

BARTELS PROPERTY MANAGEMENT
12996 San Pablo Ave., Richmond, CA. 94805
(510) 236-8366 FAX (510)232-3502

*** RENTAL APPLICATION ***

**A \$30.00 PROCESSING FEE IS REQUIRED FOR EACH PERSON 18YRS & OLDER.
NON-REFUNDABLE CASH ONLY**



Property Address You Are Applying For: _____

INSTRUCTIONS: IMPORTANT! PLEASE READ CAREFULLY!

- 1) **YOU MUST COMPLETE THE ENTIRE FORM. PROCESSING TIME MAY TAKE 6-10 BUSINESS DAYS OR SOONER. CALLING THE OFFICE BEFORE WILL NOT SPEED THE PROCESS.**
- 2) Incomplete forms can not be processed properly and prolong the process. All telephone numbers are a must.
- 3) A rental application is required for each adult.
- 4) Co-signer(s) may be acceptable (depending on property/owner). However, an additional application is required for the co-signer. A cosigner must own property in California, be employed and have good credit!
- 5) **Every applicant must provide:** A valid Photo ID, 2 original payroll stubs or other income documentation.
- 6) Applicant understands that: **All information is subject to verification, credit reports will be run on every adult applicant. Any falsification of information will be reason for denial.**
- 7) **Applicants with section 8 MUST have a current voucher for the correct city or county before submitting application. If an applicant is getting a subsidy for move-in funds they must have proof of the subsidy at time when submitting rental application.**

NAME: _____, _____, _____
(Last) (First) (Middle)

Date of Birth _____ Social Security Number _____

Home Phone Number: _____ Mobile Phone Number: _____

Work Phone Number: _____ E-mail: _____

Marital Status: Married _____ Single _____

Names & Ages of all persons who will reside with you: _____

Type of day-care provided for children when parent(s) are at work: _____

EMPLOYMENT AND INCOME HISTORY

Current employer _____

Previous employer _____

Current employer address _____

Previous employer address _____

Position _____

Position _____

From _____ to _____

From _____ to _____

Supervisor _____

Supervisor _____

Supervisor's Phone Number _____

Supervisor's Phone Number _____

Monthly Gross Income \$ _____

Monthly Gross Income \$ _____

Other income information _____

Other income information _____

Additional Income: Child Support _____ Alimony _____ Amount received each month \$ _____

Additional Expense: Child Support _____ Alimony _____ Amount paid each month \$ _____

RESIDENCE HISTORY

Current home address: _____ From _____ to _____
(Street) (City) (State & Zip)

Reason for moving: _____

Amount of Rent \$ _____ Have you given a 30-day Notice _____ When? _____

Landlord: _____ Owner? _____ Manager _____?

Telephone # _____ Best time to call _____

Previous home address _____ From _____ to _____
(Street) (City) (State & Zip)

Reason for moving: _____

Landlord: _____ Owner? _____ Manager? _____

Rent Amount: \$ _____ Telephone # _____ Best time to call: _____

Did you give a 30-day notice? _____ Was your security deposit returned? _____

*Emergency Contact Person: _____ Telephone #: _____

Address: _____ Relationship _____
(Street) (State & Zip)

How many vehicles do you have? _____
All vehicles must be operational and have current registration tags.

License plate number _____ Make _____ Model _____ Color _____ Year _____

License plate number _____ Make _____ Model _____ Color _____ Year _____

Auto Loan(s) financed with: _____

Monthly Payment(s) _____ Balance \$ _____

Bank Account(s): _____

(Bank Name)
Checking Acct. _____ YES _____ NO Savings Acct. _____ YES _____ NO Amount of Savings \$ _____

Do you presently own Real Estate? _____

Location of property: _____
(Address) (City) (State & Zip)

Have you ever filed bankruptcy? _____ Chapter 13 _____ or Chapter 7 _____?

When? _____ Explain why: _____

Have you ever been convicted of a felony? Yes _____ No _____.
If yes, please provide details.

Have you ever been evicted or had a unlawful detainer? Yes _____ No _____ If yes, please provide details. _____

Do you have any pets? Yes _____ No _____ How many? _____ Inside _____ Outside _____
What kind? _____

Do you have any type of WATER FURNITURE? Yes _____ No _____ What kind? _____
How many? _____ Do you have insurance to cover damages? _____
If not, would you secure insurance coverage? _____

Applicant understands that neither the owner or management insure the tenant's personage, family, guests &/or their personal property, etc. Tenants are responsible for providing their own insurance coverage.

**After agents review of the information provided in this application. I/we understand that this application has a marginal chance of being accepted by the owner. _____ (Initials)

THE UNDERSIGNED HEREBY AGREE AND UNDERSTAND THAT:

I/We certify that the statements on this application are true. I/WE authorize the owner and/or agent to verify the information as it has been given, including the verification of employment, credit and all references. I/WE understand that the charge/fee is "NON-REFUNDABLE". I/WE understand that submitting this application does not automatically assure my/our acceptance for renting/leasing. All applications and documents submitted to office become the property of BARTELS PROPERTY MANAGEMENT. I/WE understand that acceptance of this application is subject to approval by the owner of the property and/or the agent after completion and review. **I/WE understand that copies of credit reports may be given upon request by each applicant.**

Signature: _____ Date _____
(Applicant's Signature)

Received by: _____ Date _____ Time _____
(Signature)