



2320 Cutting Boulevard ♦ Richmond, CA 94804
Telephone: (510) 237-6459 ♦ Fax: (510)237-6482
www.eastbaynhs.org

RENTAL APPLICATION PROCESS

Dear Prospective Tenant:

To expedite your rental housing application, please be sure to provide the following:

1. A completed rental application and consent form
2. A photocopy of your driver's license or other photo i.d. [bring the original to the office]
3. Last two paystubs or verification of employment for all applicants aged 18 or older
4. Credit check authorization and payment (\$30 per individual or married couple)

We will process all applications for available units in the order in which they are received. Submission of the Rental Housing Application does not imply an agreement by Neighborhood Housing Services of the East Bay to rent any unit to you. If you meet the criteria for rental, we will conduct income and reference verifications. We will contact you if your application is approved.

Initial payment of rent and security deposit must be in the form of cashier's check or money order.

If you have any questions, please contact our Property Management staff at (510) 237-6459. ext. 11.

RESIDENTIAL RENTAL APPLICATION

Please Print Neatly. Thank You

ATTACH ADDITIONAL PAGES IF NECESSARY

Full Name of Applicant 1	Full Name of Applicant 2
Social Security Number	Social Security Number
Home Telephone Number	Home Telephone Number
Work or Alternative Telephone Number	Work or Alternative Telephone Number
Applicant 1 Address [Include City, State, Zip]	Applicant 2 Address [Include City, State, Zip]

Rental History

Most Recent Landlord/Manager name: _____ Telephone Number: (____) _____ Address: _____ Dates at this Address: From ____ month/____ year To: ____ month/____ year Reason for Leaving: _____	Most Recent Landlord/Manager name: _____ Telephone Number: (____) _____ Address: _____ Dates at this Address: From ____ month/____ year To: ____ month/____ year Reason for Leaving: _____
Previous Address: _____ Dates at this Address: From ____ month/____ year To: ____ month/____ year Landlord/Manager Name: _____ Telephone Number: (____) _____ Reason for Leaving: _____	Previous Address: _____ Dates at this Address: From ____ month/____ year To: ____ month/____ year Landlord/Manager Name: _____ Telephone Number: (____) _____ Reason for Leaving: _____
Previous Address: _____ Dates at this Address: From ____ month/____ year To: ____ month/____ year Landlord/Manager Name: _____ Telephone Number: (____) _____ Reason for Leaving: _____	Previous Address: _____ Dates at this Address: From ____ month/____ year To: ____ month/____ year Landlord/Manager Name: _____ Telephone Number: (____) _____ Reason for Leaving: _____

HOUSEHOLD COMPOSITION

This section must be completed for all persons who will live in the home

NAME	Date of Birth	Relation
Applicant 1		
Applicant 2		
3.		
4.		
5.		
6.		
7.		
8.		

HOUSEHOLD INCOME

Source of Income/Place of Employment	Gross Monthly	Gross Annual
Applicant 1		
Applicant 2		
3.		
4.		
5.		
6.		
7.		
8.		
TOTAL		

EMPLOYMENT HISTORY & INFORMATION

Applicant 1	Dates Employed	____/____ to ____/____	Applicant 2	Dates Employed	____/____ to ____/____
Company Name and Address of Current Employer			Company Name and Address of Current Employer		
Name of Supervisor: _____ Telephone Number: ()			Name of Supervisor: _____ Telephone Number: ()		
Last Company Name and Address of Last Employer			Last Company Name and Address of Last Employer		
Name of Supervisor: _____ Telephone Number: ()			Name of Supervisor: _____ Telephone Number: ()		
Other Applicant _____ Dates Employed ____/____ to ____/____ Name and Address of Current Employer			Other Applicant _____ Dates Employed ____/____ to ____/____ Name and Address of Current Employer		
Name of Supervisor: _____ Telephone Number: ()			Name of Supervisor: _____ Telephone Number: ()		

CREDIT & FINANCIAL INFORMATION

Account Type	Bank or Institution Name, Branch Address	Account Number	Balance	Monthly Pmt.
Applicant 1 Checking				X
Applicant 1 Savings				
Applicant 2 Checking				
Applicant 2 Savings				
Other: _____				
Credit Card: _____				
Credit Card: _____				
Credit Card: _____				
Car Loan				
Other Loan: _____				
Other Loan: _____				

Has a judgment ever been entered against any applicant? No Yes Applicant # _____ Date: _____ Amt. \$ _____ Satisfied: _____

Has any applicant ever refused to pay rent? No Yes Applicant# _____ Explain: _____

Has any applicant ever been evicted? No Yes Applicant# _____ Explain: _____

CONSENT TO BACKGROUND AND REFERENCE CHECK

I authorize **Neighborhood Housing Services of the East Bay** to obtain information about me from my credit sources, current and previous landlords and employers, and personal references, to enable **Neighborhood Housing Services of the East Bay** to evaluate my rental application. I authorize my credit sources, credit bureaus, current and previous landlords and employers, and personal references to disclose to **Neighborhood Housing Services of the East Bay** information about me that is relevant to **Neighborhood Housing Services of the East Bay's** decisions regarding my application and tenancy. This permission will survive the expiration of my tenancy.

Applicant Name

Address

Phone Number

Signature

Applicant Name

Address

Phone Number

Signature

Date