



www.westernmp.com

Welcome Home!!

\$35.00

money order or cashier's check only

NON-REFUNDABLE
APPLICATION PROCESSING

Thank you very much for choosing Western Management Properties for your housing needs. As your staff, our goal is to make your stay with us as comfortable as possible. Moving can be a very stressful process, so we've compiled a list of helpful reminders to facilitate your transition.

Prior to move-in, the following and/or attached items must be completed and returned to our office. We will not be able to process your move-in paperwork without them.

1. Completed and signed Application (18 years of age or older).
2. Copies of your last 2 pay stubs, bank statements, or, if self employed income tax form from previous year taxes, including all pages.
3. Copies of your driver's license and social security card or passport.

INCOME:

Verification of employment- You need to provide 2 current pay stubs with a year to date figure. If self-employed, must show last 2 years of tax returns. Child support, alimony, or government assistance must be verifiable as regularly received. **Your total net expendable monthly income must equal two and half times** the rental amount.

(EXAMPLE-Rent \$1000/month, Gross income needs to be at least \$2500/month).

CREDIT:

Positive credit history- A Credit Report, Eviction, and Public Record report will be processed.

RESIDENTIAL HISTORY:

Two years of consecutive, verifiable history. Please provide telephone numbers of landlords, owners, mortgage company (if owner), or agents, and include your previous address, with zip codes. Any missing information you will automatically be denied.

IDENTIFICATION:

A valid Driver's license or passport must be provided. We will also require you to provide a valid social security card. **Application processing is \$35.00 in money order or cashier check only & non-refundable. All monies must be paid in secured (Money Order/Cashier Check) funds until move-in.**

We will be happy to make copies of any of these items for you at the rental office. You may drop off the forms and your information in person, U.S. Mail, email (western@westernmp.com), or fax it to our office at 510-451-1724.

Upon notifying you of your screening results, we will schedule an appointment with you to process your move-in paperwork.....it's **simple, easy, done!**

Once again, welcome to your new home....we hope that we can make your residency with us a long and enjoyable one. Please let us know if there is anything else that we can do to help.

Your Western Management Team

Western Management Properties
678 14th Street
Oakland, CA 94612
Phone: 510-451-7197 Fax: 510-451-1724

Thank you for applying to rent with us. Please provide us with all the information requested below. Incomplete information will only delay the processing of your Rental Application. **PLEASE PRINT CLEARLY.**

OCCUPANTS

First name _____ Middle _____ Last _____

Social Security # _____ Date of Birth ____ / ____ / ____ Driver's License # _____ State _____

Home Phone () _____ Work Phone () _____ E-Mail _____

Full Name (All Other Occupants)	Age	Relationship

RENTAL HISTORY

1.) **Current Address** _____
City State Zip

From _____ To _____ Amt. Rent Paid _____ Apt. Complex Name _____
MO/YR MO/YR Monthly

Owner/Mgr. _____
Full Name

Mortgage Company (If Owned) _____
Name Address Loan#

Owner/Mgr. or Mortgage Co Phone# () _____ Reason for Leaving _____

2.) **Previous Address** _____
City State Zip

From _____ To _____ Amt. Rent Paid _____ Apt. Complex Name _____
MO/YR MO/YR Monthly

Owner/Mgr. _____
Full Name

Mortgage Company (If Owned) _____
Name Address Loan #

Owner/Mgr. or Mortgage Co Phone# () _____ Reason for Leaving _____

EMPLOYMENT

Current Employer _____ Address _____
Company Name Street City State Zip

Gross Monthly Salary \$ _____ Position _____ How long _____ Yrs _____ Mos

Supervisor _____ Business Phone () _____

Full Name Position
Current Employer _____ Address _____
Company Name Street City State Zip

Gross Monthly Salary \$ _____ Position _____ How long _____ Yrs _____ Mos

Supervisor _____ Business Phone () _____
Full Name Position

Previous Employer _____ Address _____
Company Name Street City State Zip

Gross Monthly Salary \$ _____ Position _____ How long _____ Yrs _____ Mos

Supervisor _____ Business Phone () _____
Full Name Position

REFERENCES

Family _____
Full Name _____ Relationship _____

City _____ State _____ Zip _____ Phone# _____

Emergency Contact _____
Full Name _____ Relationship _____ Phone # _____

MISCELLANEOUS INFORMATION

Do you have an animal? Check one Yes () No ()

If yes, what kind of animal? _____

Water-Filled Furniture _____
Description _____ Number _____

Automobiles/Motorcycles to be parked on premises:

Make _____ Model _____ Year _____ License # _____

Make _____ Model _____ Year _____ License # _____

Have you ever been delinquent in payment of your rent or any other financial obligation? If yes, please explain:

Have you ever been a defendant in an unlawful detainer (eviction) lawsuit or defaulted (failed to perform) any obligation of a Rental agreement or lease? If yes, please explain:

APARTMENT RESERVATION AGREEMENT

Apartment # _____ Property Address _____
Street _____ City _____ State _____ Zip _____

Monthly Rental: \$ _____ Lease Term: _____

The undersigned has paid Western Management Properties, the sum of \$ _____
(\$ _____) as a deposit in connection with this application. The deposit shall be used and applied in the following order:

- \$ _____ constitutes a non-refundable fee for processing a credit check.
- \$ _____ shall be applied towards the Security Deposit upon approval of this application. If the application is not approved from any reason, this portion of the application deposit shall be refunded.
- Once applicant deposits money to hold an apartment, the apartment is taken off the market and is held in good faith for the applicant. Applicant has three business days to change his/her mind and to receive a full refund of the application deposit. After three business days, Western Management Properties shall retain the entire security deposit.

*The information on this application is true and correct to the best of my knowledge. I hereby authorize Western Management Properties/Valva Realty or its agents to verify the above information and to obtain either a consumer or investigative credit report. I understand that the **\$35.00 fee** for verifying this rental application is not a deposit or rent and will not be applied to future rent or refunded, even if this application to rent is denied.*

Note: ALL APPLICANTS MUST SIGN BELOW (18 years of age or older).

Signature _____ Date _____
(Applicant Signature)

AUTHORIZATION

To Whom It May Concern:

I/We the undersigned have applied for an apartment with Western Management Properties/Valva Realty Co. As part of the application process, Western Management Properties/Valva Realty Co., will rely on representation made by me/us on the rental application and other documents submitted, and may verify any information as required to process this application. I/We also understand that additional documentation may be required, which may include written verification of income, pay stubs, W-2's, income tax returns, audited financial statements, or other verifications relevant to the application in conformity with investor or regulatory guidelines, either before the application is approved or as part of its quality control program. I/We authorize Western Management Properties/Valva Realty Co. to obtain a consumer report and verify other credit information as necessary, including past and present mortgage and landlord references.

If applicable, I/we also authorize the release of information concerning the status and disposition of my/our application to any real estate agent or real estate broker involved in this application. If the application approval is subject to certain conditions or denied, the reason for these actions may be released to such person(s).

I/We the undersigned do hereby acknowledge that I/we understand and have received a copy of the foregoing application authorization. This form may be reproduced or photocopied, and that copy shall be effective consent as the original.

Print Name

Signature

Date

Valva Realty Company
Western Management Company
678 14th Street Oakland, Ca 94612
Phone (510) 451-7197 Fax (510) 451-1724

AUTHORIZATION FOR APPLICATION FEE \$35.00 PER APPLICANT



Applicant Name

Leasing Agent Name (if applicable)

—

Address (that you are applying for including unit #)

City

State

Zip

PAYMENT INFORMATION: CREDIT CARD ACCOUNT INFORMATION

Processing fee may apply.

Payment Amount \$

Payment Type **(Choose 1 and fill out the corresponding section below)**

MasterCard

Visa

Discover

Debit Card (visa/mastercard)

Credit Card Number

Expiration Date (mm/yy)

Security code

Name as it appears on card/account

Email Address

Phone Number

Billing Address

City

State

Zip

TERMS & CONDITIONS

I, the undersigned, authorize PayLease, on behalf of Western Management Properties & Valva Realty Company, to make a one-time debit on my account. In consideration of PayLease's performance of services hereunder, I acknowledge and agree that I am the applicant applying for the address stated above. I certify that I have full authority to enter into this Agreement and that all necessary approvals have been obtained to enter into this Agreement. I authorize PayLease to debit my credit card or checking account submitted above for the amount stated. I waive the right to dispute any debits made by PayLease of the amount stated above. I acknowledge that attempted chargebacks for Non-Fraudulent transactions through the PayLease system will be subject to criminal investigation and these individuals will be prosecuted to the fullest extent of the law.

Applicant Name

Applicant Signature

Date