OAK PARK MANOR
C/O M & L SUNNYVALE TERRACE
1480 Creekside Drive Suite A101
Walnut Creek, CA 94596

ATTACHMENT TO RENTAL APPLICATION

RESIDENT SELECTION CRITERIA

We provide Equal Housing Opportunity and adhere to the following resident selection policy:

Units will be rented on a first come basis to any applicant (s) who satisfies the following requirements:

1. Earns gross monthly income of at least three times the monthly rent or provides other evidence of ability to pay.
2. Possesses no adverse credit history.
3. Possesses positive rental history.
4. Possesses copies of "Government-Issued" photo I.D. (ex: passport, foreign I.D.)
5. Copies of recent pay stubs

Pets are accepted with any applicant(s) who satisfies the following requirements:

1. Pet deposit of $300 due with application and security deposit, plus $50/month Pet Rent.
2. Possesses proof of shots & license.
3. Must carry Renters Insurance to cover damages caused by pet. M & L Holdings must be named as additional insured.
4. Applicant must bring pet for Pet interview.

Co-signers are accepted for full time students or recent graduates only. Co-signers are subject to the same rental selection criteria, with exception that they must be a parent or legal guardian of the applying resident and they must have a net income of at least 6 times the rent, or a sufficient net income to pay their own monthly commitments as well as the rent for the apartment.

RENTAL PROCEDURE

1. The applicant should read the rental agreement and rules and regulations prior to completion of the application. Copies of the rental agreement and rules and regulations are provided with the application.
2. Two (2) separate checks must accompany the application:
    1. Security Deposit $750.00 / $1050.00 (must be cashier's check or money order)
    2. Credit check fee $ 30.00 per person.

    If the application is not approved, the applicant (s) will be notified and the security deposit check will be returned.
3. On the move-in date, resident (s) must pay first month's rent, (cashier's check or money order) sign the handbook (which contains the rules and regulations) and sign the rental agreement. When the rental agreement is signed, the resident (s) will receive a copy of all documents. Resident (s) will then receive keys to the apartment, mailbox and pool/laundry room.
4. If the resident prefers having the rental due date on any date other than the move-in date, the prorating will be made as of the beginning of the second month or any succeeding month.

TO BE FILLED IN BY M & L SUNNYVALE TERRACE
The applicant represents that all statements on this application are true and hereby authorize verification of all items including, but not limited to the obtaining of a credit report and agrees to furnish additional credit references upon request.

The undersigned makes application to rent apartment number_____, located at 1808 Oak Park Blvd. Pleasant Hill, CA 94523 is $_____, per month, and upon approval of this application, and subject to said availability of said apartment agrees to sign a rental agreement. A required deposit of $_____, plus a $30 (non-refundable) fee per applicant for verification of application and credit report(s) must be paid at time of application.

If after notification of acceptance, applicant fails to enter into the agreed rental agreement and fails to pay owner the first months rent, the owner may deduct from the $_____ deposit, $_____ per day for each day the premises are vacant, from the day the applicant's tenancy was to begin on _____, 20____, to date new tenancy commences. Owner, within twenty-one (21) days after the premises are re-rented, will return to applicant (with an itemization of owner's costs) any balance remaining. Said costs not to exceed the amount of the security deposit. Upon acceptance of application, application and all information hereby is incorporated into the rental agreement.

Signature: _____ Date: _____

❒Tenant
❒Guarantor

Name of Applicant:

APPLICATION TO RENT

(All sections must be completed) **Individual applications required from each occupant 18 years of age or older.**

Last Name	First Name	Middle Name	Social Security Number or ITIN
Other names used in the last 10 years	Work phone number ( )		Home phone number ( )
Date of birth	E-mail address		Mobile/Cell phone number ( )
Photo ID/Type	Number	Issuing government	Exp. date / Other ID

1.	Present address	City	State	Zip
	Date in / Date out	Landlord Name		Landlord phone number
	Reason for moving out			Current rent $ /Month
2.	Previous address	City	State	Zip
	Date in / Date out	Landlord Name		Landlord phone number
	Reason for moving out			Rent at move-out $ /Month
3.	Next previous address	City	State	Zip
	Date in / Date out	Landlord Name		Landlord phone number
	Reason for moving out			Rent at move-out $ /Month

Proposed Occupants: List all in addition to yourself	Name	Name
	Name	Name
	Name	Name

Do you have pets?	Describe	Do you have a waterbed?	Describe
How did you hear about this rental?			

A.	Current Employer Name	Job Title or Position	Dates of Employment
	Employer address	Employer/Human Resources phone number ( )	
	City, State, Zip	Name of your supervisor/human resources manager	
Current gross income $ Per ❒ Week ❒ Month ❒ Year	Check one		
B.	Prior Employer Name	Job Title or Position	Dates of Employment
	Employer address	Employer/Human Resources phone number ( )	
	City, State, Zip	Name of your supervisor/human resources manager	

Other income source _____ Amount $ _____ Frequency _____

Other income source _____ Amount $ _____ Frequency _____

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❒Tenant
❒Guarantor

Name of Applicant:

Name of your bank	Branch or address	Account Number	Type of Acct

Please list ALL of your financial obligations below.

Name of Creditor	Address	Phone Number	Monthly Pmt. Amt.
		( )	
		( )	
		( )	
		( )	
		( )	
		( )	

In case of emergency, notify:	Address: Street, City, State, Zip	Relationship	Phone
1.			
2.			

Personal References:	Address: Street, City, State, Zip	Length of Acquaintance	Occupation	Phone
1.				
2.				

Automobile: Make: _____ Model: _____ Year: _____ License #: _____

Automobile: Make: _____ Model: _____ Year: _____ License #: _____

Other motor vehicles: _____

Have you ever filed for bankruptcy? _____ Have you ever been evicted or asked to move? _____

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❒Tenant
❒Guarantor

Name of Applicant:

NOTICE REGARDING CALIFORNIA INVESTIGATIVE CONSUMER REPORTING AGENCIES ACT

☒ Landlord does not intend to request an investigative consumer report regarding the Applicant.

Unless the box above is checked, Landlord intends to request an investigative consumer report regarding the Applicant's character, general reputation, personal characteristics, and mode of living. Under Section 1786.22 of the California Civil Code, the files maintained on you by the investigative consumer agency shall be made available to you during business hours and on reasonable notice, provided you furnish proper identification, as follows: (1) You may appear at the investigative consumer reporting agency identified below in person, (2) you may make a written request for copies to be sent by certified mail to a specified addressee, or (3) you may make a written request for a summary of the file to be provided over the telephone. The agency may charge a fee, not to exceed the actual duplication costs, if you request a copy of your file. The agency is required to have personnel available to explain your file to you, and the agency must explain to you any coded information appearing in your file. If you appear in person, a person of your choice may accompany you, provided that this person furnishes proper identification. If you are accompanied by a person of your choosing, the agency may require you to furnish a written statement granting permission to the investigative consumer reporting agency to discuss your file in the other person's presence. The agency that will prepare the report(s) identified in this section is listed below:

_____
Name of Agency

_____
Address of Agency

If you would like a copy of the report(s) that is/are prepared, please check the box below:
❒ I would like to receive a copy of the report(s) that is/are prepared

If the box above is checked, Landlord agrees to send the report to Applicant within three (3) business days of the date the report is provided to Landlord. Landlord may contract with another entity to send a copy of the report.

Applicant represents that all the above statements are true and correct, authorizes verification of the above items, and agrees to furnish additional credit references upon request. Applicant authorizes Landlord to obtain reports that may include credit reports, unlawful detainer (eviction) reports, bad check searches, social security number verification, fraud warnings, previous tenant history and employment history. Applicant consents to allow Landlord to disclose tenancy information to previous or subsequent Landlords.

Landlord will require a payment of $ 30.00 , which is to be used to screen Applicant.

The amount charged is itemized as follows:

1. Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports $ 15.00
2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) $ 15.00
3. Total fee charged $ 30.00

The undersigned Applicant is applying to rent the premises designated as:

Apt. No. _____ Located at 1808 Oak Park Blvd, Pleasant Hill, CA 94523

The rent for which is $ _____ per Month. Upon approval of this application, and execution of a rental/lease agreement, the applicant shall pay all sums due, including required security deposit of $_____, before occupancy.

_____ _____
Date ***Applicant* (signature required)**

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RELEASE OF INFORMATION

I authorize the release of any information M & L Properties may request from third parties regarding myself in the application for Quail Hill Apartments including the following:

- Alimony
- Annuities
- Pension Benefits
- Retirement Benefits
- Union Benefits
- Assets
- Social Security Benefits
- Personal, Credit, Landlord Employer References
- Apartment Rentals and Tenant History
- Employment
- Self Employment
- Savings and Checking Accounts
- Family Support
- Other: _____

_____

APPLICANT NAME (Please Print)

_____ _____

APPLICANT SIGNATURE DATE

ONE FORM PER PERSON ONLY

EQUAL HOUSING OPPORTUNITY

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 Landlord 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 1. Copies of this form and of the Applicant's signature are acceptable. The Applicant may be contacted to verify the authenticity of this request. **Please mail or fax this form to the person listed in section 2 as soon as possible (within 24-48 hours)**

TO BE COMPLETED BY APPLICANT

1. Authorization by rental Applicant for the release of information

I hereby authorize the release of the information requested on this Employment Verification Form to the Landlord listed below.
I hereby acknowledge that the Landlord can make copies of this executed page in order to obtain the information requested.

Name _____ Phone number (_____)_____

Signature _____ Date _____

TO BE COMPLETED BY LANDLORD

2. Person requesting the employment reference

Name of Landlord M&L Properties

Address 1808 Oak Park Blvd Unit # 3

City Pleasant Hill State CA Zip 94523

Phone number (925) 933-3364 Fax number (_____)_____

3. Applicant's employment information:

❒ Present **OR** ❒ Prior Occupation (check one)

Employer Name _____

Employer Address _____

City _____ State _____ Zip _____

Supervisor's/HR Manager's Name_____Employer/HR Phone number (____)_____

Beginning and Ending Dates of Employment _____

Current Gross Income (if applicable) $_____

TO BE VERIFIED BY CURRENT OR FORMER EMPLOYER

4. Employment information verification

Is the information provided in Section 3 above correct?

Employer Name	❒ Yes	❒ No
Employer Address	❒ Yes	❒ No
Supervisor's/HR Manager's Name	❒ Yes	❒ No
Employer/HR Phone Number	❒ Yes	❒ No
Beginning and Ending Dates of Employment	❒ Yes	❒ No
Current Gross Income (if applicable)	❒ Yes	❒ No

If No, please explain: _____

_____

Verification provided by:

Name: _____

_____

Title: _____

Phone: (____)_____

Verification obtained by:

❒ Phone ❒Mail ❒Fax

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RENTAL APPLICANT REFERENCE FORM

- This form is used to obtain information regarding the rental history of Applicants 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 1. Copies of this form and of the Applicant's signature are acceptable. The Applicant may be contacted to verify the authenticity of this request. **Please mail or fax this form to the person listed in section 2 as soon as possible (within 24-48 hours)**

TO BE COMPLETED BY APPLICANT

1. Authorization by rental Applicant for the release of information

I hereby authorize the release of the information requested on this Rental Applicant Reference Form. ***I hereby acknowledge that the Owner/Agent can make copies of this executed page in order to obtain the information requested.***

Name _____ Phone number (_____)_____

Signature _____ Date _____

TO BE COMPLETED BY OWNER/AGENT

2. Person requesting the rental reference

Name of Owner/Agent M & L Properties

Address 1808 Oak Park Blvd Unit # 3

City Pleasant Hill State CA Zip 94523

Phone number (925) 933-3364 Fax number (_____)_____

3. Applicant's rental information

Name of rental community (if any) _____

Address of rental unit _____ Unit # _____

City _____ State _____ Zip _____

Name of Owner/Agent _____

Phone number (_____)_____ Fax number (_____)_____

Move-in date: Month _____ Year _____ Move-out date: Month _____ Year _____ or ☐current resident

TO BE COMPLETED BY FORMER OR CURRENT OWNER/AGENT

4. Rental reference information

Did Applicant live at your property during the period indicated above? ☐Yes ☐No. Last effective monthly rent? $ _____
If no, what were the dates of occupancy? From (month/year): _____/_____ To (month/year): _____/_____
How many times during the past 12 months did Applicant pay the rent late? ..... ☐0 ☐1-2 ☐3-5 ☐6 or more
Was any check from Applicant returned due to non-sufficient funds (NSF)? ..... ☐Yes ☐No
Did you ever file for an unlawful detainer against Applicant for unpaid rent? ..... ☐Yes ☐No

If yes, what was the result? _____

_____

Does Applicant owe any amount for delinquent rent, utilities or damage to unit? ..... ☐Yes ☐No
Did Applicant provide notice for ending tenancy according to the terms of the rental agreement? ..... ☐Yes ☐No
☐Not applicable because Applicant still resides at unit
Did you ever serve a Three Day Notice to Applicant ..... ☐Yes ☐No

If yes, please explain: _____

_____

Information provided by: Name _____ Phone number (_____)_____

Information obtained by: ☐ Phone ☐Mail ☐Fax

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❒Tenant
❒Guarantor

Name of Applicant:

RECEIPT FOR TENANT SCREENING AND/OR CREDIT CHECKING FEES

On _____, Landlord received $_____ from the undersigned, hereinafter called "Applicant,"
(Date)
who offers to rent from Landlord the premises located at:

_____ **, Unit # (if applicable)** _____
(Street Address)

_____ **, CA** _____**.**
(City) *(Zip)*

Payment is to be used to screen "Applicant". The amount charged is itemized as follows:

1. Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports $_____
2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) $_____
3. Total fee charged (cannot exceed the amount fixed by law) $_____

For Landlord Use Only
Screening fees paid by: ❒ Cash ❒ Personal Check ❒ Cashier's Check ❒ Money Order

❒ Credit Card # (Last 4 digits only) _____ MC/VISA/AMEX Expiration Date: _____

_____ ❒ by _____, _____ Agent for Landlord
Landlord ***Individual Signing for Landlord*** ***Management Co. (If Applicable)***

_____
Date

CALIFORNIA APARTMENT ASSOCIATION CODE FOR EQUAL HOUSING OPPORTUNITY

The California Apartment Association supports the spirit and intent of all local, state and federal fair housing laws for all residents without regard to color, race, religion, sex, marital status, mental or physical disability, age, familial status, sexual orientation, or national origin.

The California Apartment Association reaffirms its belief that equal opportunity can best be accomplished through effective leadership, education, and the mutual cooperation of owners, managers, and the public.

Therefore, as members of the California Apartment Association, we agree to abide by the following provisions of this Code for Equal Housing Opportunity:

- We agree that in the rental, lease, sale, purchase, or exchange of real property, owners and their employees have the responsibility to offer housing accommodations to all persons on an equal basis.
- We agree to set and implement fair and reasonable rental housing rules and guidelines and will provide equal and consistent services throughout our residents' tenancy.
- We agree that we have no right or responsibility to volunteer information regarding the racial, creed, or ethnic composition of any neighborhood, and we do not engage in any behavior or action that would result in "steering."
- We agree not to print, display, or circulate any statement or advertisement that indicates any preference, limitations, or discrimination in the rental or sale of housing.

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