

www.winklerreg.com

1215 Solano Avenue, Albany, CA 94706 - Phone (510) 528-2200 - Fax (510) 528-2100

Rental Application Process

Thank you for choosing Winkler Real Estate Group to assist you in locating your next home to rent. The application process is listed below. In order to expedite your application, please provide the following documents:

1. A fully completed and signed rental/credit application (attached) for each applicant over 18 years of age.
2. A copy of a government-issued I.D. (driver's license, passport, visa, etc.)
3. A photocopy of your last year-to-date paycheck stub. If you are self-employed or retired, we must have written verification of income, such as bank statements, last year's income tax filing (form 1040), etc.
4. A non-refundable application fee of \$40.00 payable is required for each applicant over 18 years old. All persons over 18 years old will be listed as a tenant on the lease agreement.

Once an application has been completed it will be reviewed, usually within 24 hours. Even though verbally approved, no rental agreement is complete without the signatures of all parties and payment of the costs to move in. Our leasing staff will continue to market the property until a lease is signed and full payment is received. Do NOT email us your application with your social security number for security reasons. You can drop off your application in person to our office, leave it in our office drop box or we can call you for your social security number. If you have any questions, please do not hesitate to call us at (510) 528-2200.

Rental Standards

1. Leasing Requirements
 - Positive Credit Report – FICO Score above 650
 - Positive Rental History – No Unlawful Detainers
 - Income Requirements – 2.5 to 3 times rent (Paystubs may be required)
2. Security Deposit 1-2 X monthly rent, set by each landlord for each property



Winkler Real Estate Group is an Equal Opportunity Housing provider. We are members of the East Bay Rental Housing Association. It is our policy to rent to the first qualified applicant.

Signature(s) of Applicant: _____ Date _____

_____ Date _____

Property Address: _____

Application fee of \$40/per applicant received on _____ by: _____

RENTAL APPLICATION

for Property located at _____

A separate application to rent is required for each occupant 18 years of age or over, or an emancipated minor.

Applicant is completing Application as a (check one) tenant tenant with co-tenant(s) guarantor/co-signor ~ Please PRINT clearly

First Name	Middle Name	Last Name	Social Security Number
Date of Birth	Drivers License No.	State	Home Phone Number
Email Address:			Cell Phone Number

1	Present Address			City	State	Zip Code
	Date in	Date out	Owner/Mgr	Owner/Mgr Phone #.		
	Reason for Moving					

2	Previous Address			City	State	Zip Code
	Date in	Date out	Owner/Mgr	Owner/Mgr Phone #.		
	Reason for Moving					

Proposed Occupants List All in addition to yourself	Name	Age	Name	Age

Do you have pets? Yes / No	If yes, describe	Any smokers in your household? Yes / No
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1	Present Occupation	Employer Name
	How long with this employer	Employer Address
	Name of your supervisor	Employer phone #

2	Previous Occupation	Employer Name
	How long with this employer	Employer Address
	Name of your supervisor	Employer phone #

Current gross income \$ _____ Per _____	Check circle below			Please list ALL of your financial obligations below:
	Wk.	Mo.	Yr.	

In case of emergency, notify:	Address	Phone	City	Relationship
1.				
Personal References	Address	Phone	City	Length of acquaintance
1.				
2.				

Automobile: Make _____ Model _____ Color: _____ Year _____ Reg. State _____ License # _____

Additional Vehicles, if any:

Have you ever filed for bankruptcy? _____ Have you ever been evicted from any tenancy or had an eviction notice served on you? _____ Have you ever willfully and intentionally refused to pay any rent when due? _____ Are you a current illegal abuser or addict of a controlled substance? _____ Have you ever been convicted of the illegal manufacture or distribution of a controlled substance? _____ Have you ever been asked to move out of a residence? _____

If yes to any of the above, please indicate date/circumstance of occurrence:

Authorization
I hereby authorize the owners/landlords of this apartment unit to order a consumer credit report and verify other information, including employer and landlord references, that is needed to determine responsibility and reliability as a tenant in a building we manage. It is understood that a copy of this application will also serve as this authorization. All personal information obtained is to be used exclusively in the processing of my rental application. Privacy Act Notice: this information is used by the agency collecting it or its assignees in determining whether you qualify as a prospective tenant. It will not be disclosed outside the agency except as required and permitted by law. You do not have to provide this information, but if you do not, your application for approval as tenant may be delayed or rejected. The information requested in this form is authorized by Title 38, USC Chapter 37.

Dated: _____, 20____ **Signature of Applicant:**

Applicant represents the above information to be true and complete, and hereby authorizes Winkler Real Estate to: (i) verify the information provided; and (ii) obtain credit report on applicant. Screening Fee: \$40.00 payable to Winkler Real Estate Group.

Notice: Applicant understands and agrees: (i) this is an application to rent only and does not guarantee that applicant will be offered the Premises; (ii) Landlord or Agent may accept more than one application for the Premises and, using their sole discretion, will select the best qualified applicant; (iii) the Landlord or Agent may terminate any agreement entered into in reliance of any misrepresentation made above.
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