

Dear Applicant,

Thank you for taking the time to view the property that RidgeWater Real Estate is representing for lease.

Below is important information to understand and follow to submit a complete application. Please read and follow these instructions carefully and completely to expedite the processing of your application.

HOW TO SUBMIT AN APPLICATION

- 1) Please print out the full document. (One copy per Adult over 18)
- 2) EACH ADULT (18 Year Old and older) who will be living in the home needs to fill out and sign all documents completely. Incomplete applications will not be accepted.
- 3) When all documents are filled in each applicants own writing completely and signed by each applicant bring the applications to RidgeWater Real Estate offices (**9000 Brentwood Blvd. Suite C, Brentwood, Ca. 94513**) with cash or cashiers check for the correct amount to process all applications.
- 4) Call RidgeWater Real Estate offices (**925**) **634-4611** to **set appointment** to bring applications into the office with payment for processing of applications.

INSTRUCTIONS FOR FILLING OUT FORMS PROPERLY:

- 1) **Bay Rentals Credit Application** (Fill out first section completely)
{Last Name through First Signature Line and Date only}
- 2) **Application to Rent** (Fill out all sections completely)
{Bottom of Page 2 must have property address and be SIGNED and DATED}
*You will receive a receipt when you turn in applications and pay for processing fee
- 3) **Rental Application Reference Form**
*Fill out Section 1 (Print name, Valid Phone #, Signature and Date)
*Fill out Section 3 (Applicant's Rental Information)
*Do not make any marks or checks in Sections 2 and 4
- 4) **Employment Verification Form**
*Fill out Section 1 (Print name, Valid Phone #, Signature and Date)
*Fill out Section 3 (Applicant's Rental Information)
*Do not make any marks or checks in Sections 2 and 4

Thank You- Dave Hansen (RidgeWater Real Estate)

BayRentals.com

900 S Winchester Blvd #9, San Jose, Ca 95128

Phone: (408) 244-4903 or (800) 706-7878 Fax: (408) 244-7059 or (408) 244-1545

CONSUMER CREDIT REPORT AUTHORIZATION FORM

Please provide the following information and sign below (please print legibly)

Last name _____ First name _____

Current address _____ Apt # _____

City _____ State _____ Zip code _____

Home phone _____ Work phone _____

Driver's License or State ID # _____ State _____

Social Security # _____ Date of birth _____

I represent that statements made above are true and correct and hereby authorize Bay Rentals to order a background check, including but not limited to, the obtaining of a consumer credit report and unlawful detainer filings through National Credit Reporting.

Signature _____ Date _____

Payment method (\$30 ea.) () cash () credit card () check () debit

Credit card # _____ Exp _____ Security Code _____

Name on card _____

Billing address _____

City _____ State _____ Zip code _____ Phone _____

Signature _____ Date _____

Upon Completion of Report

Rental property address: _____

Requester's name and phone number: RidgeWater Real Estate (925) 634-4611

Fax to: (925) 401-1045 Attention: David Hansen

APPLICATION TO RENT

Tenant
 Guarantor

(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		Owner/Agent Name		Owner/Agent Phone number		
Reason for moving out						Current rent \$ /Month		
2. Previous address				City		State		
						Zip		
Date in		Date out		Owner/Agent Name		Owner/Agent Phone number		
Reason for moving out								
3. Next previous address				City		State		
						Zip		
Date in		Date out		Owner/Agent Name		Owner/Agent Phone number		
Reason for moving out								
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				Check one				
\$				Per <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year				
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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Name of your bank	Branch or address	Account Number

Please list ALL of your financial obligations below.

Name of Creditor	Address	Phone Number	Monthly Pymt. 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? _____

Have you ever been convicted of selling, distributing or manufacturing illegal drugs? _____

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 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. Applicant consents to allow Owner/ Agent to disclose tenancy information to previous or subsequent Owners/Agents.

Owner/Agent will require a payment of \$ 40.00, 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 \$ 30.00
2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) \$ 10.00
3. Total fee charged \$ 40.00

The undersigned is applying to rent the premises designated as:

Apt. No. _____ Located at _____

The rent for which is \$ _____ per _____. 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) _____



RENTAL APPLICANT REFERENCE FORM

- 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. **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 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.

Name _____ Phone number (_____) _____

Signature _____ Date _____

TO BE COMPLETED BY OWNER/AGENT

2. Person requesting the rental reference

Name of Owner/Agent David Hansen  07/18/2015 09:26 PM GMT

Address 9000 Brentwood Blvd Suite C Unit # _____

City Brentwood State CA Zip 94531

Phone number (925) 634-4611 Fax number (925) 401-1045

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

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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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. **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 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.

Name _____ Phone number (_____) _____

Signature _____ Date _____

TO BE COMPLETED BY OWNER/AGENT

2. Person requesting the employment reference

Name of Owner/Agent David Hansen

Address 9000 Brentwood Blvd. Suite C Unit # _____

City Brentwood State CA Zip 94513

Phone number (925) 634-4611 Fax number (925) 401-1045

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	<input type="checkbox"/> Yes <input type="checkbox"/> No	Verification provided by: Name: _____ Title: _____ Phone: (_____) _____
Employer Address	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Supervisor's/HR Manager's Name	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Employer/HR Phone Number	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Beginning and Ending Dates of Employment	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Current Gross Income (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Verification obtained by: <input type="checkbox"/> Phone <input type="checkbox"/> Mail <input type="checkbox"/> Fax

If No, please explain: _____



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