

RENTAL APPLICATION CHECKLIST

CWP Property Management, Inc. cannot process a rental application unless all of the following documents are presented WITH the application.

- ☐ Completed and signed Rental Application with all sections filled in
(Not acceptable if any sections or phone numbers are left blank)
- ☐ Valid Government Issued Photo ID
- ☐ Social Security Card
- ☐ Employment Verification Form (Signed by Applicant)
- ☐ Resident Verification Form (Signed by Applicant)
- ☐ Two most recent pay stubs (**Originals**)
- ☐ If Applicant is self-employed: copies of last two years Income Tax returns
- ☐ If your employer uses The Work Number you must provide the six (6) digit salary code. You may obtain the code from www.the worknumber.com or 800-367-2884
- ☐ \$35.00 non-refundable application fee
(**CASH ONLY – EXACT CHANGE**)

APPLICATION TAKEN BY: _____ **DATE & TIME** _____
CWP Employee Initials

RECEIPT FOR RESIDENT SCREENING and/or CREDIT CHECKING FEES

On the date below, Owner/Agent received \$_____ (cash) from the undersigned, hereinafter called "Applicant" who offers to rent from Owner/Agent the premises located at: _____

Above payment is to be used to screen "Applicant" with regards to credit history and other background information. The amount charged is itemized as follows:

Actual cost of credit report, unlawful detainer (eviction) search and/or other screening reports.....\$10.25

Cost to obtain, process and verify screening information (may include staff time and other soft costs).....\$24.75

Total fees charged per applicant 18 years or older.....\$35.00

Applicant authorizes verification of information supplied by applicant via methods which may include, but are not limited to, resident screening and credit checking.

RENTAL APPLICATION PROCEDURE

PLEASE READ THIS CAREFULLY

1. A non-refundable \$35.00 application processing fee is collected for each applicant 18 years of age or older. Please provide exact change in cash. Applications are not processed until application fee is paid. This fee is non-refundable but we will supply a copy of your credit report upon request. Complete and sign the attached application. Please write "n/a" if a question does not pertain to your situation. You must submit a copy of your current California Drivers License or current California photo I.D., as well as a copy of your most recent pay stub and social security card. We will then screen your application; provided it is completed (missing information will delay processing).

2. The application process normally has a turnaround time of 72 hours. An application received on Saturday may not be started until Monday. However, the turnaround time depends on when employers and current/prior landlords return our phone calls and verification forms.

3. I understand that CWP Property Management, Inc. reserves the right to check more than one application and choose from the most qualified prospective resident.

4. In order to qualify to rent from CWP, the following requirements must be met:

- a. Gross monthly income must be at least 2-½ times the rent.
- b. Positive rental history
- c. Verifiable and stable employment
- d. Unlawful detainer action will cause your application to be denied.
- e. Your application may be subject to the property Owner's approval.
- f. Management reserves the right to ask for a lease.
- g. Co-signers are NOT accepted for negative credit or required income.
- h. Any falsified information you provide either verbally or in writing, will be cause for automatic disqualification at any time during the process and all fees will be forfeited.

5. If the application is denied, a denial letter will be sent to the address you listed on your application. The reason for the decline will be clearly outlined in this letter. If the decline was based on credit, a phone number will be provided in the letter for you to call and request a copy of the report from the credit agency. Our office will not disclose any specific information contained in the credit report.

6. If the application is approved, the property will only be held for 24 hours from acceptance. The full Security Deposit must be received within 24 hours of approval and must be paid by money order or cashier check. If the deposit is not received within 24 hours, the property is subject to accepting other applications. PLEASE NOTE: One full month's rent paid by money order or cashier check is required upon signing of the rental agreement by all parties.

7. Hazard Insurance on the building/property in which you are applying for is paid for by the owner. These policies do not cover the personal property for tenants. In order for your personal property to be insured, it is recommended that you obtain Renter's Insurance. (Please note: Some properties require Renter's Insurance)

8. I have read, understood, and meet the requirements for renting with CWP Property Management, Inc. I also understand 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 \$35.00 (cash) application processing fee, I am satisfied and knowledgeable about any pre-existing applicants.

I represent that all statements are true and correct, authorize verification of the application and agree to furnish additional credit references upon request. I authorize the Owner/Agent 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. I consent to allow Owner/Agent to disclose tenancy information to previous or subsequent Owner/Agents.

Applicant _____

Date _____

Applicant _____

Date _____

Owner/Agent _____

Date _____

CWP Property Management, Inc.

Office: (510) 352-6310 ♦ Fax: (510) 351-7490 ♦ cwpmgmt.com

- This form is used to obtain information regarding the rental history of Applicants for rental housing. The information provided by the current or former Owner/Agent may be used solely for the purpose of evaluating the application 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.

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 Request to the Owner/Agent listed below. I hereby acknowledge that the Owner/Agent can make copies of this executed page in order to obtain the information requested.

Print Name: _____ Phone #: () _____

Signature: _____ Date: _____

2. Person requesting the rental reference

CWP Property Management, Inc., Application Processor
198 Juana Avenue, San Leandro, CA 94577
Office: (510) 352-6310 Fax: (510) 351-7490

3. Applicant's rental information: (check one) ☐ Present OR ☐ Prior

Name of rental community (if applicable): _____

Address of rental unit: _____

Name of Owner/Agent: _____

Phone #: () _____ Fax #: () _____

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

If no, what were the dates of occupancy? From (Month/Year) _____ To (Month/Year) _____

Names of ALL Occupants _____

How many times during the past 12 months did Applicant pay the rent late? _____

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 the 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 _____

Did Applicant have pets? Type _____ How many? _____ Damages? _____ ☐ Yes ☐ No

Did Applicant receive their full deposit upon vacating? If no, explain _____ ☐ Yes ☐ No

Information provided by: _____

Name

Title

Date

PLEASE FAX THIS FORM TO (510) 351-7490 AS SOON AS POSSIBLE (WITHIN 24 – 48 HOURS)

CWP PROPERTY MANAGEMENT, INC.

Office: 510-352-6310 ♦ FAX: 510-351-7490 ♦ www.cwpmgmt.com

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 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.

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 Request to the Owner/Agent listed below. I hereby acknowledge that the Owner/Agent can make copies of this executed page in order to obtain the information requested.

Print Name: _____ Phone #: () _____

Signature: _____ Date: _____

2. Person requesting the employment reference

CWP Property Management, Inc., Application Processor
198 Juana Avenue, San Leandro, CA 94577
Office: (510) 352-6310 Fax: (510) 351-7490

3. Applicant's employment information: ☐ Present OR ☐ Prior Employer (check one)

Employer Name: _____

Address: _____

Supervisor's/HR Manager's Name: _____

Fax #: () _____ Employer/HR Phone #: () _____

Dates of Employment: _____ to _____ Current Gross Income: \$ _____
Circle one: Hour 2-Weeks Month Year

TO BE VERIFIED BY CURRENT OR FORMER EMPLOYER

4. Employment information verified by current Employer

Is the information provided in section 3 above correct?

Verification provided by:

Employer Name ☐ Yes ☐ No

Name: _____

Employer Address ☐ Yes ☐ No

Supervisor/HR Mgr Name & Phone Number ☐ Yes ☐ No

Signature _____

Beginning & Ending Dates of Employment ☐ Yes ☐ No

Title: _____

Current Gross Income ☐ Yes ☐ No

Phone: () _____

If NO, please explain: _____

PLEASE FAX THIS FORM TO (510) 351-7490 AS SOON AS POSSIBLE (WITHIN 24 – 48 HOURS)