

## 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 \_\_\_\_\_