



Application Cover Memo - The Claridge

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Applicant Name

Estimated Move In Date

Unit

\$		Base Monthly Rent Amount
\$		Security Deposit (2x base monthly rent)

IMPORTANT! THIS FORM IS TO HELP YOU MAKE SURE YOUR APPLICATION GETS PROCESSED ASAP!

Please Make Sure That Your Application Includes All Items in Bold Below.

APPLICATION CHECKLIST

	Lease Application Form and Offer to Rent / Lease Real Property (required) (attached)
	\$35 application fee per applicant / co-signer (pay via credit card or make check payable to PIP Inc.) credit card payment requires "Credit Card Authorization form" (attached)
	14 Weeks Paycheck stubs (consecutive) from all income sources (required if applicant has income)
	Employer's name, address, and phone number (if applicable)
	Checking Account Statements for Last 6 Months (required)
	Saving Account Statement Last 6 Months (required)
	Statements (current) from all assets held including, but not limited to: (N/A if not applicable)
	401k, 403b, IRA's, Money Market Accounts, Certificates of Deposits, Stocks and Bonds Certificates
	Life Insurance Policies, Real Estate Documents including Mortgage Notes, Sales Contracts, etc.
	Statements of Alimony and/or Child Support (if applicable)
	Statements of Social Security , SSI, and Disability Payments (if applicable)
	Statements of Public Assistance , AFDC, TANF, GR. Name, address, and phone of worker (if applicable)
	Statements of Unemployment Benefits (if applicable)
	Most recent copy of Income Tax Return for self-employed individuals (if 1099 employee)

UNDERWRITING GUIDELINES

We look for applicants to meet all of the following criteria:

\$	(if One Occupant) - Annual income must be above 2.5x annual base rent and <u>below \$43,400</u>
\$	(if Two Occupants) - Combined income must be above 2.5x annual base rent and <u>below \$49,600</u>
	Verifiable funds (i.e. current bank balance) = at or above 2.5x monthly rent
	Good credit (FICO > 550)
	Positive rental history
	NO EVICTIONS
	No Full-time students unless under the following circumstances:
	any member(s) of the household is married and is filing a joint tax return
	Currently receiving assistance under Title IV of the Social Security Act (AFDC, Cal WORKS, TANF <u>not</u> SSA/SSI)
	Recently exited the foster care system (and currently 18-24 years old)
	Single parent and neither the parent or child(ren) are claimed as a dependent on a third parties tax return
	enrolled in a job training program under the JTPA or WIA or under a similar Federal / State / Local law

*Note: The Claridge is a CTCAC regulated property and as such there may be additional CTCAC document requirements
The Staff at the Claridge will guide you in completing all necessary paperwork and submitting any additional documents*

APPLICATION SUBMISSION

Email: claridgehotel@sfrent.net

Physical Address: Attention - Justin Wong, 634 15th St., Oakland, CA, 94612

Fax: 415-931-4048

Questions (Do Not Hesitate!): (510) 439 - 0400

Terms and Conditions : for best chance at approval please submit all documents as quickly as possible

Revised: 05/15/2018

APPLICATION AND OFFER TO RENT/LEASE REAL PROPERTY

sfrent.net

1201 Fulton Street, San Francisco, CA 94117 • phone 415-241-0100 • fax 415-931-4048

The undersigned hereby offers to rent/lease the real property generally described as building 634 15th Street, apt/unit # in the city of Oakland, California at the rental rate of \$ per month, with starting date . It is understood that the Application is not a Rental Agreement/Lease and Applicant has no rights to said property until a written Rental Agreement/Lease is duly executed after the approval of this Application. Use Supplement Page if necessary.

ALL INFORMATION REQUESTED HEREIN MUST BE PROVIDED**PERSONAL INFORMATION**Leasing Agent:

Name:	Mobile phone:	W phone:
Social Security #:	Date of birth:	Email:
Other names used:	Drivers License #	State:
Emergency contact:	Relationship:	Phone: Email:

OTHER PERSONS TO OCCUPY PREMISES (Each adult occupant must submit a separate application)

First and Last Name	Age	Relationship to Applicant(s)

HOUSING HISTORY

Current address:	City:	State:	Zip:
Landlord's phone:	Landlord's name:		
How long at this address?	Other occupants:		
Rent paid:	Move in date:	Move out date:	
Reason for leaving:			

Previous address:	City:	State:	Zip:
Landlord's phone:	Landlord's name:		
How long at this address?	Other occupants:		
Rent paid:	Move in date:	Move out date:	
Reason for leaving:			

EMPLOYMENT HISTORY ** We Require at Minimum 14 weeks of Pay Stubs Submitted with the Application **

If applicant is self-employed, then we will need the following: if a sole proprietor, then Form 1040, pages 1 & 2, plus Schedule(s) C for the most recent year filed. If a corporation, a Limited Liability Company, a Partnership, a Limited Partnership or any other separate entity on which self-employment income is being evaluated, then the entire return for the most recent year filed. None of the documents provided will be returned, so you may wish to send copies. If currently a student, please complete Student Information Section below.

Current Company Name:	Address:		
Position:	Start Date:	End Date:	
Gross Monthly Salary:	Supervisor:	Telephone #:	

Prior Company Name and Address:			
Position:	Start Date:	End Date:	
Gross Monthly Salary:	Supervisor:	Telephone #:	

STUDENT INFORMATION SECTION (to be completed by unemployed or under-employed students)

(Registered students must provide a letter, on institution letterhead, confirming registration)

Name of Institution:	
Address of Institution:	Start Date: Expected End Date:
Course of Study:	Degree sought:
Registrar Contact Name, if any:	Registrar Main Tel #:

VERIFICATIONS

Y N

1. Has any civil judgment been entered against you in the past ten (10) years?
2. Do you have any water filled furniture or do you intend to get any water filled furniture?
3. Do you have any pets or do you intend to get any pets?
 - o If so, type of pet is Cat Dog * Adding a pet will increase the base rent: Dog \$100 Cat \$50
4. Have you filed for bankruptcy in the past ten (10) years?
5. Have you ever been evicted or have you ever refused to pay rent for any reason?
6. Have you, or do you intend to, possess, sell or use illicit drugs or narcotics in your residence?
7. Have you ever lived here before or do you know anyone living here now or in the past?
8. ***If any question #1 through #7 is answered "yes", please explain on Supplement Page.***
9. If accepted, how long do you expect to stay? _____ years _____ months
10. How did you hear of this vacancy? _____
11. What made you decide to apply with us? _____

AGREEMENT

Earnest Money of \$_____ is hereby given as surety for Applicant's promise to timely complete the Lease Application, and execute the Lease within 24 hours after notification of acceptance. It is specifically understood that the Earnest Money is fully refundable if Landlord/PIP/sfrent.net rejects the Application and Offer. Applicant understands and agrees that Landlord/PIP/sfrent.net will deposit the earnest money payment upon receipt, and that if the application is rejected, Landlord/PIP/sfrent.net will not issue the refund until ten (10) business days have elapsed from the date of Landlord/PIP/sfrent.net's deposit of the Earnest Money payment. The Earnest Money may be applied to part of the security deposit at execution of the Lease and payment of the move-in money. If Landlord/PIP/sfrent.net has duly accepted this Application and Offer, it is then to be treated as a completed contract to rent/lease the above described property and Applicant's attempted revocation shall be deemed a breach of contract. PLEASE NOTE: if this Application and Offer is revoked by Applicant for any reason, the Applicant shall forfeit the entire Earnest Money. Applicant and Landlord agree that the Earnest Money deposit represents a fair and reasonable estimate of the costs and damages that Landlord will sustain as a result of Applicant's breach of promise to execute the Lease within 24 hours and pay the balance of move-in money, and that the Earnest Money payment represents a liquidated damage for breach of this promise, which shall be presumed to be the amount of costs and damages sustained by Landlord as a result of such breach of promise by Applicant. Failure to provide application details requested in this application within 48 hours of initial submission may be considered, at Landlord/PIP/sfrent.net's discretion, as a revocation. Applicant further acknowledges that where a unit is available for immediate move-in, Applicant's lease date will begin no later than twenty-four (24) hours from the time and date on which Applicant has been notified that Applicant's application has been approved.

Applicant agrees that Applicant will participate in Landlord's mandatory Electronic Funds Transfer (EFT) program for rent payment, and, before taking possession of the premises, will grant Landlord and/or his agent(s) the necessary authorization to enroll Applicant in the program.

Applicant represents all information contained in this APPLICATION to be true and accurate and understands that owner/manager will rely upon said information when accepting this Application. Applicant hereby authorizes the owner/manager and his employees and agents to verify said information and make independent investigations to determine Applicant's credit, financial and character standing, which will include a credit and criminal background check. Applicant hereby releases owner/manager, his employees and agents and any firm or person supplying them with information from any liability whatsoever concerning the release or use of this information and will hold them all harmless from any suit or reprisal whatsoever. All holders of any such information are hereby authorized to release any and all such information they may have concerning Applicant.

I, _____, the Applicant herein, declare under penalty of perjury that the foregoing is true and correct and that this
(Applicant's printed name)

application was executed on _____, at _____,
(date signed) (City, County and State where signed)

Applicant's Signature: _____

Use this space to provide any additional information we should know or that may help us make a decision about your application.