

**APPLICATION AND VERIFICATION PROCEDURES**

Thank you for your interest in renting from DE WOLF REALTY CO. Below is a brief description of our screening and rental process. If you have any questions, please feel free to contact our office. Our normal business hours are Monday-Friday from 9:00 a.m. to 5:00 p.m. Upon receipt of the completed application package a review of all information will occur and the applicant will be contacted by the next business day of either their approval or denial. At that time, if accepted, arrangements will be made for execution of all lease documents.

☐ **Qualifying:** Our goal is to seek the best qualified tenants possible. We base our decision on the following criteria:

**Income:** The combined gross earnings/income must be *at least three (3) times the monthly rent of the unit.*

**Credit:** Credit is not required, but good credit is helpful and negative credit or evictions will be taken into account.

**References:** Verifying past tenancy and employment is very important. References must be from people you've had a prior rental history with or whom employ you. It is important we are provided the correct contact information and that these people are notified that we need a reference. Applications will not be approved until all references have been verified and are satisfactory.

☐ **Submittal of Application:** Rental application packages are processed on a first-come-first-serve basis. **No applications will be processed until all required have been submitted to the rental agent.** Once an application is approved, we can hold a unit for no longer than two (2) weeks from the time of submission and we reserve the right to ask for immediate occupancy and rental of a unit. Please ask before submitting your application about your move-in date. The following items must be submitted before processing an application:

1. **The Application Form and Identification:** The DE WOLF REALTY CO application form is to be completed by ***each and every*** adult, eighteen (18) years or older, who will be residing in the rental unit. **Each applicant must also provide a copy of their Social Security Card AND their ID/License. If the applicant is an international student, a copy of his/her passport AND VISA will be required.**

2. **The Application Processing Fee:** Each applicant must pay a non-refundable Application Fee of \$35.00 upon submittal of their application. This fee covers the cost of obtaining credit/eviction and background information, and other minor administrative costs incurred in processing your application. The fee is an estimation of actual expenses incurred while verifying and qualifying the submitted rental application. This fee may be paid in check or money order only **and should be separate from your move-in costs.** If you are applying as a co-occupant there is an additional \$75.00 document processing fee to cover additional processing expenses. The following is an explanation of the Application Fee:

**Verification Procedure Costs**

Credit/Eviction Report**	\$ 11.95
Review of Credit/Eviction Report (5 minutes @\$40/hour)	\$ 3.33
Employment/Reference Verifications (10minutes @\$40/hour)	\$ 6.67
Application Processing (10 minutes @\$40/hour)	\$ 6.67
Misc. Office Costs (telephone, fax, etc.)	\$ 6.38

**TOTAL DUE UPON APPLICATION SUBMITTAL: \$ 35.00**

3. **Move-In Costs:** These monies must be paid with a *money order or cashier's check* payable to DeWolf Realty Co. Your move-in cost is equal to: 1st month's rent + security deposit (security deposit equal to 1 ½ a month's rent *or* 2 month's if the applicants have been employed less than one year or upon request for other reasons). This total dollar amount ***must be submitted at the time of application.***

***If for any reason, the application is denied, all monies will be returned minus the application fee.***

4. **Verification of Employment and/or Income:** This must be in writing on employer's letterhead stating present salary and hire date and signed by one of the following: (a) an immediate supervisor, (b) a payroll department supervisor, (c) a personnel department supervisor. **The person who signs the employment verification letter must identify him/herself by position/job title. You must also include your most recent pay stub.** Income for self-employed or student applicants is verified through student loan documents, previous year's tax returns, bank statements showing trust income or regular deposits of income (i.e. parental support). **You must have been employed with your present employer one (1) full year.** **If you have not, your move-in cost will be 1st month's rent + a security deposit equal to 2 months rent.**



# RENTAL APPLICATION

New Applicant

Co-Signer

Anticipated Move-In Date: \_\_\_\_\_

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Unit Address Applying For: \_\_\_\_\_

SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

Cell: \_\_\_\_\_ Home: \_\_\_\_\_ Email: \_\_\_\_\_

Current Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Move-In Date: \_\_\_\_\_ Move-Out Date: \_\_\_\_\_ or  current resident

Current Manager/Owner Name: \_\_\_\_\_ Owner Phone: \_\_\_\_\_

Current Manager/Owner Address: \_\_\_\_\_

Previous Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Move-In Date: \_\_\_\_\_ Move-Out Date: \_\_\_\_\_

Previous Manager/Owner Name: \_\_\_\_\_ Owner Phone: \_\_\_\_\_

Previous Manager/Owner Address: \_\_\_\_\_

Current Employer: \_\_\_\_\_ Salary: \_\_\_\_\_ Per: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Your Position: \_\_\_\_\_ How Long Employed: \_\_\_\_\_

*If employed for less than one (1) year please fill out this section:*

Previous Employer: \_\_\_\_\_ Salary: \_\_\_\_\_ Per: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Your Position: \_\_\_\_\_ How Long Employed: \_\_\_\_\_

Proposed Occupant(s) *list all in addition to yourself*: \_\_\_\_\_

\_\_\_\_\_ Age: \_\_\_ Age: \_\_\_ Age: \_\_\_ Pet(s): \_\_\_\_\_

In Case of Emergency Notify: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Bank: \_\_\_\_\_ Branch: \_\_\_\_\_ (Mark One) Checking  Savings/Loan

Automobile: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Balance Due: \_\_\_\_\_ Creditor: \_\_\_\_\_

Have you ever filed for bankruptcy?: \_\_\_\_\_ Have you ever been evicted or asked to move?: \_\_\_\_\_

Have you ever been convicted of a felony?: \_\_\_\_\_

Applicant represents that all the above statements are true and correct and hereby authorizes verification of the above items including, but not limited to, obtaining a credit report, background investigation, and reference check. Applicant consents to allow Owner/Agent to disclose tenancy information to previous or subsequent Owners/Agents.

Should this application be withdrawn *by applicant once the review process begins*, there will be a \$75.00 processing fee. The Application Fee is non-refundable as well. If applicant's application is denied due to a previous eviction, you may call National Credit Reporting at (800) 441-1661; if application is denied for reasons regarding your credit history, you may call Experian Services at (800) 392-1122. By signing below I acknowledge that I have read this above form. I agree to allow a credit report to be obtained by the landlord as well as verification of the above-submitted information. I understand that if I do not live up to the terms of my rental agreement, or if I cause a financial loss to my landlord, that my name may be placed in the negative files of a credit and reporting agency and may be furnished to subscribers who have bonafide and legal need to make an inquiry. I also understand that causing a financial loss could severely limit my ability to use personal checks or rent/lease other properties.

\_\_\_\_\_  
**(Applicants Signature and Date)**

For Office Use Only  
 Approved By: \_\_\_\_\_

**DE WOLF REALTY CO complies with all Fair and Equal Housing Standards and it is the long-standing policy of our firm not to discriminate against any resident: prospective, current or past.**

**As a member of the California Apartment Association (CAA), we agree to abide by the following:**

- We agree that in the rental, lease, sale, purchase or exchange of rental property, owners and their employees have the responsibility to offer housing accommodations to all persons on an equal basis
- We agree to set and implement fair and reasonable rental housing rules and guidelines and will provide equal and consistent services throughout our residents' tenancy
- We agree that we have no right or responsibility to volunteer information regarding the racial, creed, or ethnic composition of any neighborhood, and we do not engage in any behavior or action that would result in "steering"
- We agree not to print, display, or circulate any statement or advertisement that indicates any preference, limitations, or discrimination in the rental or sale of housing

- SPECIAL CONDITIONS FOR ALL RENTAL AGREEMENTS:**
- NO PETS
  - NO SATELLITE DISHES CAN BE INSTALLED
  - NO WASHING MACHINES OR CLOTHES DRYERS CAN BE INSTALLED

**CHECKLIST:**

- COMPLETED APPLICATION FORM
- COPY OF APPLICANT'S SOCIAL SECURITY CARD **AND** ID/LICENSE (AND/OR PASSPORT & VISA)
- VERIFICATION OF EMPLOYMENT:
  - o **IF EMPLOYED:**  
 Employer's verification w/ **starting date** and **salary** on company Letterhead **AND** a recent paycheck stub
  - o **IF SELF-EMPLOYED**  
 Copies of tax returns from previous year
  - o **IF STUDENT:**  
 Copies of Student Loans documents required and I-20 for International Students
- MOVE-IN COSTS IN A FORM OF **A CASHIER'S CHECK OR MONEY ORDER**

# 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 2. Copies of this form and of the Applicant's signature are acceptable.
- The Applicant may be contacted to verify the authenticity of this request.

## 1. Person requesting the rental reference

Name of Owner/Agent \_\_\_\_\_ Dewolf Realty Co., Inc. \_\_\_\_\_  
Address \_\_\_\_\_ 4330 California Street \_\_\_\_\_ Unit # \_\_\_\_\_  
City \_\_\_\_\_ San Francisco \_\_\_\_\_ State CA Zip \_\_\_\_\_ 94118  
Phone number ( 415 ) \_\_\_\_\_ 221-2032 Fax number ( 415 ) \_\_\_\_\_ 221-2047

## 2. 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 above. 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 \_\_\_\_\_

## 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

## 4. Rental reference information provided by former or current Owner/Agent

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

**Please mail or fax this form to the person listed in section 1 as soon as possible (within 24-48 hours)**



California Apartment Association Approved Form  
www.caanet.org  
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