

PLEASE PRINT LEGIBLY

CWP PROPERTY MANAGEMENT, INC.

(All sections must be completed. Information **MUST** include the last 10 years)

Tenant

Guarantor

INDIVIDUAL APPLICATIONS REQUIRED FROM EACH OCCUPANT 18 YEARS OF AGE OR OLDER

Name		Social Security # or ITIN	
Date of Birth	AKA	Home Phone #	
Email		Cell #	
Photo ID/Type	#:	Issued By	Exp Date
		Other ID	

Present Address		City	State	Zip
Date In	Date Out	Owner/Mgr. Name		Owner/Agent Phone
Reason for Leaving			Current Rent \$	/Month
Previous Address		City	State	Zip
Date In	Date Out	Owner/Mgr. Name		Owner/Agent Phone
Reason for Leaving				
Previous Address		City	State	Zip
Date In	Date Out	Owner/Mgr. Name		Owner/Agent Phone
Reason for Leaving				

Proposed Occupants List all in addition to yourself	Name	Name

WILL YOU HAVE ANIMALS? *	DESCRIBE	WILL YOU HAVE LIQUID FURNITURE OR AQUARIUM? **
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Present occupation or source of income		Employer Name	
How long with this employer?	Name of your supervisor:	Employer Address	
Reason for Leaving:		Employer Phone	FAX
Prior Occupation		Employer Name	
How long with this employer?	Name of your supervisor:	Employer Address	
Reason for Leaving:		Employer Phone	FAX

Current Gross Income \$	Check one			How did you hear about this rental?
	Week	Month	Year	

Name of your Bank/Address	I <input type="checkbox"/> am <input type="checkbox"/> am not a member of the Armed Forces (including the National Guard and Reserves)
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Name of Creditor	Address and city	Phone #	Monthly Payment

In case of emergency, notify:	Address and city	Phone #	Relationship

Personal References	Address and city	Phone	Yrs. known	Occupation
1.				
2.				

Automobile	Make	Model	Year	License #
Motorcycle (other vehicle)				

Have you ever filed for bankruptcy? *	Date of Bkt:	Have you ever been evicted or asked to move?
Have you ever been convicted of selling, distributing or manufacturing illegal drugs?		

PLEASE READ, SIGN & DATE THE REVERSE SIDE →

* Requires Additional Security Deposit

** Requires Proof of Waterbed Insurance

RESIDENT SELECTION GUIDE

Please read this guide before completing the application on the reverse side. Each application requires a non-refundable **\$25.00 APPLICATION PROCESSING FEE** which must be paid **BY CASH ONLY**. This is not an advance fee nor a "Security" as defined in the California Civil Code.

The following guidelines have been established for renting housing units through **CWP Property Management Inc.** located at 198 Juana Avenue, San Leandro. All applicants will receive the same consideration in determining their eligibility.

Owners follow the California Apartment Association code for Equal Opportunities and Code of Ethics and will not discriminate against any rental applicant by reason of their color, race, religion, national origin, ancestry, sex, familial status, age, marital status or disability, or any discrimination prohibited by law.

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

1. **EACH ADULT MUST FILL OUT AN APPLICATION COMPLETELY.**
 - A. Applicant must be of legal age (over 18).
 - B. There must be a Social Security number for each adult applicant.
 - C. Management requires a valid California Driver's license, or may request two other forms of California identification.
 - D. The application will not be processed if there are any blanks, including present and previous employers and landlord phone numbers.
 - E. 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 the property in satisfactory condition.

3. **EMPLOYMENT VERIFICATION**
 - A. Verification of employment, including tenure, probability of continued employment and earnings, which must be verifiable and stable. Copies of current paycheck stubs are required. Income Tax records for Self-employment are required.
 - B. Gross monthly income must be two and one half to three (2 ½ - 3) times one month's rent.

4. **CREDIT APPROVAL**
 - A. Applicants must have good credit.
 - B. Applicants must not have any unlawful detainers.
 - C. Bankruptcy (discharged) 4 years or longer requires a double deposit (all other qualifications must be met).
 - D. Must **NOT** have filed bankruptcy within the last 4 years.

5. **CRIMINAL RECORD**
 - A. An applicant should not be selected if he/she, or any other person who will be living in the unit, has been convicted for any crimes involving physical violence to persons or property or other criminal acts, or illegal drug use or drug trafficking, which would adversely affect or jeopardize the health, safety or welfare of the other residents.

RESIDENT SELECTION GUIDE (continued)

6. **CO-SIGNERS MUST BE LOCAL (EAST BAY) HOMEOWNERS WITH GOOD CREDIT AND STABLE INCOME.**
7. **PETS**
 - A. No pets allowed (except legal guide, signal or service dogs), unless specified by management as accepting pets.
 - B. If a property does accept a pet, an additional security deposit will be required.
8. **WATER-FILLED FURNITURE**
 - A. Requires previous approval by management.
 - B. If approved, proof of waterbed insurance must be furnished.
9. Prior to occupancy, each adult resident shall be required to sign a standard rental agreement, a copy of which will be provided. NO short-term rentals allowed. Management may, at its discretion, request a lease.
10. Security reasons prohibit accepting cash payments for rent or deposits.
11. If accepted, the security deposit and the first month's rent must be paid in the form of a cashier's check or money order **(NO EXCEPTIONS)**. **Security deposit monies must be paid in full within 24 hours of acceptance. Resident(s) must take occupancy within two (2) weeks of approval. Management may use discretion in all tenancy issues.**
12. If a "Move-In Bonus" is offered for a month-to-month tenancy, full amount is to be reimbursed to owner if resident vacates prior to the expiration of the term of their lease.

INDIVIDUAL APPLICATIONS REQUIRED FROM EACH OCCUPANT 18 YEARS OF AGE OR OLDER

The undersigned makes application to rent housing accommodations designated as:

_____ (MUST COMPLETE) Apt. # _____ Address _____

the rental for which is \$_____ per month and upon approval of this application agrees to sign a rental or lease agreement and to pay all sums due, including required deposit of \$_____, before occupancy.

I have read the "Resident Selection Guide" above. I certify that all statements on this application are true and correct and hereby authorize verification of this information including, but not limited to, the obtaining of a credit report and agree to furnish additional credit references upon request.

Dated: _____ 20____ Applicant's Signature _____ (MUST SIGN)

Thank you for considering rental housing professionally managed by:

CWP PROPERTY MANAGEMENT, INC.
 198 Juana Avenue, San Leandro, CA 94577
 www.cwpmgmt.com

Phone: 510/352-6310
 FAX: 510/351-7490

RECEIPT FOR RESIDENT SCREENING and/or CREDIT CHECKING FEES

On the date below, Owner/Agent received \$_____ (cash) from the undersigned, hereinafter called "Applicant" who offers to rent from Owner/Agent the premises located at:_____.

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

- Actual cost of credit report, unlawful detainer (eviction) search and/or other screening reports.....\$11.99
- Cost to obtain, process and verify screening information (may include staff time and other soft costs).....\$13.01
- Total fees charged per applicant 18 years or older.....\$25.00

Applicant authorizes verification of information supplied by applicant via methods which may include, but are not limited to, resident screening and credit checking. If your employer uses a verification company like The Work Number to verify your employment/income you will be responsible for the fee incurred. We do not accept copies of reports done by other agencies.

RENTAL APPLICATION PROCEDURE

PLEASE READ THIS CAREFULLY

1. Once you have viewed the property, we will collect a **non-refundable** \$25.00 application processing fee for each applicant 18 years of age or older. Please provide exact change in cash. Applications are not processed until application fee is paid. This fee is non-refundable but we will supply a copy of your credit report upon request. Complete and sign the attached application. Please write "n/a" if a question does not pertain to your situation. You must submit a copy of your current California Drivers License or current California photo I.D., as well as a copy of your most recent pay stub and social security card. We will then screen your application; provided it is completed (missing information will delay processing).
2. The application process normally has a turn around time of 72 hours. An application received on Saturday may not be started until Monday. However, the turn around time depends on when employers and current/prior landlords return our phone calls and verification forms.
3. I understand that CWP Property Management, Inc. reserves the right to check more than one application and choose from the most qualified prospective resident.
4. In order to qualify to rent from CWP, the following requirements must be met:
 - a. Gross monthly income must be at least 2-½ times the rent.
 - b. Positive rental history
 - c. Verifiable and stable employment
 - d. Unlawful detainer action will cause your application to be denied.
 - e. Your application may be subject to the property Owner's approval.
 - f. Management reserves the right to ask for a lease.
 - g. Co-signers are NOT accepted for negative credit or required income.
 - h. Any falsified information you provide either verbally or in writing, will be cause for automatic disqualification at any time during the process and all fees will be forfeited.
5. If the application is denied, a denial letter will be sent to the address you listed on your application. The reason for the decline will be clearly outlined in this letter. If the decline was based on credit, a phone number will be provided in the letter for you to call and request a copy of the report from the credit agency. Our office will not disclose any specific information contained in the credit report.
6. If the application is approved, the property will only be held for 24 hours from acceptance. The full Security Deposit must be received within 24 hours of approval and must be paid by money order or cashier check. If the deposit is not received within 24 hours, the property is subject to accepting other applications. **PLEASE NOTE:** One full month's rent paid by money order or cashier check is required upon signing of the rental agreement by all parties.
7. Hazard Insurance on the building/property in which you are applying for is paid for by the owner. These policies do not cover the personal property for tenants. In order for your personal property to be insured, it is recommended that you obtain Renter's Insurance. (Please note: Some properties **require** Renter's Insurance)
8. I have read, understood, and meet the requirements for renting with CWP Property Management, Inc. I also understand there may be other applicants for the property in which I am interested and that it is possible that this property can become rented before my application is approved. By submitting the \$25.00 (cash) application processing fee, I am satisfied and knowledgeable about any pre-existing applicants.

Applicant_____

Date_____

Applicant_____

Date_____

Owner/Agent_____

Date_____

CWP Property Management, Inc.

198 Juana Avenue ♦ San Leandro, CA 94577

Office: (510) 352-6310 ♦ Fax: (510) 351-7490 ♦ www.cwpmgmt.com

APPLICANT FILL OUT THIS SECTION ONLY

I/We are applying to rent one of the properties managed by CWP Property Management, Inc. I/We hereby authorize our current and previous landlord to divulge any information without any restrictions or limitations, along with copies of my/our file to CWP Property Management, Inc. Applicant hereby holds the party divulging the information free and harmless from any liability for verbal or written information provided.

Applicant's Signature Applicant's printed name Date

Current or Previous Landlord Landlord's Fax Number

Property Applied for: _____

This form is used to obtain information regarding the rental history of Applicants for rent 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 above. Copies of this form and the Applicant's signature are acceptable. The Applicant may be contacted to verify the authenticity of this request.

Please complete the following information and FAX to our office at **510-351-7490**, or you may phone our office at **510-352-6310** and mail the hard copy back to us at your earliest convenience.

Name of rental community (if any): _____

Property address: _____

Names of **ALL** Occupants: _____

Length of Residency: From: _____ To: _____ Current Resident

Monthly Rent: \$ _____ Deposit: \$ _____ #Bedrooms: _____

Rent Paid on Time?: YES NO If late, how many times during the past 12 months?: _____

Was any check from Applicant returned due to non-sufficient funds (NSF)? YES NO

Any 3 or 30 day notices served? YES NO If so, reason: _____

Does Applicant owe any amount for delinquent rent, utilities or damage to the unit? YES NO

 If so, amount and reason: _____

Did Resident give 30 day notice: YES NO

Did Applicant provide notice for ending tenancy according to the terms of the rental agreement? YES NO

Did you ever file an unlawful detainer against Applicant for unpaid rent or any other reason? YES NO

If so, what was the result? _____

Behavior/maintenance problems by residents/guests: _____

Did residents own Pets? YES NO If so, type: _____ How many? _____ Damages? _____

Did resident receive their full deposit upon vacating? YES NO If NO, reason: _____

Would you re-rent to resident? YES NO If NO, reason: _____

Signature

Date

Print Name

Title

EMPLOYMENT VERIFICATION FORM

- This form is used to obtain information regarding the employment history of Applicants for rental housing. The information provided by the current or former Employer 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 contact to verify the authenticity of this request.

1. Person requesting the employment reference

CWP Property Management, Inc.
198 Juana Avenue, San Leandro, CA 94577
Office: (510) 352-6310 Fax: (510) 351-7490

2. Authorization by rental applicant for the release of information

I hereby authorize the release of the information requested on this Employment Verification 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.

Print Name: _____ Phone #: () _____
Signature: _____ Date: _____

3. Applicant's employment information: Present OR Prior Employer (check one)

Employer Name: _____
Address: _____
Supervisor's Name: _____
Fax #: () _____ Phone #: () _____
Dates of Employment: _____ to _____ Current Goss Income: \$ _____

4. Employment information verified by current Employer

Is the information provided in section 3 above correct?

Employer Name	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employer Address	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Supervisor's Name & Phone Number	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Beginning & Ending Dates of Employment	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current Gross Income (of applicable)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If NO, please explain: _____

**PLEASE FAX THIS FORM TO (510) 351-7490 AS SOON AS POSSIBLE
(WITHIN 24 – 48 HOURS)**