

# REALTY CENTER PROPERTY MANAGEMENT

950 S. BASCOM AVE., SUITE 2004, SAN JOSE, CA 95128-3538

OFFICE: 408-982-3434 FAX: CELL: 408-857-0376

STEVE HANLEIGH, OWNER

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RENTAL APPLICATION  
for property at:

**Notice: All potential renters over 18 must complete a separate Rental Application Form. Please complete in ink.**

## Tell Us About Yourself (use additional sheets if necessary)

PLEASE LIST YOUR FULL NAME AS IT APPEARS ON YOUR PHOTO ID - Your photo ID must be presented and copied at time of application.

FIRST NAME	MIDDLE NAME	LAST NAME	
SOCIAL SECURITY OR INDIVIDUAL TAXPAYER ID #	DRIVER'S LICENSE OR OTHER GOV'T ISSUED PHOTO ID #	TYPE OF ID	ISSUING STATE
DATE OF BIRTH	OTHER NAMES USED IN LAST TEN YEARS		E-MAIL ADDRESS (REQUIRED)*
PRESENT ADDRESS		COUNTY	WORK PHONE NUMBER
CITY	STATE	ZIP	HOME PHONE
CELL PHONE NUMBER (REQUIRED)*			
HOW LONG AT THIS ADDRESS?	MOVE IN DATE:	MONTHLY PAYMENT	ANTICIPATED MOVE OUT DATE
REASON FOR MOVE			
LANDLORD OR AGENT		PHONE	

**LIST ALL OTHER PERSONS, INCLUDING SPOUSES, TO OCCUPY THE PREMISES, INCLUDING DATE OF BIRTH (if 18 years or older, must fill out application as an applicant).**

NAME	DATE OF BIRTH	NAME	DATE OF BIRTH	NAME	DATE OF BIRTH	NAME	DATE OF BIRTH
RELATIONSHIP		RELATIONSHIP		RELATIONSHIP		RELATIONSHIP	

CURRENT RESIDENCE HISTORY Paid on time? Y N Any NSF? Y N Problems Y N Verified by: \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**PREVIOUS ADDRESS (If within 3 years) IS (Check One)  OWN HOME  RENTED APT/HOME  FAMILY HOME  STUDENT HOUSING  OTHER:**

PREVIOUS RESIDENCE ADDRESS:	CITY	STATE	ZIP CODE
IF RENTING OR OWNED: LANDLORD/APARTMENT COMPLEX/ MORTGAGE COMPANY			
STREET ADDRESS OF LANDLORD/APARTMENT COMPLEX/ MORTGAGE COMPANY			COUNTY WHERE RESIDENCE LOCATED
CITY	STATE	ZIP CODE	TELEPHONE NUMBER
MONTHLY PAYMENT	MOVE IN DATE	MOVE OUT DATE	REASON FOR LEAVING

RESIDENCE HISTORY Paid on time? Y N Any NSF? Y N Problems Y N Verified by: \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**PREVIOUS ADDRESS (If within 3 years) IS (Check One)  OWNED HOME  RENTED APARTMENT  FAMILY HOME  STUDENT HOUSING  OTHER:**

PROPERTY ADDRESS:			
IF RENTING OR OWNED: LANDLORD/APARTMENT COMPLEX/ MORTGAGE COMPANY			
STREET ADDRESS OF LANDLORD/APARTMENT COMPLEX/ MORTGAGE COMPANY			
COUNTY WHERE RESIDENCE LOCATED			
CITY	STATE	ZIP CODE	TELEPHONE NUMBER
MONTHLY PAYMENT	MOVE IN DATE	MOVE OUT DATE	REASON FOR LEAVING

RESIDENCE HISTORY Paid on time? Y N Any NSF? Y N Problems Y N Verified by: \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE GIVE YOUR INCOME INFORMATION (Check One)  Employed full time  Employed part time  Student  Retired  Not Employed**

CURRENT EMPLOYER/COMPANY NAME	DATE EMPLOYED	MONTHLY GROSS INCOME	MONTHLY HOUSEHOLD GROSS INCOME
ADDRESS	CITY	STATE & ZIP	
JOB TITLE	SUPERVISOR'S NAME	SUPERVISOR'S PHONE NUMBER	

INCOME VERIFICATION: Position: \_\_\_\_\_ Income: \_\_\_\_\_ Verified by: \_\_\_\_\_ Title \_\_\_\_\_ Date: \_\_\_\_\_

FORMER EMPLOYER/COMPANY NAME (IF LESS THAN 3 YEARS AT CURRENT JOB)	DATE EMPLOYED	MONTHLY GROSS INCOME	
ADDRESS	CITY	STATE & ZIP	
JOB TITLE	SUPERVISOR'S NAME	SUPERVISOR'S PHONE NUMBER	

INCOME VERIFICATION: Position: \_\_\_\_\_ Income: \_\_\_\_\_ Verified by: \_\_\_\_\_ Title \_\_\_\_\_ Date: \_\_\_\_\_

If there are other sources of income you would like us to consider, please list. You do NOT have to reveal alimony, child support or spouse's annual income unless you want us to consider it in this application.

OTHER SOURCE OF VERIFIABLE INCOME	PROVIDER'S NAME	PROVIDER'S PHONE NUMBER
INCOME VERIFICATION: Position: _____ Income: _____ Verified by: _____ Title _____ Date: _____		
OTHER SOURCE OF VERIFIABLE INCOME	PROVIDER'S NAME	PROVIDER'S PHONE NUMBER
INCOME VERIFICATION: Position: _____ Income: _____ Verified by: _____ Title _____ Date: _____		

**PLEASE LIST YOUR BANK AND CREDIT REFERENCES**

YOUR BANK(S)	City-State / Branch	ACCOUNT #	CURRENT BALANCE	TELEPHONE NUMBER
1				
2				
YOUR CURRENT CREDITORS	ADDRESS	PHONE NUMBER	CURRENT BALANCE	MONTHLY PYMT AMOUNT
1				
2				
3				
4				
5				
6				

**PLEASE LIST YOUR MOTOR VEHICLES (including cars, trucks, boats, motorcycles, company cars/trucks if permitted at property):**

1 MAKE & MODEL	YEAR	COLOR	LICENSE PLATE #	STATE
2 MAKE & MODEL	YEAR	COLOR	LICENSE PLATE #	STATE

**PLEASE LIST YOUR ANIMALS (ANIMALS REQUIRE PRIOR CONSENT)**

TYPE	BREED	AGE	WEIGHT	NAME	LICENSE #
TYPE	BREED	AGE	WEIGHT	NAME	LICENSE #

**PERSONS TO NOTIFY IN CASE OF EMERGENCY, DEATH OR INCAPACITY\*\* (Cannot be some who intends to reside in premises.)**

NAME	RELATIONSHIP	CELL PHONE	ALTERNATE PHONE
ADDRESS	CITY	STATE	ZIP
NAME	RELATIONSHIP	CELL PHONE	ALTERNATE PHONE
ADDRESS	CITY	STATE	ZIP

**HAVE YOU OR YOUR CO-APPLICANT EVER:**

Been evicted or asked to move out?  Yes  No  
 Been sued for non-payment of rent?  Yes  No  
 Been sued for damage to a rental property?  Yes  No  
 Broken a Rental Agreement or Lease?  Yes  No  
 Declared Bankruptcy?  Yes  No  
 Have you ever been convicted of, or any pending indictment or deferred or withheld adjudication for a felony, selling distributing or manufacturing drugs or misdemeanor crime against a person or property?  Yes  No If yes, please explain details or give any additional details on any question above that might help evaluate your application on Page 3.

**How did you hear about our Property?**  Craigslist  Sign  Friend  Current Tenant  Other: \_\_\_\_\_

**PLEASE READ CAREFULLY AND SIGN BELOW**

\* **Email Address & Electronic Signatures.** Please provide the email address through which you prefer to receive communications from us. In particular, we may present our lease documents to you for signature electronically. If we do so, you will receive an email with a link your lease. You can review the lease on your own time, print out and sign and return to complete the process within three (3) days of receipt.

\*\* **Authorization for Providing Access in the Event of Emergency, Death or Incapacity.** If your application is approved and you take possession of the apartment/premises, you authorize us, in the event of your death or incapacity, to grant access to the premises and the contents therein to the individual you named above. Once we grant access to such person(s), he/she/they may remove all personal property from the premises and dispose of it in accordance with applicable law. You hereby release and discharge us from any liabilities, claims or damages arising out of or in connection with our granting such access to the person(s) you named.

\*\*\* **Holding Deposit Agreement.** You understand that the holding deposit is NOT a security deposit. By signing this application and paying the holding deposit, you are requesting us to reserve the apartment/premises for you. You understand that the premises will not be taken off the market until such time as you have submitted this fully-completed and signed application, as well as all of the necessary documentation we require in order to approve or deny your application. You further understand that the holding deposit does not obligated us to execute a lease or to deliver possession of the premises to you.

If your application is denied, we will refund the entire holding deposit to you. We may be required to deposit the holding deposit and issue a refund check to you.

If we notify you that your application has been approved and you notify us within 24 hours of that notification that you do not want to enter into a lease with us, we will refund the entire holding deposit to you. We may be required to deposit the holding deposit and issue a refund check to you.

If we notify you that your application has been approved and you do not notify us within 24 hours of that notification that you do not want to enter into a lease with us, your entire holding deposit will be forfeited. We both agree that you election to not enter into a lease with us, without providing the above mentioned notice within 24 hours of your approval notification, will cause us to incur costs that are difficult and impractical to fix. Such costs include, without limitation, lost rent on the premises, as well as marketing, advertising, office overhead and other costs incurred by us in preparing the premises for rental to

other potential tenants. We both agree that the forfeiture of the holding deposit, in such instance, is not a penalty, but represents a fair and reasonable estimate of the costs that we will incur a result of your failure to timely enter into a lease for the premises.

If your application is approved and you enter into a lease with us, the holding deposit will be applied, at our discretion, to one of the following: (i) any security deposit required under the lease; (ii) any rental amount required under the lease; or (iii) any other feeds and charges required under the lease. If there is inconsistency between there terms of this application and the signed lease, the terms of the lease will control.

I am making this application for the purposes of obtaining the unit described above and do authorize and consent for Rizon, Inc. (Realty Center) or it's employees/agents or Lessor to investigate and verify information herein provided by me through credit agencies, banks, prior landlords/agencies, employers, etc. as stated on this application. I agree to notify management of any change in this information during the application process or residency if accepted. I understand that if I lease this unit, the Lessor shall have a continuing right to review my credit information, payment history, occupancy history and other information in this Application for purposes related to my lease and/or for account review or improvement of application methods.

I hereby release and hold harmless Rizon, Inc. (Realty Center), Lessor, Owner and their employees/agents and all officers/trustees from any and all liability, legal proceedings and costs including attorneys fees, arising out of the verification and/or use of the information contained in this application, including release of information to parties herein listed or credit agencies. If I am applying with a co-applicant, I authorize Lessor to release any and all information related to my application for residency (including my application form, my credit report, and any notice of adverse action related to these items), to my co-applicants.

I warrant that the above information, to the best of my knowledge, is complete, true and correct as of the date this application and agree to notify Lessor if any of the information provided in this application changes during the application process or during my tenancy. If any information provided by me is determined to be false, such false statements will be grounds for disapproval of my application or termination of my lease with Lessor. I also understand that Lessor will retain this application, along with any other information provided by me, whether or not this application is accepted.

A non-refundable Application Screening Fee of \$35.00 is required from each Applicant to process this application and to check the information provided. A separate application to rent must be signed and submitted by each proposed occupant over the age of 18 years of age before this application will be considered by Lessor/Landlord.

Signature of Applicant: \_\_\_\_\_ Date of signature: \_\_\_\_\_

OPPTIONAL INFORMATION

Form area with multiple horizontal lines for optional information.

[Access and submit your free credit report at http://www.annualcreditreport.com](http://www.annualcreditreport.com)

## CREDIT INFORMATION

Please submit your own credit report that has been checked within the last two-weeks of your application submission date. Please print out, with FICO score, and send with the three (3) page application.

Under federal law, you have the right to obtain a free copy of your credit report from each of the nationwide consumer reporting agencies once a year.

To order your free annual credit report –

By Telephone: Call toll-free: 1-800-322-8228

On the web: Visit [www.annualcreditreport.com](http://www.annualcreditreport.com)

By Mail: Mail your completed Annual Credit Report Request Form (which you can obtain from the Federal Trade Commission's website at <http://www.ftc.gov/bcp/online/include/requestformfinal.pdf> to:

Annual Credit Report Request Service

P O Box 105281

Atlanta, CA 30348-5281

For more information about credit reports and your rights under federal law, visit the Consumer Financial protection Bureau's website at [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) .