

SLPM

RENTAL APPLICATION

PROPERTY MANAGEMENT

575 DUTTON AVE SAN LEANDRO, CA 94577

PHONE (510) 569-0722 Ext: 100 FAX (510) 569-0923

1. _____ 2. _____

PROPERTY INTERESTED IN 3. _____ 4. _____

REQUESTED MOVEIN DATE _____ / _____ / _____
(This date is for reference only. There is no guarantee that the unit will be ready to occupy by this date.)

AVISO A ARRENDATARIOS QUIENES HABLAN ESPANOL:

Si tuvieran cualquiera incomodidad con el idioma de ingles, deban traer su propio tractor cuando trata conel propietario. De vex en cuando habran empleados de la oficina del propietario que sepan algo de espanol. Es impersativo que no cuenten con alguien de la oficina para serviries como traductor.

NOTICE TO SPANISH SPEAKING TENANTS:

If you have the slightest degree of discomfort with the English language you must bring your own interpreter whenever you deal with the Landlord. From time to time there may be employees at the office of Landlord who have some knowledge of Spanish. It is imperative that you not rely on anyone from Landlord’s office to act as your interpreter. Each of the parties hereto acknowledge receipt of an executed duplicate copy of this agreement and all the attachments thereto. All Tenant(s) shall sign this agreement and shall be jointly and severally liable there under.

Often times, previous landlords or employers do not return our calls in a prompt manner making it difficult for the processing center to gather information. Our goal is to get your application approved as quickly as possible. The checklist below will help us move forward in areas where phone calls or verifications are not returned. Remember, we can only verify information provided if the information is accurate. SLPM does not approve applications on a “first come, first served “basis”. I understand that SLPM reserves the right to check more than one application and choose from the most qualified potential tenant. I understand that if this application is not accepted, the processing fee is non-refundable. If requested I will be provided a copy of my credit report.

Checklist

- Copies of your ID, and Social Security card
- 2 most recent paycheck stubs
- If you are self employed, last years tax returns
- A Copy of existing rental agreement
- 6 months of cancelled rent checks, (If applicable)
- Copy of most recent utility bill, mailed to your current address
- Copies of you section 8 voucher and most recent inspection, (If applicable)
- Copy of your move out inspection from your prior landlord
- Completely filled out application. Place N/A where it does not apply
- \$30 application fee (per applicant) money orders, personal checks and online payment accepted Note: your application will not be processed until fee has been paid. Vistit www.slp.com , to pay online.
- Everyone over 18 years old has to fill out an application.

The receptionist will make photocopies of all required documents, as well as other information you wish to attach.

Minimum Qualifications

- Household Income must be 2 ½ times the rent this income must be verifiable
- Self-employed applicants will be required to submit bank statements for the last 6 months and or tax returns
- Unlawful detainer action or eviction in the last 5 years will not be approved
- Your application may be subject to owner’s approval

Any falsified information provided, either verbally or in writing, is cause for automatic disqualification at any time during the process and all fees will be forfeited.

If the application is approved, a deposit will be required to hold the property for you.

I have read, understood, and met the requirements for renting with SLPM. I also understand that 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 \$30 fee, I am satisfied and knowledgeable about any pre-existing applicants. **Please Initial** _____

X _____ **Date** _____

X _____ **Date** _____

Received By: _____ **Amount:** _____ **Date** _____

APPLICATION TO RENT

APPLICANT

Name	Date of Birth
Present Address	Social Security Number
City/State/Zip	Driver's License Number
How long at this address?	Home Phone
Reason for moving	Work Phone
Owner/Mgr's name	Cell Phone
Owner/Mgr's phone number	Email
Previous address	Names/Ages of Persons Who Will Live With You
City/State/Zip	
How long at this address?	Do you have a pet?
Reason for moving	Car Make & Model
Owner/Mgr's name	License Plate Number
Owner/Mgr's phone number	
Present Employer	MONTHLY GROSS INCOME
Employer's address	Other income AFDC: SSI:
City/State/Zip	Do you have Section 8? Client number:
Employer's phone	Worker name:
How Long At Job? Supervisor	Worker number:
Nearest relative	Have you ever filed for bankruptcy?
Relationship	Has an Unlawful Detainer or Eviction ever been filed against you?
Address	
Phone	Have you ever refused to pay rent when due?

CO-APPLICANT

Name	Date of Birth
Present Address	Social Security Number
City/State/Zip	Driver's License Number
How long at this address?	Home Phone
Reason for moving	Work Phone
Owner/Mgr's name	Cell phone
Owner/Mgr's phone number	Email
Previous address	Names/Ages of Persons Who Will Live With You
City/State/Zip	
How long at this address?	Do you have a pet?
Reason for moving	Car Make & Model
Owner/Mgr's name	License Plate Number
Owner/Mgr's phone number	
Present Employer	MONTHLY GROSS INCOME
Employer's address	Other income AFDC: SSI:
City/State/Zip	Do you have Section 8? Client number:
Employer's phone	Worker name:
How Long at Job? Supervisor	Worker number:
Nearest relative	Have you ever filed for bankruptcy?
Relationship	Has an Unlawful Detainer or Eviction ever been filed against you?
Address	
Phone	Have you ever refused to pay rent when due?

I declare that the following is true and correct, 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.

NOTICE TO APPLICANT: If this application is rejected, you are entitled to a written disclosure of the reason(s) for such denial. A request for statement of reasons must be made within 30 days of denial to SLPM at the above address. ALL approved applications are valid for 30 days. The Federal Equal Credit Opportunity Act prohibits discriminating against applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The federal agency that administers compliance with this law concerning this creditor is the Federal Trade Commission, Equal Opportunity, Washington DC 20580.

APPLICANT _____

DATE _____

APPLICANT _____

DATE _____

SLPM

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AUTHORIZATION TO RELEASE INFORMATION TO PROSPECTIVE LANDLORD OR PROPERTY MANAGER

Current landlord's name, address and phone number

Previous landlord's name, address, and phone number

I/we are applying to rent one of the properties managed by SLPM Property Management. I/we hereby authorize our current and previous landlord and employers to divulge any information without any restrictions or limitations, along with copies of my/our file to SLPM Property Management.

If applicable, I/we further authorize SLPM to review my file with the Section 8 housing department and/or contact my/our worker regarding my past and present tenancy. Tenant must also provide SLPM with last two Section 8 inspections reports from their current residence.

I/we hereby hold the party divulging the information free and harmless from any liability for verbal or written information provided.

Applicant signature

Date

Applicant signature

Date

Commonly asked questions

- 1. Question:** **How long does the application take to process?**
Answer: The application usually takes 7 to 10 working days to process depending on the accuracy of the information provided on the application and how quickly employers, current landlords and previous landlords respond to our inquiry. You will be notified immediately if you are accepted or denied in writing by mail..
- 2. Question:** **Does my spouse need to complete an application?**
Answer: All adults 18 years and older must complete an application regardless of marital status or familiar relationship.
- 3. Question:** **Does my spouse or relatives need to complete an application if he/she does not work?**
Answer: Again, all adults 18 years and older must complete an application regardless of income source, employment or any other criteria.
- 4. Question:** **Do I have to pay an application fee for all properties for which I wish to apply for?**
Answer: No, the application fee may be used toward any property during a three-month period.
- 5. Question:** **Who processes the applications?**
Answer: The applications are processed by the Application Processing center. Once the application is processed, the application is given to the property manager to inform the applicant of the results. Application processors do not receive phone calls and only base tenant selection on the merit of the application and documentation.
- 6. Question:** **Do you accept co-signers?**
Answer: SLPM Property Management does not accept co-signers. We do accept guarantor signers.
- 7. Question:** **Do you rent to students?**
Answer: An applicant's occupation or source of income is not relevant to the application process. All applications are evaluated in the same manner regardless of occupation.
- 8. Question:** **What if I have bad credit?**
Answer: Credit is an extremely important element of the application evaluation. The effect of your derogatory credit will depend on the type and amount of derogatory credit and other qualifying elements of your application.
- 9. Question:** **What if I have extenuating circumstances regarding my application?**
Answer: You are welcome to add a letter or any documentation you may wish to your application. Information and/or documentation that clarify your situation or credit may be helpful.
- 10. Question:** **Do you accept pets?**
Answer: Pets are acceptable at some properties. There is an additional security deposit when a pet is permitted.
- 11. Question:** **Do you have to show identification when renting property?**
Answer: Yes, valid photo identification such as driver's license, military I.D., State I.D., or passport is required when signing your rental agreement.
- 12. Question:** **Is the condition of the property documented?**
Answer: A detailed check-in list will describe the current condition of the property. The check-in list is reviewed and signed when signing the entire rental agreement.
- 13. Question:** **May I have a six-month, one year, or two year lease?**
Answer: Most rental agreements are a minimum of a six- month lease. You may request a longer lease and in most cases the lease request will be granted.
- 14. Question:** **How long will you hold the property available once you have approved an application.**
Answer: We will hold the property as available until we receive a holding deposit from an approved applicant.

