

RENTAL APPLICANT REFERENCE FORM

- This form is used to obtain information regarding the rental history of Applicants for rental housing. The information provided by the current or former Owner/Agent may be used solely for the purpose of evaluating the application for rental housing.
- The Owner/Agent requesting this information must receive authorization from the Applicant before obtaining the information. Such authorization is granted if Applicant's signature is provided in section 2. Copies of this form and of the Applicant's signature are acceptable.
- The Applicant may be contacted to verify the authenticity of this request.

1. Person requesting the rental reference

Name of Owner/Agent Austin Commons Apartments
Address 50 Austin Avenue Unit # _____
City Hayward State Ca Zip 94544
Phone number (510) 887-6633 Fax number (510) 887-0716

2. Authorization by rental Applicant for the release of information

I hereby authorize the release of the information requested on this Rental Applicant Reference Request to the Owner/Agent listed above. I hereby acknowledge that the Owner/Agent can make copies of this executed page in order to obtain the information requested.

Name _____ Phone number (_____) _____
Signature _____ Date _____

3. Applicant's rental information

Name of rental community (if any) _____
Address of rental unit _____ Unit # _____
City _____ State _____ Zip _____
Name of Owner/Agent _____
Phone number (_____) _____ Fax number (_____) _____
Move-in date: Month _____ Year _____ Move-out date: Month _____ Year _____ or current resident

4. Rental reference information provided by former or current Owner/Agent

Did Applicant live at your property during the period indicated above? Yes No
If no, what were the dates of occupancy? From (month/year): _____ / _____ / _____ To (month/year): _____ / _____
How many times during the past 12 months did Applicant pay the rent late? 0 1-2 3-5 6 or more
Was any check from Applicant returned due to non-sufficient funds (NSF)? Yes No
Did you ever file for an unlawful detainer against Applicant for unpaid rent? Yes No
If yes, what was the result? _____

Does Applicant owe any amount for delinquent rent, utilities or damage to unit? Yes No
Did Applicant provide notice for ending tenancy according to the terms of the rental agreement? Yes No
 Not applicable because Applicant still resides at unit
Did you ever serve a Three Day Notice to Applicant Yes No
If yes, please explain: _____

Information provided by: Name _____ Phone number (_____) _____
Information obtained by: Phone Mail Fax
Please mail or fax this form to the person listed in section 1 as soon as possible (within 24-48 hours)



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Austin Commons
50 Austin Ave
Hayward, Ca. 94544
(510) 887-6633

PROSPECTIVE TENANT CRITERIA SHEET

Dear Applicant:

Welcome to Austin Commons Apartments: In order for us to expedite the application process, please read the following terms and conditions for acceptance and approval of your application. All applicants will be treated equally and must meet all of the following criteria.

ALL MOVE-IN FEES MUST BE PAID BY MONEY ORDER OR CASHIERS CHECK. NO EXCEPTIONS!!

1. Applicants must be of legal age (18 years or older)
2. A non-refundable processing fee of \$20.00 per applicant will be collected in order to process each application. All Applicants may combine the fee on one money order. Application fee and deposit must be separated.
3. The application must be completely filled out in its entirety. Please print legibly in blue or black ink. You must sign the application exactly the way you have applied.
4. Applicants must be in good standing as to their credit rating. Any Bankruptcy (within the last two years), liens (State, Federal or Government) and/or Judgment will be grounds of denial of application.
5. **ANY UNLAWFUL DETAINER, ACTION (EVICTION) WILL AUTOMATICALLY DISQUALIFY THE APPLICANT!!**
6. Current and prior landlord's references will be checked. Failure to pay rent on time, to give a thirty-day notice in writing prior to termination of tenancy, to protect property and/or respect of other residents will disqualify the applicant.
7. Management requires that a valid Drivers License or State Identification Card and Social Security card accompany each application upon submission. Application cannot be processed until our office has a copy of these items on file.
8. Applicant's employment and/or other sources of income will be verified.
9. To verify income each applicant must provide current full month's paycheck stubs, their 1099's or other official Documentation. (Speak with manager for details).
10. Gross monthly Income must equal three (3) times the monthly rent. Outstanding debts and monthly obligation will also be taken under consideration.
11. If the applicant provides false information the applicant will be denied immediately.
12. To reserve a particular apartment, the applicant must give a Holding Deposit (\$650.00 for a one bedroom and \$850.00 for a two bedroom). This Holding Deposit will be credited at move-in as the Security Deposit. If for any reason, the application is denied, the Holding deposit will be promptly returned to the applicant.
13. If for any reason, the applicant cancels the reservation, any lost rent will be subtracted from the Holding Deposit. (Lost rent is classified as the daily amount of rent on the apartment multiplied by the days held off the market pending the applicant's move-in).
14. Once a Holding deposit is given, you have 48 hours to bring in all the information needed to process application. Failure to do so will result in the apartment being placed back on the market and deposit returned.
15. **NO PETS ACCEPTED.** (Fish and birds allowed)
16. In order to receive a parking assignment, Applicant must provide a copy of vehicle registration, any car not registered to a Resident will be refused any parking privileges
17. Students must provide proof of enrollment for consideration.
18. **ALL MOVE-INS WILL BE ARRANGED BY APPOINTMENT ONLY AND ALL PARTIES MUST BE PRESENT TO SIGN ALL OF THE PAPERWORK, NO EXCEPTIONS!!**

Applicants signature _____

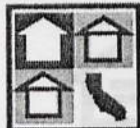
Date _____

APPLICATION TO RENT

Tenant
 Guarantor

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

Last Name		First Name		Middle Name		Social Security Number or ITIN	
Other names used in the last 10 years				Work phone number ()		Home phone number ()	
Date of birth		E-mail address				Mobile/Cell phone number ()	
Photo ID/Type		Number		Issuing government		Exp. date	Other ID
1. Present address			City		State		Zip
Date in		Date out		Owner/Agent Name		Owner/Agent Phone number	
Reason for moving						Current rent \$ /Month	
2. Previous address			City		State		Zip
Date in		Date out		Owner/Agent Name		Owner/Agent Phone number	
Reason for moving							
3. Next previous address			City		State		Zip
Date in		Date out		Owner/Agent Name		Owner/Agent Phone number	
Reason for moving							
Proposed Occupants: List all in addition to yourself	Name			Name			
	Name			Name			
	Name			Name			
Will you have pets?		Describe			Will you have a waterbed?		Describe
How did you hear about this rental?							
I <input type="checkbox"/> am <input type="checkbox"/> am not a member of the Armed Forces (including the National Guard and Reserves)							
A. Present occupation or source of income				Employer name			
Dates of employment		Supervisor's phone number ()		Employer address			
Name of your supervisor				City, State, Zip			
B. Prior occupation				Employer name			
Dates of employment		Supervisor's phone number ()		Employer address			
Name of your supervisor				City, State, Zip			
Current gross income \$		Per		Check one <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year		Please list ALL of your financial obligations below.	
Name of your bank		Branch or address				Account Number	



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RECEIPT FOR TENANT SCREENING AND/OR CREDIT CHECKING FEES

On _____, Owner/Agent received \$_____ from the undersigned, hereinafter called "Applicant,"
(Date)

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

_____, Unit # (if applicable) _____
(Street Address)

_____, CA _____
(City) (Zip)

Applicant authorizes verification of information supplied by Applicant via methods which may include, but are not limited to, tenant screening and credit checking

Name of Creditor	Address	Phone Number	Monthly Pymt. Amt.
		()	
		()	
		()	
		()	
		()	
		()	

In case of emergency, notify:	Address: Street, City, State, Zip	Relationship	Phone
1.			
2.			

Personal References:	Address: Street, City, State, Zip	Length of Acquaintance	Occupation	Phone
1.				
2.				

Automobile: Make: _____ Model: _____ Year: _____ License #: _____

Automobile: Make: _____ Model: _____ Year: _____ License #: _____

Other motor vehicles: _____

Have you ever filed for bankruptcy? _____ Have you ever been evicted or asked to move? _____

Have you ever been convicted of selling, distributing or manufacturing illegal drugs? _____

Applicant represents that all the above statements are true and correct and hereby authorizes verification of the above items including, but not limited to, the obtaining of a credit report and agrees to furnish additional credit references upon request. Applicant consents to allow Owner/Agent to disclose tenancy information to previous or subsequent Owners/Agents.

Owner/Agent will require a payment of \$ _____, which is to be used to screen Applicant with respect to credit history and other background information. The amount charged is itemized as follows:

1. Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports \$ _____
2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) \$ _____
3. Total fee charged (cannot exceed \$30 per applicant, which may be adjusted annually with the CPI as of 1-1-98) \$ _____

The undersigned is applying to rent the premises designated as:

Apt. No. _____ Located at _____

The rent for which is \$ _____ per _____. Upon approval of this application, and execution of a rental agreement or lease, the applicant shall pay all sums due, including required security deposit of \$ _____, before occupancy.

_____ **Date** _____ **Applicant (signature required)**

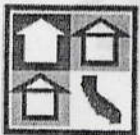
CALIFORNIA APARTMENT ASSOCIATION CODE FOR EQUAL HOUSING OPPORTUNITY

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.



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Payment is to be used to screen "Applicant" with respect to credit history and other background information. The amount charged is itemized as follows:

1. Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports \$ _____
2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) \$ _____
3. Total fee charged (cannot exceed \$30 per applicant, which may be adjusted annually with the CPI as of 1-1-98) \$ _____

_____ **Date** _____ **Applicant**