

Windsor Pacific Property Management
231 Market Place, Suite 412
San Ramon CA 94583
Phone: 925.248.5030
Fax: 925.248.5033

"Committed to superior property management service since 1987"

Rental Application Requirements

Thank you for your interest in one of our rental homes. WPPM is an equal housing opportunity provider. We adhere to Fair Housing Laws and do not discriminate based on sex, race, color, age, nationality, religion, familial status, sexual orientation or physical disability.

List of items necessary to process your application:

1. Completed Rental Application from all adults (persons 18+ years of age) occupying the home.
Note: Application Fees are \$30 per adult and are non-refundable (\$12 Credit & Tenant Performance Report plus \$18 Admin.Costs).
A credit report will be obtained for each prospective resident. Copies of credit reports provided by applicants are not accepted.
2. Proof of income:
Last three (3) Pay check stubs with year-to-date earnings or last 2 Income Tax Returns or W2's, and/or Letter from employer for new employment or SSI Certificate or SDI Certificate
If Self-Employed: Copy of your last two (2) years income tax returns and current year's Profit & Loss Statement.
3. Copy of all occupant's ID (Driver's License or California ID, Military ID, etc.) **MUST** be submitted.

All information provided to Windsor Pacific Property Management will be verified. **YOUR APPLICATION WILL NOT BE PROCESSED WITHOUT THE CORRECT FUNDS AND ALL REQUIRED DOCUMENTATION FOR ALL APPLICANTS.**

Resident approval criteria are the following:

1. Your household gross income must be at least three (3) times the monthly rent.
2. Verifiable work history of at least two (2) years in good standing. At least 6 mos. history with current employer.
3. Verifiable rental history in good standing. (Prior eviction(s) or unlawful detainer(s) will not be accepted).
4. Credit history in good standing and subject to following guidelines:

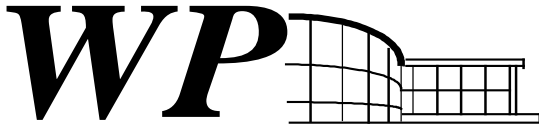
Basic Deposit = Rent plus \$200: Minimum of 12 months of good rental history or 24 months good mortgage payment history. Minimum of 2 current accounts with no previous late payments; no "now delinquent" acct.; 1 "was delinquent" acct.; no paid or unpaid collection; no paid or unpaid judgments; no paid or unpaid tax liens; no bankruptcy.

Deposit = 150% of Rent if: Minimum of 7 - 11 months of good rental history or 12 months good mortgage payment history. No "now delinquent" accts.; 2 "was delinquent" accounts; no more than 1 paid collection, no unpaid collections; no more than 1 paid judgment, no unpaid judgments; no more than 1 paid tax lien, no unpaid tax lien; bankruptcy at least 3 years old.

Deposit = 200% of Rent if: Minimum of 0 - 6 months of good rental history or 1 to 11 months of good mortgage payment history. No established credit; no more than 2 "now delinquent" accounts; no more than 3 "was delinquent" accounts; no more than 2 paid collections, no unpaid collections; no more than 2 paid judgments, no unpaid judgments; no more than 2 paid tax liens, no unpaid tax liens; bankruptcy at least 1 year old.

Other Conditions:

1. Applicant understands that Property Owner approves or denies each application and reserves the right to approve an applicant who does not meet WPPM's qualification guidelines. Property owner reserves the right to only accept applicants under the Basic Deposit criteria.
2. Upon approval, WPPM will require that applicant sign a Holding Deposit Receipt and pay the entire security deposit, to secure rental. WPPM will not remove the property from the rental market until receipt of the security deposit.
3. All utility and garbage accounts, where applicable, must be transferred into the resident's name as of the date of possession. Renter's Insurance must be in force upon occupancy and throughout tenancy. Proof must be provided.
4. First Month's rent are to be paid in **certified funds** only on or before your move-in date and before keys are provided. (Daily rate will be charged if keys are delivered prior to date of lease/rental agreement).
5. Most properties do not allow pets and are Non-smoking. Please inquire prior to submitting your application. If a Property Owner accepts a pet, a higher Security Deposit may be required.



Windsor Pacific Property Management
 231 Market Place, Suite 412
 San Ramon CA94583
 Phone: 925.248.5030
 Fax: 925.248.5033

"Committed to superior property management service since 1987"

RENTAL APPLICATION

PROPERTY ADDRESS: _____ Move-in Date: _____

APPLICANT Name _____ Date of Birth ____/____/____
 Phone#'s-Hm _____ - _____ Wrk# _____ - _____ Cell# _____ - _____ Email: _____ @ _____
 Social Security No. _____ - _____ - _____ Driver's License No. _____ State _____

CO-APP's Name _____ Date of Birth ____/____/____
 Phone#'s-Hm _____ - _____ Wrk# _____ - _____ Cell# _____ - _____ Email: _____ @ _____
 Social Security No. _____ - _____ - _____ Driver's License No. _____ State _____

of Children Living With You _____ # of Pets _____ Kind _____
 Name of Child _____ Date of Birth ____/____/____
 Name of Child _____ Date of Birth ____/____/____
 Name of Child _____ Date of Birth ____/____/____

APPLICANT Present Address _____ City _____ State _____ Zip _____
 Own/Rent \$ _____ Dates: From ____/____/____ to ____/____/____ Notice Given to Owner/Mgr? _____
 Reason For Leaving _____
 Owner, Agent, Manager _____ Phone No. _____ - _____

Previous Address _____ City _____ State _____ Zip _____
 Own/Rent \$ _____ Dates: From ____/____/____ to ____/____/____ Notice Given to Owner/Mgr? _____
 Reason For Leaving _____
 Owner, Agent, Manager _____ Phone No. _____ - _____

CO-APP'S Present Address _____ City _____ State _____ Zip _____
 Own/Rent \$ _____ Dates: From ____/____/____ to ____/____/____ Notice Given to Owner/Mgr? _____
 Reason For Leaving _____
 Owner, Agent, Manager _____ Phone No. _____ - _____

Previous Address _____ City _____ State _____ Zip _____
 Own/Rent \$ _____ Dates: From ____/____/____ to ____/____/____ Notice Given to Owner/Mgr? _____
 Reason For Leaving _____
 Owner, Agent, Manager _____ Phone No. _____ - _____

EMPLOYMENT - APPLICANT

Present Employer _____ Month/Year From ____/____ To ____/____
 Address _____ City _____ State _____ Zip _____ Wrk# _____ - _____
 Position _____ Supervisor _____ Supervisor Ph _____ - _____
 Number of Hours per week _____ Circle: Full Time Part Time On Contract Gross Monthly Salary \$ _____

Previous Employer _____ Month/Year From ____/____ To ____/____
 Address _____ City _____ State _____ Zip _____ Wrk# _____ - _____
 Position _____ Supervisor _____ Supervisor Ph _____ - _____
 Number of Hours per week _____ Circle: Full Time Part Time On Contract Gross Monthly Salary \$ _____

EMPLOYMENT - CO-APPLICANT

Present Employer _____ Month/Year From ____/____ To ____/____
 Address _____ City _____ State _____ Zip _____ Wrk# _____ - _____
 Position _____ Supervisor _____ Supervisor Ph _____ - _____
 Number of Hours per week _____ Circle: Full Time Part Time On Contract Gross Monthly Salary \$ _____

Previous Employer _____ Month/Year From ____/____ To ____/____
 Address _____ City _____ State _____ Zip _____ Wrk# _____ - _____
 Position _____ Supervisor _____ Supervisor Ph _____ - _____
 Number of Hours per week _____ Circle: Full Time Part Time On Contract Gross Monthly Salary \$ _____

Applicant's Initials _____ Co-Applicant's Initial _____

(Rental Application Continued from page 1)

Have you or co-applicant ever been evicted, or had an unlawful detainer filed against you ? Yes _____ No _____

Have you or co-applicant ever filed for bankruptcy ? Yes _____ No _____ .

Have you or co-applicant ever been convicted of a felony or misdemeanor ? Yes _____ No _____

Have you or co-applicant ever had a real estate foreclosure or short sold a property? Yes _____ No _____

If you answered YES to any of the above questions, please explain on the bottom of this form, or on separate paper.

OTHER INCOME SOURCE _____ Amount \$ _____ Per _____

Bank _____ Branch _____ Checking/Savings Balance \$ _____
 Bank _____ Branch _____ Checking/Savings Balance \$ _____

Credit Cards/Charge Accounts _____ Limit _____ Balance \$ _____
 Credit Cards/Charge Accounts _____ Limit _____ Balance \$ _____

Loan Type _____ Loan Amount \$ _____ Mo. Pymt \$ _____
 Loan Type _____ Loan Amount \$ _____ Mo. Pymt \$ _____

Auto - Yr _____ Make _____ Model _____ Color _____ License No. _____ Exp _____
 Auto - Yr _____ Make _____ Model _____ Color _____ License No. _____ Exp _____

IN CASE OF EMERGENCY

Closest Relative _____ Relationship _____
 Address _____ City _____ State _____ Zip _____
 Home Phone _____ - _____ Work Phone _____ - _____ Email _____

Applicant(s) understands and agrees that no water furniture will be accepted in the premises and no water furniture will be brought to the premises.

If Applicant(s) is approved for occupancy, Applicant(s) agrees to purchase Renter's Insurance prior to taking possession of the premises, show proof of insurance and to maintaining this policy during their entire occupancy.

Applicant represents that the above information is true and correct and authorizes investigation and verification thereof. The applicant hereby gives WINDSOR PACIFIC PROPERTY MANAGEMENT and its authorized agents permission to utilize all of the above information to approve or disapprove this application for residency and accepts all conditions stated on this application for residency.

The Non Refundable Application Fees are \$30 per adult and are disbursed as follows: \$12 cost of Credit Report and Tenant Performance Report (U. D. Search) and \$18 for administrative costs.

 Applicant Signature Date Co-Applicant Signature Date

Please submit your application with all supporting documents by:

1. Mailing or bringing it directly to our mail box at The UPS Store at 231 Market Pl. **Box #412**, San Ramon CA 94583. Include your application fee check of \$30 per adult; made out to Windsor Pacific Prop Mgmt in order to WPPM to begin processing your application.

- OR:
2. Scan & email to windsorpac@wppm.com or fax to 925-248-5033. Make sure your email address is LEGIBLE as you will receive an application fee payment request via PayPal. Please make your payment online in order for WPPM to begin processing your application.

www.wppm.com windsorpac@wppm.com