



HARBOR BAY REALTY

SALES • RENTALS • PROPERTY MANAGEMENT
885 Island Drive, Alameda, CA 94502
510.523.1166 • FAX 510.523.3734
HBRinfo.com/rentals

RENTAL APPLICATION FOR:

ADDRESS: _____

RENT \$ _____ MOVE IN DATE _____

HARBOR BAY REALTY RENTAL AGENT
PLEASE PRINT CLEARLY. ALL SECTIONS MUST BE COMPLETED.
INDIVIDUAL APPLICATIONS REQUIRED FROM EACH OCCUPANT 18 YEARS OF AGE OR OLDER.

See reverse for Application & screening policy.

General Information
Last Name, First Name, Middle Name, Social Security or I.T.I.N
Date of Birth, Driver's License No., State, Cell Phone Number, Home Phone Number
Email Address
1 Present Address, Apt. #, City, State, Zip Code
Reason for Moving, Rent \$
Date In (Mo./Yr.), Date Out (Mo./Yr.), Owner/Manager Name, Owner/Manager Phone #
2 Prior Address, Apt. #, City, State, Zip Code
Reason for Moving, Rent \$
Date In (Mo./Yr.), Date Out (Mo./Yr.), Owner/Manager Name, Owner/Manager Phone #
3 Prior Address, Apt. #, City, State, Zip Code
Reason for Moving, Rent \$
Date In (Mo./Yr.), Date Out (Mo./Yr.), Owner/Manager Name, Owner/Manager Phone #
Employment
Employer, Yearly Salary \$
Employer Address, City, Employer Phone #
Position, Length of employment, Personal Work Phone #
Prior Employer, How Long With This Employer?
Employer Address, City, Employer Phone #
Other Yearly Income \$, Source
Personal
No. of All People Including Yourself to Occupy Unit?, Name(s) Age(s)
Smoker, Non Smoker, Do You Have A Waterbed?, Yes, No
Do You Have Pets?, Yes, No, How Many?
Type, Name, Indoor, Outdoor, LBS., Type, Name, Indoor, Outdoor, LBS.
Financial/Legal
Payments: Alimony \$, Child Support \$
Judgments or Lawsuits?, Yes, No, Type, Have You Filed For Bankruptcy?, Yes, No, Type
Have You Ever Been Evicted?, Yes, No, Date, Have you ever been convicted of a felony?, Yes, No, Charge
Have You Ever Established Credit References In Any Other Name?, Yes, No, Other Name
Automobile • Emergency
Automobile License No., Make & Model, Year, Color
Notify in Emergency (Relative), Phone #, Alt #
Address, Relationship, E-mail

I hereby certify that the foregoing information is true and accurate to the best of my knowledge. I hereby authorize Harbor Bay Realty, any credit bureau or other investigative agency employed by Harbor Bay Realty, to investigate the references, statements or other data herein listed or obtained from me or from any other person pertaining to my credit and financial responsibility.

I hereby acknowledge that Harbor Bay Realty will not hold the above property or any other property until such time as I have signed a Residential Lease Agreement and paid all the required deposits. Said deposits will be in the form of a cashier's check, money order or travelers check. Landlord may terminate any agreement entered into in reliance on any misstatement made above. Application not deemed complete until all information is verified on reverse side.

I HEREBY AGREE TO PAY HARBOR BAY REALTY A LEASING FEE IN THE AMOUNT OF 30% OF THE FIRST FULL MONTH'S RENT UPON EXECUTION OF THE LEASE/RENTAL AGREEMENT. UPON EXECUTION OF LEASE/RENTAL AGREEMENT AND RECEIPT OF ALL FUNDS THE RENTAL FEE IS NON REFUNDABLE.

X
11/09 Applicant Signature

Date





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RENTAL APPLICATION AND SCREENING POLICY

Dear Prospective Tenant:

Thank you for choosing HARBOR BAY REALTY to assist you in locating rental housing. Listed below is our application and screening policy.

APPLICATIONS:

In order to process your application the following must be provided:

1. A completed rental application for **each** person, over 18 years of age, who will occupy the unit. Please complete all lines and sign and date the application at the bottom.
2. Reliable **DOCUMENTATION** and telephone numbers to verify all income and references. **NO EXCEPTIONS.**
 - **If EMPLOYED**, we require your most current pay stub.
 - **If SELF-EMPLOYED**, we require a copy of last year's income tax returns (the first two pages, Form 1040).
 - **OTHER** income such as retirement, AFDC, SDI or other must have reliable documentation.
3. An application processing fee of \$20.00 per person over 18 years of age. **This is a non-refundable fee.**

We will start processing your application immediately upon receipt of a **completed application** and the \$20.00 processing fee. **Incomplete applications without the processing fee will not be processed.**

QUALIFICATIONS:

1. Qualifying income standard: **Monthly rent x 3 = applicant's monthly income.** Multiply monthly rent of property applying for times 3; if your monthly income equals this amount, you meet the qualifying income standard.
2. Good credit as evidenced by Equifax credit report. (i.e.: no charge off accounts, collection accounts, 60 or 90 day delinquencies, etc.)
3. Good landlord references. Current and previous landlords will be contacted via telephone to verify rent payment history and tenancy history.
4. Occupancy guidelines: Two persons per bedroom, plus one person (HUD occupancy standards).
5. Harbor Bay Realty adheres to all Fair Housing laws and will not "discriminate against any person in terms, conditions, or privileges of sale or rental of a dwelling, or in the provisions of services or facilities in connection therewith, because of race, color, religion, sex, familial status, or national origin." (1988 Fair Housing Amendments Acts).

PROCESSING and SCREENING:

1. Processing time is approximately two business days. (Subject to HBR receiving landlord verifications) **An incomplete application will delay or prevent processing.**
2. All applications will be presented to the property owner or owner's agent for approval. Every effort will be made to present applications within 24 hours of completing the processing of all applications received for a specific property. All applications will be submitted to the property owner or owner's agent for final tenant selection.
3. Once an application has been accepted, all monies due (first month's rent, security deposit and leasing fee) and an executed residential lease agreement must be received within three days of acceptance.
4. Initial payment of rent, security deposit, and leasing fee must be in the form of a **CASHIER'S CHECK, MONEY ORDER, OR TRAVELER'S CHECKS.**
5. A property is considered rented **only** when all required deposits and fees have been paid and a residential lease agreement has been executed by all residents and the property owner or owner's agent.

If you have any questions regarding the above, please do not hesitate to call our Rental Department at 510.523.1166. Thank you - we look forward to working with you!



HARBOR BAY REALTY'S LEASING FEE IS 30% OF ONE MONTH'S RENT

