



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 within three (3) business days (depending on availability of qualifying information) 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. **Due to California AB12, we can no longer accept additional deposit amounts to cure qualification issues.** 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 items 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 DE WOLF REALTY CO. **Your move-in cost is equal to: 1st month's rent + security deposit (security deposit equal to one month's rent).** 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, two (2) most 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, you may be asked to supply a Cosigner (at the discretion of DEWOLF REALTY CO.).**



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 <input type="checkbox"/> 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: _____	
<i>If employed for less than one (1) year please fill out this section:</i>		
Previous Employer: _____	Salary: _____	Per: _____
Address: _____	Telephone: _____	
Your Position: _____	How Long Employed: _____	

Proposed Occupant(s) <i>list all in addition to yourself:</i> _____
Age: ___ Age: ___ Age: ___ Animal(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?: _____

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.

For Office Use Only
 Approved By: _____

 (Applicant's Signature and Date)

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 (Service or Support Animals which are necessary due to disability will be allowed upon receipt/verification of all necessary documentation.)
 - 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 Two (2) most previous years
 - 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

FOR DEWOLF TO COMPLETE

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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Page 1 of 1

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