

Please return Rental Application to me in person, mail, or email. You can email to:

[Calng0999@gmail.com](mailto:Calng0999@gmail.com)

If mailing, you can mail it to:

Calvin  
875-A Island Drive # 155  
Alameda, CA 94502

Rental Application for:

<b>Address:</b>	
<b>Rent \$</b>	
<b>Move in Date</b>	

**PLEASE PRINT CLEARLY. ALL SECTIONS MUST BE COMPLETED.**

See reverse for Application & screening policy. **INDIVIDUAL APPLICATIONS REQUIRED FROM EACH OCCUPANT 18 YEARS OF AGE OR OLDER.**

General Information

<b>First Name</b>		<b>Middle Name</b>		<b>Last Name</b>	
<b>Social Security Number</b>		<b>Date of Birth</b>		<b>Driver License No.</b>	
<b>State</b>		<b>Cell Phone #</b>		<b>Home-phone number</b>	
<b>Email Address</b>					
<b>1</b>	<b>Present Address</b>	<b>Apt #</b>	<b>City</b>	<b>State</b>	<b>Zip code</b>
<b>Reason for Moving</b>		<b>Rent \$</b>			
<b>Date In (Mo./Yr)</b>		<b>Date Out (Mo./Yr)</b>		<b>Owner/ Manager Name</b>	
				<b>Owner/Manager Phone #</b>	
<b>2</b>	<b>Prior Address</b>	<b>Apt #</b>	<b>City</b>	<b>State</b>	<b>Zip code</b>
<b>Reason for Moving</b>		<b>Rent \$</b>			
<b>Date In (Mo./Yr)</b>		<b>Date Out (Mo./Yr)</b>		<b>Owner/ Manager Name</b>	
				<b>Owner/Manager Phone #</b>	
<b>3</b>	<b>Prior Address</b>			<b>State</b>	<b>Zip code</b>
<b>Reason for Moving</b>		<b>Rent \$</b>			
<b>Date In (Mo./Yr)</b>		<b>Date Out (Mo./Yr)</b>		<b>Owner/ Manager Name</b>	
				<b>Owner/Manager Phone #</b>	

## Employment

<b>Employer</b>		<b>Yearly Salary</b>	
<b>Employer Address</b>		<b>City</b>	<b>Employer Phone #</b>
<b>Position</b>	<b>Length of Employment</b>		<b>Person Work Phone #</b>
<b>Prior Employer</b>		<b>How long with this Employer?</b>	
<b>Employer Address</b>	<b>City</b>	<b>Employer Phone #</b>	
<b>Other Yearly Income \$</b>	<b>Source</b>		

## Personal

<b>No. of All People Including Yourself to Occupy Unit?</b>	<b>Name(s). Age(s)</b>		
<input type="checkbox"/> Smoker <input type="checkbox"/> Non-Smoker	<b>Do you have a waterbed?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Do you have pets?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>How Many?</b>	
<b>Type</b>	<b>Name</b>	<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor	<b>Lbs</b>
<b>Type</b>	<b>Name</b>	<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor	<b>Lbs</b>

<b>Financial/Legal</b>			
<b>Payments:</b>	<b>Alimony \$:</b>	<b>Child Support \$</b>	
<b>Judgments or Lawsuits?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Type:</b>	
<b>Have you filed for Bankruptcy?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Type:</b>	
<b>Have you ever been evicted?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Date</b>	
<b>Have you ever been convicted of a felony?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Charge</b>	
<b>Have you ever established credit references in any other name?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Other Name</b>	

<b>Automobile/Emergency</b>			
<b>Automobile License No.</b>	<b>Make &amp; Model</b>	<b>Year</b>	<b>Color</b>
<b>Notify in Emergency (Relative)</b>		<b>Phone #</b>	<b>Alt #</b>
<b>Address</b>		<b>Relationship</b>	<b>Email</b>

I hereby certify that the foregoing information is true and accurate to the best of my knowledge. I hereby authorize Calvin Ng, any credit bureau or other investigative agency employed by Calvin Ng, to investigate the references, statements or other data herein listed or obtained from me or from any other person pertaining to my credit and financial responsibility.

I hereby acknowledge that Calvin Ng will not hold the above property or any other property until such time as I have signed a Residential Lease Agreement and paid all the required deposits. Said deposits will be in the form of a cashier's check, money order or travelers check. Landlord may terminate any agreement entered into in reliance on any misstatement made above. Application not deemed complete until all information is verified on reverse side.

**I have read and I agree to the above by signing this application**

<b>Name of Applicant</b>	<b>Signature of Applicant</b>	<b>Date</b>
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# RENTAL APPLICATION AND SCREENING POLICY

## APPLICATIONS:

In order to process your application the following must be provided:

1. A completed rental application for **each** person, over 18 years of age, who will occupy the unit. Please complete all lines and sign and date the application at the bottom.
2. Reliable **DOCUMENTATION** and telephone numbers to verify all income and references. **NO EXCEPTIONS.**

If **EMPLOYED**, we require your most current pay stub.

If **SELF-EMPLOYED**, we require a copy of last year's income tax returns (the first two pages, Form 1040).

**OTHER** income such as retirement, AFDC, SDI or other must have reliable documentation

## QUALIFICATIONS:

1. Qualifying income standard: **Monthly rent x 3 = applicant's monthly income**. Multiply monthly rent of property applying for times 3; if your monthly income equals this amount, you meet the qualifying income standard.
2. Good credit as evidenced by Equifax credit report. (i.e.: no charge off accounts, collection accounts, 60 or 90 day delinquencies, etc.) – Please provide a copy of your credit report dated within 30 days of your application submission.
3. Good landlord references. Current and previous landlords will be contacted via telephone to verify rent payment history and tenancy history.
4. Occupancy guidelines: Two persons per bedroom, plus one person (HUD occupancy standards).
5. We adhere to all Fair Housing laws and will not "discriminate against any person in terms, conditions, or privileges of sale or rental of a dwelling, or in the provisions of services or facilities in connection therewith, because of race, color, religion, sex, familial status, or national origin." (1988 Fair Housing Amendments Acts).

## PROCESSING and SCREENING:

1. Processing time is approximately two business days. **An incomplete application will delay or prevent processing.**
2. Once an application has been accepted, all monies due (first month's rent and security deposit) and an executed residential lease agreement must be received within three days of acceptance.
3. Initial payment of rent, security deposit, and leasing fee must be in the form of a **CASHIER'S CHECK, MONEY ORDER, OR TRAVELER'S CHECKS.**
4. A property is considered rented only when all required deposits and fees have been paid and a residential lease agreement has been executed by all residents and the property owner or owner's agent.

If you have any questions regarding the above, please do not hesitate to call the Calvin at 510.437.0098. Thank you - we look forward to working with you!