



RENTAL UNIT DESIRED: _____

Move in Date Desired: _____

PLEASE CIRCLE HOW YOU BECAME AWARE OF THIS PROPERTY:

*NEWSPAPER *KWPM LIST *KWPM WEBSITE *OUTDOOR SIGN *RENTCLICKS *REALTOR
 *OTHER: _____

*BY PERSONAL REFERRAL Name: _____ Address: _____ Phone#: _____

ONE APPLICATION PER ADULT (18 YRS & OLDER)

APPLICANT'S NAME	Social Security #	Date of Birth	Sex	Driver's License #	Relation to Applicant
					SELF
LIST OTHER TENANTS BELOW					
1.					
2.					
3.					
4.					
5.					
APPLICANT'S PHONE NUMBERS:		HOME ()		WORK ()	
RENTAL HISTORY: PLEASE LIST RENTAL REFERENCES FOR THE PAST TWO YEARS					
CURRENT STREET ADDRESS: _____ APT # _____					
CITY _____ STATE _____ ZIP CODE _____					
MONTHLY RENT \$ _____ REASON FOR LEAVING:					
LIVED HERE FROM _____ TO _____					
LANDLORDS NAME: _____					
PHONE NUMBER: HOME () _____ WORK () _____					
PREVIOUS STREET ADDRESS: _____ APT # _____					
CITY _____ STATE _____ ZIP CODE _____					
MONTHLY RENT \$ _____ REASON FOR LEAVING:					
LIVED HERE FROM _____ TO _____					
LANDLORDS NAME: _____					
PHONE NUMBER: HOME () _____ WORK () _____					

Have you ever been convicted of a misdemeanor/or felony? []Yes []No If yes, explain: _____

Are you being, or have you ever been evicted? []Yes []No If yes, explain: _____

Pets []Yes []No If yes, please describe (if a dog: breed, weight, sex & age) _____

Are you on Section 8, or have subsidized housing? []Yes []No If yes, please provide proof of this documentation.

Have you ever rented from KWPP before? []Yes []No If so, where? _____

PLEASE PROVIDE WRITTEN VERIFICATION OF INCOME

I. EMPLOYMENT INFORMATION	Job Position	Monthly Income	Length of Employment	Supervisor's Name & Phone #
Name of Employer: Address:				Name: ()
Previous Employer (if current is less than 2 years) Address:				Name: ()
II. OTHER INCOME (must show proof)				
A. Child Support/Alimony (court ordered)		\$		
B. SSI-Supplemental (letter from SS office)		\$		
C. Social Security (letter from SS office)		\$		
D. Pension/Retirement		\$		
E. Other Income		\$		
F. Other Income		\$		
TOTAL COMBINED MONTHLY INCOME FOR PART I & II		\$		

PERSONAL REFERENCES

Name/Relation	Phone Number	Address
1.	()	
2.	()	
IN CASE OF EMERGENCY CONTACT		
1.	()	

VEHICLES

Make	Year	Color	License Plate #	Owner
1.				
2.				

Banking Information

Bank _____ Street Address _____ City _____
[] Checking [] Savings Acct # _____ Current Balance \$ _____

Bank _____ Street Address _____ City _____
[] Checking [] Savings Acct # _____ Current Balance \$ _____

TO START PROCESSING YOUR APPLICATION, WE WILL NEED THE FOLLOWING DOCUMENTATION SUBMITTED WITH THE APPLICATION. WITHOUT THE NEEDED DOCUMENTS, YOUR APPLICATION WILL BE AUTOMATICALLY DENIED.

1. Copy of Driver’s License or current photo identification card
2. Copy of Social Security card or document showing Social Security #
3. Current copy of paycheck stubs (most recent pay period)
4. Copy of last year’s W-2 (if you have not been at your job for at least 1 year)
5. If self-employed, copy of last 2 years Income Tax Returns (first 2 pages)
6. Verification of other income:
 - a. A.F.D.C. verification (Food Stamps included)
 - b. SSI or SSA verification
 - c. Child Support court documents
 - d. Proof of Section 8 or subsidized housing
7. If you have any discrepancies on your credit that you are able to explain, please attach a note of explanation. This will not guarantee an approval; however, it will be taken into consideration when processing your application.

Failure to produce documentation can cause your application to be rejected. If we determine further documentation is needed, we will contact you.

I hereby authorize Keller Williams Premier Properties to obtain a consumer report, and any other information it deems necessary, for the purpose of evaluating my application. I understand that such information may include, but is not limited to, credit history, civil and criminal information, records of arrest, rental history, employment/salary details, vehicle records, licensing records, and/or any other necessary information. **I hereby expressly release Keller Williams Premier Properties, and any other procurer or furnisher of information, from any liability whatsoever in the use, procurement, or furnishing of such information. I understand that my application information may be provided to various local, state, and/or federal government agencies, including without limitation, various law enforcement agencies.**

Dated _____ Applicant Signature _____

Email Address (if applicable) _____

This application must be submitted with a \$30.00 (for an individual) processing fee. Each additional person over 18 must submit an additional \$30.00 processing fee. The processing fee is **NON-REFUNDABLE IF KWPP PROCESSES THE APPLICATION. ONE APPLICATION FEE PER INDIVIDUAL.**

YOUR LEASE CAN BE TERMINATED FOR GIVING FALSE INFORMATION ON THE APPLICATION.

Mail, Fax or Email application to our office at:



Phone: 209.835.9300 Fax: 209.879.5400 Email: Info@TSTRents.com
1858 w 11th St Tracy, California 95376

**FAIR CREDIT REPORTING ACT/BACKGROUND CHECK
NOTICE AND AUTHORIZATION**

FAIR CREDIT REPORTING ACT DISCLOSURE

In the course of considering your application for employment/and or tenant, **Keller Williams Premier Properties**, and/or its agents, including a consumer-reporting agency, may wish to obtain and use a “consumer report” and/or an “investigative reporting agency” from a “consumer reporting agency.” These terms are defined in the Fair Credit Reporting Act (FCRA), which applies to you. As either an applicant for employment of **Keller Williams Premier Properties**, you are a “consumer” with the rights under the FCRA.

A “consumer report” is any written, oral, or other communication of any information by a “consumer reporting agency” bearing on a consumer’s creditworthiness, credit standing, Credit capacity, character, general reputation, personal characteristics, or mode of living which is used or collected for the purpose of serving as a factor in establishing the consumer’s eligibility for employment. An “investigative consumer report” is a consumer report in which the information about your character, general reputation, personal characteristics and mode of living is obtained in whole or in part through personal interviews with individuals which may have knowledge concerning such information.

A “consumer reporting agency” means any person which, for monetary fees, dues or on a cooperative nonprofit basis, regularly engages in whole or in part in the practice of assembling or evaluation consumer credit information on consumers for the purpose of furnishing consumer reports to third parties, and which uses any means of facility of interstate commerce for the purpose of preparing or furnishing consumer reports.

I ACKNOWLEDGE THAT I HAVE RECEIVED AND READ THIS “FAIR CREDIT REPORTING ACT DISCLOSURE”

VOLUNTARY AUTHORIZATION

By signing below, I _____, hereby voluntarily authorize **Keller Williams Premier Properties** and/or its agents to obtain “consumer reports” and/or “investigative consumer reports” about me from a consumer-reporting agency and to consider the reports when making decisions regarding my application for employment or as a tenant with **Keller Williams Premier Properties**. Prior to signing this authorization, I received and read the above “Fair Credit Reporting Act Disclosure” which defined the terms “consumer report,” and “investigative consumer report.” I understand the information disclosed to me, had an opportunity to ask questions about the information, and my questions, if any, were answered.

I hereby authorize **The Advisory Bulletin**, and/or its agents to procure an investigation, or cause an investigation to be procured for employment and/or tenant purposes, whether or not subject to the Fair Credit Reporting Act. I authorize, without reservation, any person or entity contracted by **The Advisory Bulletin**, or anyone acting on its behalf to furnish all information concerning my background, including, but not limited to, employment history, criminal history, credit history, and motor vehicle driving records in your state or residency.

Date: _____ Applicant Signature: _____

Address: _____ City: _____ State: _____ Zip: _____

Additional applicant or co signer signatures: _____



RECEIPT FOR PROCESSING FEE

Received From: _____

Property: _____

Amount: \$ _____ [] Cashier's Check # _____ [] Money Order

Keller Williams Premier Properties acknowledges the receipt of the above as a processing fee to check income, landlord history, credit, criminal background, and evictions for the above referenced persons. We will start processing your application immediately. Processing of applications normally takes one to three business days. However, the application will be processed as quickly as possible and you will then be contacted. If your application is approved, you will need to submit the security deposit in a cashier's check or money order within 24 hours of acceptance.

Your processing fee pays for the following costs incurred by Keller Williams Premier Properties:

Processing Fee charges to:	Each Applicant:	\$30.00
Credit Report		\$20.00
Eviction Check		\$ 5.00
Criminal Screening		\$ 5.00
Minimum Cost To KWPP to process application		-\$30.00

You must pay the \$30 (for an individual), an additional \$30.00 application fee will be charged for each additional co-tenant or co-signer.

Failure to produce documentation can cause your application to be rejected. If we determine further documentation is needed, we will contact you. The processing fee is **NON-REFUNDABLE IF KWPM PROCESSES APPLICATION.**

I have received and read the STATE OF RENTAL POLICY on the back of this receipt.

KWPP: _____ Date: _____

Applicant: _____ Date: _____

KELLER WILLIAMS PREMIER PROPERTIES
STATEMENT OF RENTAL POLICY

1. **We are an equal opportunity housing provider.** We fully comply with the Federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, handicap, familial status, or nation origin. We also comply with all state and local fair housing laws.
2. **Housing availability policy.** Rental units become available when they are ready to rent. A vacant unit will not be deemed available until it has been cleaned, and prepared for a new resident. We update our list of available rental units as each unit becomes available. A rental unit that was unavailable in the morning may become available later that same day.
3. **Occupancy guidelines.** To prevent overcrowding and undue stress on plumbing and other building systems, we restrict the number of people who may reside in a unit. In determining these restrictions, we adhere to all rental applicable fair-housing laws. We allow two persons per bedroom per rental unit. For example, a two bedroom rental unit could house four people, and a three bedroom rental unit could house as many as six people.
4. **Application process.** We evaluate every application in the following manner: You must submit a rental application and answer all questions on the form. All adults living in the rental unit must complete an application and meet qualification requirements. You must pay \$30 (for an individual). An additional \$30 application fee will be charged for each co-tenant or co-signer. We will determine whether, from your responses to the application questions, you qualify for the unit you are applying for. If you do not, we will reject your application. If you do pass, we will run your credit and eviction report, and if that passes, we will call your landlord and employer to verify that they meet our criteria. Lastly, we will run a criminal background on you. If you meet our criteria, we will approve your application. This process takes 24 to 48 hours and **starts at the time that a completed application, ALL of the needed documents and the processing fee has been received in our office.** We process only one application at a time for any of our rental units. If you are interested in renting a property that has an application pending on it, we can accept back-up applications. You will not be asked to pay an application fee if you submit a back-up application. If the first application is rejected, we will call the person(s) who submitted the first back up and give them the opportunity to apply and at that time collect the fee.
5. **Rental Criteria.** To qualify for a unit at Keller Williams Premier Properties, you must meet the following criteria:
 - a. **Income.** You should have 1 year of employment and your combined monthly income should be at least 2 1/2 times the monthly rent and must be verifiable. If your income is not verifiable, you must have at least 6 months of rent in a checking or saving account and must show proof of this. If you have been a full-time student at any time within the past year, we may require you to have your lease guaranteed. If you are not employed, you must provide proof of a source of income.
 - b. **Rental history.** You must have satisfactory rental references from at least two prior landlords or for at least the last two years. If you have ever been evicted or sued for any lease violation, we may reject your application.
 - c. **Credit history.** Your credit record must currently be satisfactory. If your credit history shows any unpaid debts, we may reject your application. If you have more than 3 collections within the past 3 years and/or totaling over \$2,500 in debt (including judgments or liens) you may be denied. If you have a bankruptcy within the past 5 years or an open bankruptcy, your application may not be approved.
 - d. **Guarantors.** If you do not meet one or more of the above criteria, you may be able to qualify for the rental unit if you can get a third party to guarantee your lease. The guarantor must complete the same application and screening process that you must pass. However, we will deduct the guarantor's own housing costs before applying his or her income to our income standard, they must have excellent credit, and either own their home or have a minimum of 3 years rental history at the same current residence. A guarantor must make a minimum of four times the rent to qualify. The fee for an individual guarantor (co-signor) is \$30.00.
 - e. **Criminal history.** If you have ever been convicted of a misdemeanor or a felony, we may reject your application.
6. All applicable rents and the security deposit must be paid before tenant(s) can take possession of the unit.



Prospective Tenant:

Please be advised that if your application is not filled out completely (front and back) with correct numbers for your landlord(s) and employer(s), your application may be denied.

If you do not have a picture ID (it does not have to be a driver's license), your social security card or proof of the number (can be on your check stub), or proof of income (see back of application for details), your application may be denied.

If we are unable to contact your landlord or verify employment within two (2) working days, your application may be denied. You can help by letting your landlord or employer know that we will be calling and the importance of returning the call.

By completing the application fully, bringing in the needed back up documents, and helping to make sure that your references respond to my call, you will help to prevent delay in processing your application.

Thank you for helping me to serve you and complete your application in a timely manner.

Applications Department
209.835.9300

DEPOSIT

Applicant Name:

(Please Print)

I understand that once my application is approved, I must pay the deposit within **24 hours** of notification. If the deposit is not paid in full, I understand that Keller Williams Premier Properties will automatically process the next application.

I also agree that if the property is ready to rent, I will take possession within seven (7) days from the approval date of my application.

Methods of acceptable Payment:

- Cashiers Check
- Money Order

CASH IS NOT ACCEPTED.

Applicant Signature: _____

Date: _____