

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

\*\*\* RENTAL APPLICATION \*\*\*

**A \$35.00 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)