

# Century 21 Bundesen

522 Petaluma Boulevard South  
Petaluma, CA 94952

www.Bundesen.com

Phone: (707) 762-7777

Fax: (707) 762-7757

# Rental Application

Home you are applying for: \_\_\_\_\_

Date you wish to move in: \_\_\_\_\_

Full Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Names of All Proposed Additional Occupants & their Relationship to Applicant:

\_\_\_\_\_ Date of Birth: \_\_\_\_\_ Relationship: \_\_\_\_\_

\_\_\_\_\_ Date of Birth: \_\_\_\_\_ Relationship: \_\_\_\_\_

\_\_\_\_\_ Date of Birth: \_\_\_\_\_ Relationship: \_\_\_\_\_

\_\_\_\_\_ Date of Birth: \_\_\_\_\_ Relationship: \_\_\_\_\_

Animals:  YES  NO Number: \_\_\_\_\_ Type: \_\_\_\_\_ Smoker:  YES  NO

## RESIDENCE HISTORY

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date Moved In (MM/YY): \_\_\_\_\_ Out: \_\_\_\_\_ Owner or Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Reason For Moving: \_\_\_\_\_ Monthly Rent \$ \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date Moved In (MM/YY): \_\_\_\_\_ Out: \_\_\_\_\_ Owner or Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Reason For Moving: \_\_\_\_\_ Monthly Rent \$ \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date Moved In (MM/YY): \_\_\_\_\_ Out: \_\_\_\_\_ Owner or Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Reason For Moving: \_\_\_\_\_ Monthly Rent \$ \_\_\_\_\_

## INCOME INFORMATION

Employer: (if self employed please use dba) \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Position: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Monthly Gross Income: \$ \_\_\_\_\_

If there are any other sources of income you would like us to consider, please give amount, source, and a person whom we may contact for confirmation.

Amount: \$ \_\_\_\_\_ Source: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

## PERSONAL INFORMATION

Vehicle Make/Model: \_\_\_\_\_ Year: \_\_\_\_\_ Plate #: \_\_\_\_\_ State: \_\_\_\_\_

Vehicle Make/Model: \_\_\_\_\_ Year: \_\_\_\_\_ Plate #: \_\_\_\_\_ State: \_\_\_\_\_

Have you ever: Filed for bankruptcy?  YES  NO Been convicted of a misdemeanor or felony?  YES  NO

Been evicted from tenancy?  YES  NO Willfully or intentionally refused to pay rent when due?  YES  NO

I state that the above information is true and correct. I authorize its verification and the obtaining of a credit report, and delivery of same to the property owner or property owners representative. I agree that the landlord or agent may terminate any agreement entered into in reliance on any misrepresentation made above.

Signature of Applicant: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Thank you for your interest in renting a property through Century 21 Bundesen. In order to process your application, Century 21 Bundesen will need the following:

1. Each applicant, 18 years or older, must complete and sign a copy of the application form as it appears on the previous page. **NO EXCEPTIONS.** This includes co-signers if approved as part of the application.
2. A \$40.00 processing / credit check fee per each individual applicant is required. Non-refundable. **Payable to Century 21 Bundesen.**
3. Reliable documentation and telephone numbers of all income, landlord, and other references must be provided. **We verify employment on all applicants.** If self-employed, you will need to supply last year's income tax returns, as verification.
4. **All residents** must be listed on the application.
5. You must disclose all pets and vehicles of any nature (e.g. recreational vehicles).

YOU ARE HEREBY NOTIFIED OF THE FOLLOWING PROCEDURES & POLICIES:

1. Qualification of tenancy is based on income, credit and rental history or ownership.
2. Applicants should earn a minimum of three (3) times the base rent.
3. A credit check will be run on all applicants.
4. No deposits will be accepted until the application has been approved.
5. Pets must be approved by the Owner. Additional security deposits will be required for each pet.
6. If approved, the home will remain on the market until a rental agreement has been signed and a security deposit has been collected.
7. Upon approval, the first month's rent and security deposit must be paid in full with **certified funds (money order or cashier's check)** prior to moving in.

I HAVE READ AND UNDERSTAND THE ABOVE LISTED POLICIES AND PROCEDURES.

Signature of Applicant: \_\_\_\_\_ Date Signed: \_\_\_\_\_

#### RECEIPT FOR TENANT SCREENING AND/OR CREDIT CHECKING FEES

Payment is to be used to screen "Applicant" with regard to credit history, tenancy history and other background information. In accepting this receipt, the recipient (applicant) is made aware that the following will be completed as part of a screening process to determine that the applicant(s) has met all of the qualifications set by this management company/property.

The applicant also acknowledges that this processing fee will not be applied to rent or security deposit and will **NOT** be refundable in the event the application is declined. In accordance with the Fair Credit Reporting Act, to offer equal opportunity, we are required to run a separate screening report on each adult applicant, eighteen (18) years or older, who will be living in the same rental unit.

| COSTS:  | <u>Equifax</u> | <u>Tenant Screening Center, Inc.</u> |
|---|----------------|--------------------------------------|
| Obtaining and reviewing a credit report           | \$14.50        | \$32.00                              |
| Cost of credit report                             | \$5.00         | \$5.00                               |
| Reviewing and/or verifying landlord information   | \$10.50        | \$3.00                               |
| Reviewing and/or verifying employment information | \$10.00        |                                      |
| <b>Total Charges</b>                              | <b>\$40.00</b> | <b>\$40.00</b>                       |

Applicant authorizes verification of information supplied by applicant via methods which may include, but are not limited to; tenant screening and credit checking. On the date below, Century 21 Bundesen received \$\_\_\_\_\_ from the undersigned (applicant) who offered to rent from the owner/manager the premises located at: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Agent for the above rental property

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant's signature

## Century 21 Bundesen Application Process Guidelines

1. **Please make sure that every adult age 18 and over has completed a separate application form even if rental/residency history is the same.** On handwritten application we appreciate your name, phone number, e-mail address be written as clear as possible.
2. **APPLICATION FEE** (cash or check issued to Century 21 Bundesen): A \$40 application fee is required for each individual applicant. Non-refundable.
3. **SIGNATURES:** Please do not forget to put your signature on the front and back sides of the application. Your signature is an authorization to verify information, get references, etc. Without a signature on both sides of the application form the agency cannot start the process.
4. **RESIDENCE HISTORY:** We ask for a minimum of 3-4 years of landlord references. If you currently own a property or used to be a home owner, please indicate that on the form. If you do not have a landlord history or currently/previously lived with your parents or family members, please put their address, name/s, and contact information.
5. **INCOME and EMPLOYMENT VERIFICATION:**
  - a) Please indicate name of the company, hire date (year and month), your title, gross (not net) monthly income, supervisor's name and phone number (HR department preferable). The same information should be indicated if you have a second or third job. We also require copies of two of your latest pay stubs to verify income for each position you presently hold.
  - b) SELF EMPLOYED individuals should provide either a copy of the latest federal tax return or two months of their latest bank statements.
  - c) CHILD SUPPORT. Please provide a copy of the court order or monthly statement.
  - d) SOCIAL SECURITY and RETIREMENT INCOME. Please provide a copy of the statements.
  - e) RENTAL PROPERTY INCOME. Please provide a copy of the first page of the Lease that contains these items: lease term, monthly rent amount, tenant's initial/signature.
  - f) WORK NUMBER. If your company uses such services as "Work Number" for employment verifications, Century 21 Bundesen will collect additional \$18 for verification of hire date and position.
6. **QUALIFICATION of TENANCY:** Based on income (applicant or all applicants together should earn a minimum of three times the base rent), credit and rental history or ownership.
7. **PET POLICY:** Pet policy is established by the owner of the property. It is NOT negotiable.
8. **APPROVAL: Accurate and complete application will have the strongest chance to be approved by the owner.** If approved, the home will remain on the market until a rental agreement has been signed and a security deposit has been collected. Upon approval, the first month's rent and security deposit must be paid in full with **certified funds (money order or cashier's check issued to Century 21 Bundesen)** prior to moving in.
9. **ADDITIONAL INFORMATION:**

**Cover letter.** It is our strong recommendation to include a cover/introductory letter, consisting of several paragraphs: a short self-description or description of your family, and any other information that you think is important for the owner of the property to know about you or your family. Additionally, this might include previous rental history, credit history, etc.

**Credit report.** Century 21 Bundesen uses an EQUIFAX credit history check, which does not include a credit score. It is a part of the application process that cannot be excluded. A copy of your credit report can be provided by request to be picked up at our will call.

Please refer all questions regarding application process to:

**rentals@bundesen.com** Direct: 707-762-7777; Fax: 707-762-7757