



1611 Fourth Street, Santa Rosa, CA 95404 DRE#01317582

Thank you for your interest in our properties!

Application Policies and Procedures

Please read the following information regarding our application process:

We are an equal opportunity housing provider. We fully comply with the Federal Fair Housing Act and all state and local fair housing laws. We do not discriminate against any person because of race, color, religion, sex, marital status, mental or physical disability, age, familial status, sexual orientation or national origin.

- This application can be used for any property listed by Alliance Property Management for up to 90 days after submission.
- An incomplete application or failure to provide requested supporting documentation may delay application processing and result in the denial of your application.
- Our application fee is \$30.00 per application which offsets the costs associated with processing. This fee is non-refundable.
- Each person over 18 years of age or emancipated minor who will be residing at the property is required to complete an application. If a co-signer is allowed, a separate application is required.
- Following receipt of your completed and paid application, we will run a credit check and eviction check, call your employment and tenancy references, and verify your source of income.
- Your ability to rent is based on total verifiable gross income equal to at least 3 times the rental amount, good credit, and rental history (or ownership history).
- We reserve the right to decline tenancy based on inability to verify references provided.
- If approved for the property, you must sign a rental agreement and submit the security deposit and sign a holding agreement as soon as possible. The property will remain on the market until agreement is signed and deposit received.
- **You must pay all move-in costs such as security deposit and first month's rent with certified funds (money order or cashier's check).**
- Alliance Property Management is the sole and exclusive agent of the Owners of the properties listed for rent through our agency.

We will make every effort to process your application in a timely manner. Please realize that the most common delay in processing applications is the result of difficulty in contacting applicant references. If appropriate, please let your employer or landlord know we will be calling and be sure to provide current contact information.

Thank you for your application!

Alliance Property Management

(707) 524-8380 www.alliancepm.com

Alliance Property Management Application to Rent or Lease

Date Available To Move: _____ Rental Address: _____

PERSONAL INFORMATION

Name:		Social Security Number or ITIN:	
Present Address:		Photo ID #/Type:	
City/State/Zip:	Home Phone:	Cell/Pager:	
Date of Birth:	Work Phone:	Email:	

How did you hear about this rental?

GENERAL INFORMATION

# of Other Occupants:	List all in addition to yourself	Vehicles:
Name/DOB:	Name/DOB:	Name/DOB:
Name/DOB:	Name/DOB:	Name/DOB:
Smoker: Y N	Animals: Y N	Type: Breed: Size:

EMPLOYMENT (Please give information for the last 5 years. Attach extra sheet if needed)

Present Occupation:	Supervisor:	Phone:
Employer:	Monthly Gross Income:	
Business Address:	From:	To:
Prior Occupation:	Supervisor:	Phone:
Employer:	Monthly Gross Income:	
Business Address:	From:	To:
Any other income? Source/Amount:		

HOUSING (Please provide information for the last 5 years. Attach extra sheet if needed)

Current Address:	From:	To:
Landlord / Agent:	Reason for Moving:	Rent:
Address:	Phone:	
Previous Address:	From:	To:
Landlord / Agent:	Reason for Moving:	Rent:
Address:	Phone:	

CREDIT

Bank:	• Checking • Savings	Account No:
Address:	Phone:	

PERSONAL REFERENCES

Name:	Phone:
Address:	Length of Acquaintance:
Nearest Relative:	Phone:
Address:	Relationship:

Have you ever filed or are you currently filing a petition of bankruptcy? _____ Have you ever been evicted from any tenancy, had an eviction notice served on you, or had your property foreclosed? _____ Have you willfully and intentionally refused to pay any rent when due? _____ Have you ever been convicted of a misdemeanor or felony other than a traffic or parking violation? _____ **If yes to any of the above, please indicate date and details of occurrence**

Receipt for Tenant Screening and/or Credit Checking Fees

Payment is to be used to screen "Applicant" with respect to credit history and other background information. The amount charged is itemized as follows:

- | | |
|---|---------|
| 1. Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports | \$8.00 |
| 2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) | \$22.00 |
| 3. Total fee charged | \$30.00 |

I DECLARE THAT THE FOREGOING IS TRUE AND CORRECT, AUTHORIZE ITS VERIFICATION AND THE OBTAINING OF A CREDIT REPORT. I agree to pay to the Landlord a non-refundable screening fee of \$30.00 per application. I have read and understand the application policies and procedures on page one of this document. I agree that this application and any supporting documentation becomes the property of Alliance Property Management upon submission and may be shown or released to the rental property owner. I understand that I am entitled to a copy of any consumer credit report obtained by the landlord. I further agree that the landlord may terminate any agreement entered into in reliance on any misrepresentation or omission made above.

Applicant _____ Date: _____

Copies of your Social Security Card or ITIN, Valid Government Issued Photo Identification, your two most recent pay stubs and a \$30.00 Application Fee are required to submit this application.