

Otis Terrace Apartments
TownHomes & Lagoon View Apartments
2149 Otis Drive
Alameda, CA 94501
510-522-1615 (phone) 510-779-5359 (fax)
otisterrace@gmail.com

Apartment Address: 2149 Otis Drive Apt# Alameda, CA 94501

Rent Amount: \$ per month for **one year lease**

Deposit Amount(s): Security Deposit = \$600.00 Pet Deposit = \$500.00

The following requirements must be met before your application to rent an apartment at Otis Terrace can be considered:

An application fee of \$30.00 is required to process each application. The Fee must be paid in the form of a **check** or **money order** paid to Otis Terrace Apartments. Every adult (18 years or older) must submit an application and must be named on the lease agreement. This FEE is NON-REFUNDABLE.

- 1) We will request a credit report, eviction report, and civil court records check from National Credit Reporting for each applicant. Any negative reports may be cause for rejecting your application or report with discrepancies in comparison with your application may be cause for rejecting your application.
- 2) Each applicant must produce a valid piece of photo ID and Social Security card (or recent pay check stub with Social Security # indicated). The photo ID provided must include the applicant's current address. Possible forms of ID: driver's license, military ID, passport.
- 3) Applicants must provide verifiable proof of income equal to **2.75** times the monthly rent amount for the apartment for which the application is submitted. Applicant(s) must submit a copy of their most recent pay stubs for one month's income or written verification of any income claimed to meet this requirement. This income must have been continuous for at least six (6) months prior to applying. (Therefore prior employer info may be essential)
- 4) Your current and previous Landlords will be contacted for references. Two positive Landlord references are required. Only non-relative references are acceptable.
- 5) ***For Applicants with Pets.*** Please read and review the pet policy and pet agreement (available on our website) and provide at the time of your application: photo, veterinarian description of breed, weight, proof of spay/neuter & current vaccination report for pet.

Application Checklist

- 1) \$30.00 for each applicant
- 2) One photo ID or copy and One Social Security Card or copy.
- 3) Most recent paycheck stubs for one month's income or written verification of income.
- 4) One fully completed and signed application for each adult over 18.
- 5) Applicants with Pets: photo, veterinarian description of breed, weight, spay/neuter & vaccination report for pet

An application will not be accepted or considered if it does not include all items on the checklist. Within one (1) day after the approval of your application, a deposit in the form of a **Cashier's Check** or **Money Order & signed holding deposit agreement** will be required to hold the apartment for you. These funds must be issued to Otis Terrace Apartments.

Please note that applications will be processed in the order received. In the event that multiple applications have been received at once, the best-qualified applicant will receive first consideration. Any applicant who submits a holding deposit will be considered first.

If you are applying for an apartment in advance of the existing tenant vacating, please be aware that the date that the apartment will become available is subject to change without prior notice, due to the existing tenant's schedule and/or the needs of the apartment turnover.

Eligibility Determination

Applicants will be deemed ineligible based upon the resident selection criteria for the following reasons:

- 1) Failure to present all members of the applicant's household at the scheduled interview.
- 2) Failure of any household member to behave in a courteous, respectful, non-confrontational, non-violent manner during an interview or while on the property.
- 3) Falsification of any information provided on an application.
- 4) Poor Credit History
- 5) Household income below required level.
- 6) Failure to provide requested information and proof of income and/or assets.
- 7) Eviction
- 8) Failure to accurately disclose the breed, weight, spay/neuter proof, & current vaccination information for your pet.

☐ Tenant
☐ Guarantor

Name of Applicant:

APPLICATION TO RENT

(All sections must be completed)

Individual applications required from each occupant 18 years of age or older.

Last Name		First Name		Middle Name		Social Security Number or ITIN	
Other names used in the last 10 years				Work phone number ()		Home phone number ()	
Date of birth		E-mail address				Mobile/Cell phone number ()	
Photo ID/Type		Number		Issuing government		Exp. date	
Other ID							
1. Present address		City		State		Zip	
Date in		Date out		Landlord Name		Landlord phone number	
Reason for moving out						Current rent \$ /Month	
2. Previous address		City		State		Zip	
Date in		Date out		Landlord Name		Landlord phone number	
Reason for moving out						Rent at move-out \$ /Month	
3. Next previous address		City		State		Zip	
Date in		Date out		Landlord Name		Landlord phone number	
Reason for moving out						Rent at move-out \$ /Month	
Proposed Occupants: List all in addition to yourself	Name			Name			
	Name			Name			
	Name			Name			
Do you have pets?	Describe			Do you have a waterbed?	Describe		
How did you hear about this rental?							
A. Current Employer Name				Job Title or Position		Dates of Employment	
Employer address				Employer/Human Resources phone number ()			
City, State, Zip				Name of your supervisor/human resources manager			
Current gross income				Check one			
\$				Per <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year			
B. Prior Employer Name				Job Title or Position		Dates of Employment	
Employer address				Employer/Human Resources phone number ()			
City, State, Zip				Name of your supervisor/human resources manager			
Other income source _____ Amount \$ _____ Frequency _____							
Other income source _____ Amount \$ _____ Frequency _____							



☐ Tenant
☐ Guarantor

Name of Applicant:

Name of your bank	Branch or address	Account Number	Type of Acct

Please list ALL of your financial obligations below.

Name of Creditor	Address	Phone Number	Monthly Pmt. Amt.
		()	
		()	
		()	
		()	
		()	
		()	
		()	

In case of emergency, notify:	Address: Street, City, State, Zip	Relationship	Phone
1.			
2.			

Personal References:	Address: Street, City, State, Zip	Length of Acquaintance	Occupation	Phone
1.				
2.				

Automobile: Make: _____ Model: _____ Year: _____ License #: _____

Automobile: Make: _____ Model: _____ Year: _____ License #: _____

Other motor vehicles: _____

Have you ever filed for bankruptcy? _____ Have you ever been evicted or asked to move? _____



☐ Tenant
☐ Guarantor

Name of Applicant: _____

NOTICE REGARDING CALIFORNIA INVESTIGATIVE CONSUMER REPORTING AGENCIES ACT

☐ Landlord does not intend to request an investigative consumer report regarding the Applicant.

Unless the box above is checked, Landlord intends to request an investigative consumer report regarding the Applicant's character, general reputation, personal characteristics, and mode of living. Under Section 1786.22 of the California Civil Code, the files maintained on you by the investigative consumer agency shall be made available to you during business hours and on reasonable notice, provided you furnish proper identification, as follows: (1) You may appear at the investigative consumer reporting agency identified below in person, (2) you may make a written request for copies to be sent by certified mail to a specified addressee, or (3) you may make a written request for a summary of the file to be provided over the telephone. The agency may charge a fee, not to exceed the actual duplication costs, if you request a copy of your file. The agency is required to have personnel available to explain your file to you, and the agency must explain to you any coded information appearing in your file. If you appear in person, a person of your choice may accompany you, provided that this person furnishes proper identification. If you are accompanied by a person of your choosing, the agency may require you to furnish a written statement granting permission to the investigative consumer reporting agency to discuss your file in the other person's presence. The agency that will prepare the report(s) identified in this section is listed below:

Name of Agency

Address of Agency

If you would like a copy of the report(s) that is/are prepared, please check the box below:

☐ I would like to receive a copy of the report(s) that is/are prepared

If the box above is checked, Landlord agrees to send the report to Applicant within three (3) business days of the date the report is provided to Landlord. Landlord may contract with another entity to send a copy of the report.

Applicant represents that all the above statements are true and correct, authorizes verification of the above items, and agrees to furnish additional credit references upon request. Applicant authorizes Landlord to obtain reports that may include credit reports, unlawful detainer (eviction) reports, bad check searches, social security number verification, fraud warnings, previous tenant history and employment history. Applicant consents to allow Landlord to disclose tenancy information to previous or subsequent Landlords.

Landlord will require a payment of \$ _____, which is to be used to screen Applicant.

The amount charged is itemized as follows:

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

The undersigned Applicant is applying to rent the premises designated as:

Apt. No. _____ Located at _____

The rent for which is \$ _____ per _____. Upon approval of this application, and execution of a rental/lease agreement, the applicant shall pay all sums due, including required security deposit of \$ _____, before occupancy.

Date

Applicant (signature required)



☐ Tenant
☐ Guarantor

Name of Applicant: _____

RECEIPT FOR TENANT SCREENING AND/OR CREDIT CHECKING FEES

On _____, Landlord received \$ _____ from the undersigned, hereinafter called "Applicant,"
(Date)

who offers to rent from Landlord the premises located at:

_____, Unit # (if applicable) _____
(Street Address)

_____, CA _____
(City) (Zip)

Payment is to be used to screen "Applicant". The amount charged is itemized as follows:

- | | |
|---|----------|
| 1. Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports | \$ _____ |
| 2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) | \$ _____ |
| 3. Total fee charged (cannot exceed the amount fixed by law) | \$ _____ |

For Landlord Use Only

Screening fees paid by: ☐ Cash ☐ Personal Check ☐ Cashier's Check ☐ Money Order

☐ Credit Card # (Last 4 digits only) _____ MC/VISA/AMEX Expiration Date: _____

_____, ☐ by _____, _____ Agent for Landlord
Landlord Individual Signing for Landlord Management Co. (If Applicable)

Date

CALIFORNIA APARTMENT ASSOCIATION CODE FOR EQUAL HOUSING OPPORTUNITY

The California Apartment Association supports the spirit and intent of all local, state and federal fair housing laws for all residents without regard to color, race, religion, sex, marital status, mental or physical disability, age, familial status, sexual orientation, or national origin.

The California Apartment Association reaffirms its belief that equal opportunity can best be accomplished through effective leadership, education, and the mutual cooperation of owners, managers, and the public.

Therefore, as members of the California Apartment Association, we agree to abide by the following provisions of this Code for Equal Housing Opportunity:

- We agree that in the rental, lease, sale, purchase, or exchange of real property, owners and their employees have the responsibility to offer housing accommodations to all persons on an equal basis.
- We agree to set and implement fair and reasonable rental housing rules and guidelines and will provide equal and consistent services throughout our residents' tenancy.
- We agree that we have no right or responsibility to volunteer information regarding the racial, creed, or ethnic composition of any neighborhood, and we do not engage in any behavior or action that would result in "steering."
- We agree not to print, display, or circulate any statement or advertisement that indicates any preference, limitations, or discrimination in the rental or sale of housing.



Rental Applicant Reference Request

- This form is used to obtain information regarding the rental history of applicants for rental housing.
- The information provided by the current or former Owner/Agent may be used solely for the purpose of evaluating the application for rental housing.
- The Owner/Agent requesting this information must receive authorization from the Applicant before obtaining the information. Such authorization is granted if Applicant's signature is provided in the signature box.
- Copies of this form and of the Applicant's signature are acceptable.
- The Applicant may be contacted to verify the authenticity of this request.

Name of Property Requesting Rental Reference:

Otis Terrace Apartments
2149 Otis Drive Alameda, CA 94501
510-522-1615; phone 510-779-5359; fax
otisterrace@gmail.com

Authorization by Rental Applicant for release of Rental Reference Information

I hereby authorize the release of the information requested on this Rental Applicant Reference Request to the Owner/Agent listed above. I hereby acknowledge that the Owner/Agent can make copies of this executed order to obtain the information requested.

Name _____ Phone _____

Signature _____ Date _____

Applicant's Rental Information

Address of Rental unit: _____

City: _____ State: _____ Zip: _____

Name of Owner/Agent: _____

Phone: _____ Fax: _____ Email: _____

Move In Date: _____ Move Out Date: _____ or Current Resident? ☐

Rental Reference Information provided by former or current Owner/Agent

Did Applicant live at your property during the period indicated above? Yes ☐ No ☐

If no, what were the dates of occupancy? From (month/year): ____/____ To (month/year): ____/____

How many times during the past 12 months did Applicant pay the rent late? 0 ☐ 1-2 ☐ 3-5 ☐ 6 or more ☐

Was any check from Applicant returned due to non-sufficient funds (NSF)? Yes ☐ No ☐

Did you ever file for an unlawful detainer against Applicant for unpaid rent? Yes ☐ No ☐

If yes, what was the result: _____

Does Applicant owe any amount for delinquent rent, utilities or damage to unit? Yes ☐ No ☐

Did Applicant provide notice for ending tenancy according to the terms of the rental agreement? Yes ☐ No ☐

Did you ever serve a Three Day Notice to the Applicant? Yes ☐ No ☐

If yes, explain: _____

Information provided by Name: _____ Phone # _____

Information obtained via: phone _____ mail _____ fax _____

Otis Terrace Apartments & Town Homes Holding Deposit Agreement

On _____ (date), Owner/Agent received, in the form of a *cashier's check* or *money order* for **\$600.00** as a holding deposit from the undersigned, hereinafter called "Applicant" as consideration for the Owner/Agent's agreement to take off the rental market the premises located at
2149 Otis Drive Apt # Alameda, CA 94501

Applicant understands that once this Agreement is signed by Applicant, and the holding deposit is received by Owner/Agent, the premises will be taken off the rental market and reserved for Applicant, and other potential applicants will be turned away. Note that a binding rental agreement will be subject to Owner/Agent's acceptance of Applicant's application, and subject to Owner/Agent and Applicant entering into a separate rental/lease agreement. However, this Holding Deposit Agreement will be binding upon execution by Owner/Agent and Applicant. The monthly rent under the rental/lease agreement will be \$ _____ per month and the term of the rental/lease agreement will be as follows:

A fixed term of **one year (12 months)**, beginning on _____ and ending on _____.

Denial of Application by Owner/Agent; Deposit Refund. If Applicant's application is not approved within five (5) business days from the date of this agreement Owner/Agent will refund to Applicant the entire deposit amount within seven (7) business days from the date that the Applicant was notified that the application was not approved.

Acceptance of Application. If Owner/Agent approves Applicant, Applicant must sign a rental/lease agreement (in a form acceptable to Owner/Agent) for the premises within five (5) business days of notice of Applicant's acceptance, or Owner/Agent will retain the deposit as "lost rental damages" incurred by Owner/Agent as a result of holding the subject premises off market. If Applicant signs a rental/lease agreement, Owner/Agent and Applicant will apply the holding deposit to the security deposit. If there is inconsistency between the terms of this Holding Deposit Agreement, and a rental/lease agreement signed by the parties, the terms of the rental/lease agreement will control. In the event the Applicant signs a rental/lease agreement and the unit is not available on the beginning date of the rental/lease agreement due to a prior tenant holding over, the Applicant's damages shall be limited to a return of the holding deposit, any security deposit and any advance payment of rent.

Applicants with Pets. This holding deposit is accepted with the understanding that you have read, agree to, and will submit all required documentation outlined in the Pet Policy & Pet Agreement. Your failure to provide the required documentation at least ***10 days prior to the start date*** of your lease contract will prevent you from bringing the pet(s) onto the property.

Applicant's Failure to Enter into Rental/Lease Agreement. If Applicant, after approval, chooses not to enter into the rental lease agreement, Owner will retain the entire holding deposit.

Applicant's Signature (date)

Applicant's Signature (date)

Applicant's Name

Applicant's Name

Applicant's Address

Applicant's Address

Applicant's Contact Phone #

Owner/Agent

**CITY OF ALAMEDA
RENT PROGRAM**

www.alalamedarentprogram.org

PH: (510) 747-4346 FAX: (510) 522-7848 EMAIL: rrac@alalmedahsg.org

Notices and Materials to be Provided to a Tenant

Section 6-58.20, Alameda Municipal Code

Instructions: This is a sample form that a landlord may use to notice a tenant of Ordinance 3148.

Important:

1. It is NOT a requirement for a landlord to file this form with the Program Administrator.
 2. A landlord and tenant should keep a copy of this document for their records.
 3. This form may be given to the tenant as a PDF email if the tenant has access to internet.
-

The City of Alameda's Rent Review, Rent Stabilization, and Limitations on Evictions Ordinance (Ordinance 3148), effective March 31, 2016, requires that a landlord provide a current or prospective tenant the following:

- a) a written notice that the tenant's rental unit is subject to the Ordinance
- b) a copy of the Ordinance as it exists at the time of the notice
- c) a copy of the current City regulations that implement the Ordinance
- d) a copy of the current information materials provided by the City

Instead of providing a hard copy of the above listed documents to a tenant, a landlord may satisfy the Ordinance by providing a tenant with access information on how to find the documents on the internet. If, however, the tenant does not have internet access or requests hard copies of the documents, the landlord must provide hard copies.

The documents may be found on the internet as follows:

Information about Ordinance 3148:

The Alameda City Council recently adopted Ordinance 3148 concerning Rent Review, Rent Stabilization and Limitations on Certain Evictions in the City that became effective on March 31, 2016.

Beginning March 31 2016, there are new requirements concerning the following:

- ✓ Noticing rent increases
- ✓ Offering leases
- ✓ Increasing rent more than 5%
- ✓ Noticing a termination of tenancy
- ✓ Providing relocation assistance in connection with certain termination of tenancies
- ✓ Requiring Capital Improvement Plans in connection with substantial rehabilitation of rental units

Learn about your rights by visiting the website:

www.alamedarentprogram.org



On the website you will find the following information about Ordinance 3148:

- A copy of Ordinance 3148
- An informational packet
- Frequently Asked Questions
- Registration for in-person educational workshops

By signing this form, you acknowledge that you have received the information listed above regarding where to find the information required by Ordinance 3148.

Tenant

Print Name _____ Signature _____ Date _____

Optional: Tenant May Request Hard Copies of Ordinance 3148 and Informational Packets

Fill out the following statement if you would like to receive hard copies of the materials.

I, _____, (the Tenant signing above) request the information listed in Section 6-58.20 in Ordinance 3148 be given to me as a hard copy because I do not have reasonable access to internet.

This document is a public record and is subject to disclosure under the California Public Records Act and the City of Alameda's Sunshine Ordinance.