

RENTAL APPLICATION



2514 Santa Clara Avenue, Alameda, CA 94501 • Tel: 510-522-8074 • Fax: 510-522-3502

Application to rent property at: _____ Projected Move-in Date: _____
 Name: _____ Date of Birth: _____
 Home Phone: _____ Work Phone: _____ Cell Phone: _____
 Email Address: _____ Social Security No.: _____

A SEPARATE APPLICATION TO RENT IS REQUIRED FOR EACH OCCUPANT 18 YEARS OF AGE OR OVER

OTHER PROPOSED OCCUPANTS	DATE OF BIRTH	OCCUPATION

	ADDRESS	CITY/STATE/ZIP	FROM	TO	MONTHLY RENT	LANDLORD NAME	PHONE
Present							
Prior							
Next Prior							

	PRESENT OCCUPATION	PRIOR OCCUPATION
Occupation		
Employer		
Length of Employment		
Business Address		
Business Telephone		

Current Salary: WEEKLY \$ _____ MONTHLY \$ _____ or ANNUAL \$ _____

OTHER INCOME \$ _____ Source: _____
 Have you ever been evicted? _____ Date: _____ Filed Bankruptcy? _____ Date: _____
 Do you have pets? _____ Type of pet: _____ Age of pet (years): _____ Size (lbs.): _____
 Do you smoke? _____ Do you have liquid furniture (i.e.-aquarium, waterbed)? _____ Vehicle Make/Model: _____ License #: _____
 Why are you vacating your current residence? _____

PERSONAL REFERENCE NAME	ADDRESS	PHONE	RELATIONSHIP

EMERGENCY CONTACT NAME	ADDRESS	PHONE	RELATIONSHIP

Applicant represents that all the information supplied above is true and correct, and hereby authorizes OMM, Inc. to verify it by obtaining a credit report, court history checks and employment & banking verifications. Applicant has paid \$20.00 to OMM, Inc. as a processing fee to be used for credit and court checks, verifications and other background information reviews. The amount charged is itemized as follows:

- 1) Credit reports, court checks, other screening reports: \$ 4.00
- 2) Costs to obtain & verify processing information: \$16.00
- TOTAL \$20.00**

OMM, Inc. charges a fee to the tenant equal to thirty percent (30%) of one month's rent, which is payable at the time of signing a Rental Agreement. This fee is non-refundable once the Rental Agreement has been signed by both the tenant and landlord. Initial move-in costs and our rental fee must be paid by cashiers check or money order.

Applicant _____ Date: _____ / _____ / 20

THANK YOU FOR APPLYING FOR A RENTAL THROUGH MASON MANAGEMENT! WE APPRECIATE IT!



APPLICATION TO RENT PROCEDURE AND REQUIREMENTS

Please read this guide prior to completing the application on the reverse side. Thank you for choosing OMM, INC. to assist you in finding a rental home. We appreciate your business!

THE APPLICATION PROCESS:

- Each proposed tenant over the age of 18 must complete an application, sign it, date it and initial page 2.
- We will photocopy your government identification card, passport, driver’s license or military ID and attach it to your application.
- All applications must be filled out completely, with all the questions answered and current contact information included. Your application will not be processed until the information is complete.
- We require a \$20.00 fee for each application, *payable in cash only*, to begin the verification process.

THE QUALIFICATION PROCESS:

- **CREDIT HISTORY:** We will obtain a credit report from Equifax. We require good credit history, without late payments, collection accounts, bankruptcies, evictions, or judgments.
- **INCOME STANDARDS:** Your qualifying gross income must be 3 times the monthly rent.
- **INCOME VERIFICATION:** We will need reliable income verification in the form of three recent pay stubs, two years tax returns, if self-employed, or other reliable documentation of income from other sources. We will phone, email or fax your current employer for income verification.
- **LANDLORD REFERENCES:** Current and previous landlords will be contacted by phone, fax or email for verification of tenant history: move in and move out dates, rental amount and payment history, condition of the property upon vacating, 30 day notice given and any other relevant information.

THE APPROVAL PROCESS:

- Your application is valid for any OMM, INC. managed property or other OMM advertised properties.
- We will begin processing your application upon receipt of all required information and the \$20.00 fee.
- The application process takes approximately 2 business days, depending on the response from your employers and landlords. We strive to process your applications in a timely manner.
- Once the qualification process is complete, we will submit the entire packet to our property management department or the owner of the property for review.
- Once approved, we will let you know and if you agree to the terms, a lease will be prepared for signature. All security deposit, rent and rental commissions, if applicable, must be collected and the lease signed to secure the property. We only accept a cashier’s check, money order, or traveler’s checks for the initial transaction.
- If declined, you will be notified as soon as we receive the decision. If declined based on credit, you are entitled to receive a copy of your credit report.

Completed applications are processed on a first come, first serve basis. Be sure to complete yours and bring all the documentation required so we can start finding you a home! We enjoy matching people with places!

OMM, INC. will abide by all Fair Housing Laws and will not discriminate against any rental applicant by reason of their color, race, religion, national origin, ancestry, sex, familial status, age, marital status or disability, or any discrimination prohibited by law.



Call us at (510) 522-8074 or Visit our website at ommhomes.com
Our rental list changes daily. Thank you for using our services!



Applicant’s Initials _____

Office Use Only: Date/Time _____ Staff _____ Fee Paid _____