



## TENANT SELECTION GUIDE

Please read this guide before completing the application on the reverse side. Each application requires a **non-refundable \$35.00 processing fee** (including a fee for a credit check) **per individual** which **MUST BE PAID IN ADVANCE IN CASH, MONEY ORDER OR CASHIER'S CHECK.**

**Please be aware that when you come in with the completed application and processing fee, we will be taking a photocopy of your California Drivers License/ID card and your Social Security Card.**

The rental application is being used to determine if the prospective resident (s) can and will pay the rent, will not disturb their neighbors, and will take care of the property.

1. Each adult **MUST** fill out an application completely.
  - a. Applicant must be of legal age.
  - b. Each Adult must fill out an application- **NO EXCEPTIONS.**
  - c. There must be a Social Security Number for each adult applicant.
  - d. Management requires a **valid** California Drivers License, or California I.D. Card. Management may request for two other forms of identification.
  - e. The application will not be processed if there are any blanks, including present and previous employers and landlords phone numbers.
  - f. Falsified information on any application shall be cause for rejection.
2. Rental History Verification
  - a. Verification includes dates of move-in and move-out,
  - b. Verification of timely payment of rent.
  - c. Verification that the applicant did not disturb their neighbors, and took care of the property including leaving their unit in satisfactory condition.
3. Employment Verification
  - a. Verification of employment including tenure, probability of continued employment and earnings. Two (2) recent payroll reports or pay stubs, If you Self employed two (2) most recent years Federal Income Tax Returns **MUST** be provided.
  - b. **NET MONTHLY INCOME MUST BE 3 TIMES ONE MONTH'S RENT PLUS ANY LONG TERM DEBT PAYMENT.**
4. Credit Approval
  - a. Applicants must have good credit. **NO BANKRUPTCIES OR DEOGATORY REMARKS.**
5. Co-signers must be local homeowners with good credit and stable income.
6. No pets allowed unless specified by management as accepting pets.
7. No waterbeds or water filled furniture are allowed except with proof of waterbed insurance.
8. Prior to occupancy, each resident shall be required to sign a standard rental agreement.
9. If accepted, security deposit and first month's rent **MUST** be paid in the form of cash, cashier's check or money order.

### DEADRICH REAL ESTATE

**OFFICE#: (510) 632-1234      FAX #: (510) 632-3452**  
**581 EAST 14<sup>TH</sup> STREET, SAN LEANDRO, CA. 94577**

**APPLICATION  
FOR RENTAL PROPERTY**

Property:  
Rent:

Security:

<b>FOR FAX TRANSMITTAL ONLY</b>	
Member's Name: <u>DEADRICH REAL ESTATE</u>	Acct. No. <u>254</u>
Phone #: <u>(510) 632-1234</u>	Fax #: <u>(510) 632-3452</u>
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Other: (Specify)	

Last Name:	First Name:	MI:	Home Phone: (Include Area Code) ( )	
Soc. Sec. No.:	Birthdate:	Drovers Lic. No.:	Work Phone: (Include Area Code) ( )	
Present Street Address:	City:	State:	Zip:	Rent Amount? \$
Landlord's Name:	Landlord's Day #:	Reason For Leaving?		
	Landlord's Eve #:	Has a 30 day notice been given?		Yes No
Prior Street Address:	City:	State:	Zip:	Rent Amount: \$
Landlord's Name:	Landlord's Day #:	Reason For Leaving?		
	Landlord's Eve #:	Has a 30 day notice been given?		Yes No
Current Employer:	Street Address:	State:	Zip:	Supervisor's Name: Phone #: ( )
Position Held:	How Long?	Salary: \$	Human Resources or Main Phone #:	
Prior Employer:	Street Address:	State:	Zip:	Supervisor's Name: Phone #: ( )
Position Held:	How Long?	Salary: \$		

Auto Make:	Year/Model:	License Plate No.:	RV's/Motorcycles, etc.:	License Plate No.:
Number of Children:	Ages:	Pets:	Types of Pets:	
Bank:	Branch:	Checking Acct. No.:	Branch Phone #:	
Credit Ref. (Chg. Card, loan, etc.)	Acct. No.:	Credit Ref. (Chg. Card, loan, etc.)	Acct. No.:	
Nearest Relative:	Address: (Include City, State, Zip)		Day & Evening Phone: (Include Area Codes)	
Personal Reference:	Address: (Include City, State, Zip)		Day & Evening Phone: (Include Area Codes)	

Have you ever filed a petition of bankruptcy: \_\_\_\_\_ Have you ever been evicted from any tenancy or had an eviction notice served on you? \_\_\_\_\_ Have you willfully and intentionally refused to pay any rent when due? \_\_\_\_\_ Have you ever been convicted of a misdemeanor or felony other than a traffic or parking violation? \_\_\_\_\_ Have you ever been convicted of the illegal manufacture or distribution of a controlled substance? \_\_\_\_\_ Are you a smoker of tobacco products? \_\_\_\_\_

I declare that the foregoing information is true and correct, and I authorize its verification and the obtaining of a credit report. I agree that the Landlord may terminate any agreement entered into in reliance on any misstatement made above. Should I fail to fulfill the terms of the rental agreement you or your agents are authorized to report the resulting credit information to a credit reporting agency. You are authorized to obtain future credit reports as may become necessary for collectin of my debt or for my relocating to another property that the Landlord owns or manages.

I agree to pay the Landlord a non-refundable screening fee of \$ 35.00 Payable by cash or money order.

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