: #333; color: white; padding: 2px 5px; border: 1px solid black; margin-left: 10px;">Delete</span>

Showing 1 to 2 of 2 entries

Go Back
Save And Continue



b) Errors – Correct all errors and/or confirm data as listed. Click on **Save and Continue**.

**Errors**

Error	Corrective Actions
You answered "Yes" to the question: "Do you have an IRA?" However, you did not add details about the associated asset(s). Please add the missing asset information, or change your answer.	<div style="border: 2px solid red; padding: 5px;"> <p>Change Answer</p> <p>Add IRA Accounts</p> </div>

Go Back Save And Continue

c) Upload requested Documents –The section is not mandatory during initial application but will shorten processing time. Click on **Save and Continue**.

**Documents**

Providing documents and photo ID are required but may be done at a later time. Uploading or scanning it now will help to shorten the processing time. UPLOAD button can be used to upload documents stored on your computer or mobile device. SCAN button can be used if scanner is connected to computer.

Document			
Little Pumpkine - Services - Scan 3 most recent months pay stubs.	Upload	Scan	
Little Pumpkine - Scan copy of driver's license or other government issued photo ID.	Upload	Scan	
Scan other household documents.	Upload	Scan	

Showing 1 to 3 of 3 entries

Go Back Save And Continue

- d) Waiting list Apply - Select preferred bedroom size(s) from the preferences dropdown and select all preferred waitlist criteria that apply. Click **Continue**

### Waiting List Apply

Only select bedroom size preferences. Do not overwrite **Estimated Annual Income** field. Please return to **Your Income** step and update income amounts.

**Please select the number of bedrooms in order of importance.**

1st Preference: \*

1 BR

\$52,000.00

**Please select any of the following if they pertain to you.**

Senior 62 and older

Continue

- e) Sign and Submit - The primary (or one of the applicants) can sign finalize their online application, which sends a notification to the property staff.

**After you sign all documents, your application process will be complete. Please sign all documents and submit your application.**

APPLICANT REPRESENTS ALL OF THE ABOVE STATEMENTS ARE TRUE AND CORRECT. APPLICANT AUTHORIZES CONTINUING VERIFICATION OF THE ABOVE INFORMATION, REFERENCES, CRIMINAL HISTORY AND CREDIT RECORDS AT ANYTIME INCLUDING BEFORE, DURING AND AFTER THE EXPIRATION OF THE LEASE TERM AND RELEASES FROM LIABILITY ALL PERSONS AND ENTITIES REQUESTING OR SUPPLYING INFORMATION. APPLICANT ACKNOWLEDGES THAT FALSE, INCOMPLETE OR MISLEADING INFORMATION CONSTITUTES GROUNDS FOR REJECTION OF THIS APPLICATION. DISCOVERY OF FALSE, INCOMPLETE OR MISLEADING INFORMATION THAT OCCURS AFTER OCCUPANCY WILL RESULT IN TERMINATION OF THE RIGHT OF OCCUPANCY OF ALL OCCUPANTS UNDER LEASE AND/OR FORFEITURE OF DEPOSITS AND FEES. SECTION 1001 OF TITLE 18 OF THE U.S. CODE MAKES IT A CRIMINAL OFFENSE TO WILLFULLY FALSIFY A MATERIAL FACT OR MAKE FALSE STATEMENT IN ANY MATTER WITHIN THE JURISDICTION OF A FEDERAL AGENCY.

Document	View	Sign
Household Documents for <b>Little Pumpkine</b> to Sign	<a href="#" style="background-color: black; color: white; padding: 5px 10px; border-radius: 5px;">View Document (Unsigned)</a>	<a href="#" style="background-color: black; color: white; padding: 5px 10px; border-radius: 5px;">Click Here To Sign</a>

Showing 1 to 1 of 1 entries

- f) When signature is complete, applicant will receive a Confirmation Code.

### Waiting List Status

Thank you for applying to our property.

Confirmation Code: p0162131