

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

Lease Guarantor Eligibility Process and Application Prerequisite Checklist

Apartment Address: 2149 Otis Drive Apt# _____ Alameda, Ca 94501

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

Deposit Amount(s): Security Deposit = \$750.00 / Pet Deposit = \$500.00

The following requirements must be met before your Lease Guarantor can be considered:

- 1) An application fee of \$15.00 is required to process each Lease Guarantor's credit history. The Fee must be paid in the form of a check or money order paid to Hopkins Park Apartments. This FEE is NON-REFUNDABLE.
- 2) We will request a credit report, eviction report, and civil court records check from National Credit Reporting for the Lease Guarantor. Any negative reports may be cause for rejecting your application.
- 3) The Lease Guarantor 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 persons' current address. Possible forms of ID: driver's license, military ID, passport.
- 4) The Guarantor must provide verifiable proof of income equal to three (3) times the monthly rent amount for the apartment for which the application is submitted in addition to the amount needed to meet his/hers own monthly debt obligations. 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.
- 5) Signed Lease Guarantor Agreement (ATTACHED)

Application Checklist

- 1) \$15.00 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 Lease Guarantor adult over 18.

Eligibility Determination

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

- 1) Failure to behave in a courteous, respectful, non-confrontational, non-violent manner during an interview or while on the property.
- 2) Falsification of any information provided on an application.
- 3) Poor Credit History
- 4) Income below required level.
- 5) Failure to provide requested information and proof of income and/or assets.

GUARANTEE OF RENTAL AGREEMENT

In consideration of the execution of the rental agreement, dated _____, for the premises located at 2149 Otis Drive, Apartment # _____ Alameda, CA **Otis Terrace Apartments c/o Berger Enterprises** as Owner/Agent for Owner and _____ as Tenant, and for valuable consideration, receipt of which is hereby acknowledged, the undersigned _____ herein the Guarantor, does hereby guarantee unconditionally to Owner, Owner's Agent, and/or Owner's successor and assignee, the prompt payment by Tenant of the rent of any other monies which become due pursuant to the Rental Agreement, a copy of which is attached hereto, including any and all court costs or attorney's fees incurred in enforcing the Rental Agreement. In the event of the breach of any terms of the Rental Agreement by Tenant, Guarantor shall be liable for any damages, financial, physical, or otherwise, caused by Resident, including any legal fees incurred in enforcing the Rental Agreement.

This Guarantee may be immediately enforced by Owner or Agent for Owner upon any default by the Tenant and in action against the Guarantor may be brought at any time without first seeking recourse against Tenant.

The insolvency of Tenant or nonpayment of any monies due from Tenant may be deemed a default giving rise to action by Owner or Agent for Owner against Guarantor.

If any legal action or other proceeding is brought by any party to enforce any part of the Guarantee, the prevailing party shall be entitled to reasonable attorney's fees and costs incurred.

This guarantee does not confer a right to possession of the premises by Guarantor, and Owner or Agent for Owner is not required to serve Guarantor with any notices to terminate or to perform covenants, including any demand for payment of rent, prior to Owner or Agent for Owner proceeding against Guarantor's obligations under this Guarantee.

Unless released in writing by Owner or Agent for Owner, Guarantor shall remain obligated by the terms of this Guarantee for the entire period of the tenancy provided by the Rental Agreement and for any extensions granted pursuant thereto.

Guarantor (Signature)	Date:	
Guarantor's Name (Print)		
Address		
City	State	Zip-Code
Home Telephone	Work Telephone	