

# TENANT APPLICATION FORM WITH RELEASE & CONSENT AUTHORIZATION & DISCLOSURES

RECIPIENT OF INFORMATION: Woodlake Anchor, 520 Peninsula Ave, San Mateo, CA 94401 ofc (650) 375-1596, fax (650) 375-1598

QUESTIONS? How to submit info & app fee(s)? CALL 650-375-1596 EMAIL: management [at] myregroup.com



Property Address: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

CELL PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Applicant Social Security #: \_\_\_\_\_ Driv Lic / ID#: \_\_\_\_\_ State \_\_\_\_\_

Other Person(s) to Occupy: \_\_\_\_\_

\_\_\_\_\_ [ ] # of Minor(s) \_\_\_\_\_

Current Address: \_\_\_\_\_ Owner/ Agent \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Owner/Agent Phone \_\_\_\_\_

Resident from \_\_\_\_\_ to \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Prior Address: \_\_\_\_\_ Owner/ Agent \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Owner/Agent Phone \_\_\_\_\_

Resident from \_\_\_\_\_ to \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Current Employer: \_\_\_\_\_ SINCE \_\_\_\_\_ (date) Supervisor \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Supervisor Phone \_\_\_\_\_

Occupation \_\_\_\_\_ Gross Income \$ \_\_\_\_\_ per [ ] hour [ ] month [ ] year

Prior Employer: \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_ (dates) Supervisor \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Supervisor Phone \_\_\_\_\_

Occupation \_\_\_\_\_ Gross Income \$ \_\_\_\_\_ per [ ] hour [ ] month [ ] year

Automobile(s) \_\_\_\_\_ Make/Model \_\_\_\_\_ Year \_\_\_\_\_ LIC# \_\_\_\_\_

Emergency Contact \_\_\_\_\_ [ ] friend [ ] relative PHONE \_\_\_\_\_

Has applicant ever been criminally convicted or pleaded guilty / no contest to a felony (see "Criminal History", p. 2)? Please check [ ] NO [ ] YES

IF YES, please provide mitigating information & explanation: \_\_\_\_\_

**NOTICE:** (1) The acceptance of application, deposit, fee of any kind, if any, **does not constitute approval** of a lease agreement on the part of the Landlord; if Landlord approves this application & is unable to give possession of said premises at the agreed upon date, the sum deposited, if any, shall be returned & any rights of Applicant shall therefore cease. (2) A \$30.00 nonrefundable application fee per person is collected: funds are applied to the costs for credit check, employment, & tenancy – Applicant signature acknowledges such. (3) Page 2 information incl. receipt of Rental Policy Disclosures / Fair Housing Advisory / Non-Agency, and Release & Consent Authorization (below), is hereby acknowledged.

**APPLICANT CONSENT & RELEASE OF INFORMATION:** Applicant hereby expressly authorize(s) Providers of Information (i.e., Landlords, Employers) to release, without liability, Information regarding employment, income, rental history, and/or assets to the Recipient of Information, Woodlake Anchor, as listed above. **INFORMATION:** Applicant understands that previous or current information regarding may be needed. Verifications include personal identity & background check, rental history, employment history, income, assets & liabilities. Applicant understands that this this authorization cannot be used for information not pertinent to Applicants eligibility, see page 2 Fair Housing Advisory. **NOTICE:** With the expressed permission of Applicant, this Information may be transmitted orally, via email, facsimile, or mail, released to Recipient as noted above. It may be shared with appropriate parties incl. Landlord, however, Information will not be otherwise disclosed or released, except as permitted or required by law. Applicant must provide all the Information requested. Failure to provide any information may result in a hold and/or delay in processing application or rejection of Landlord approval. Applicant warrants that the Information given by applicant and any documentation provided by applicant is truthful and correct, and that any documentation is in its original unaltered condition (exception: blocking up to 50% of account #s on bank statements & like documents).

RELEASE TO WATERGATE SALES INC DBA WOODLAKE ANCHOR, 520 PENINSULA AVE, SAN MATEO, CA 94401, FAX 650-375-1598, DRE01943875

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_ Please initial & return page 2

**Please read these important notices prior to submitting your Application**, so you are informed as to how your Application will be processed and the guidelines used in processing all Rental Applications. Please feel free to ask any questions you may have. **Landlord & Landlord's Agent are an Equal Opportunity Housing Provider.** Notice regarding properties and availability / disambiguation: We, i.e. the Agent ("we") represent in a limited scope private Landlords who own property, which may be separately owned and which may be available from time to time and at different times for lease; further, there may be offerings of other properties in the marketplace which may appear similar, but which may not be under our management or Agency and/or Landlord's ownership - for example, a similar Condo in the same HOA complex offered by someone else. Nothing in our advertising or statements should be construed as representing an HOA or community exclusively. Many Agents & Landlords may be advertising similar properties in the marketplace. Landlords, represented by us as limited scope Agent, rent individually owned residential properties ("rental units") in full compliance with the federal Fair Housing Act and all State and local fair housing laws, see also Advisory below. That means no discrimination because of race, color, ethnic background, religion, sex, marital / family status, disability, sexual orientation, gender identity, or gender expression. **Rental unit availability:** Units only become available when completely ready to rent, including any necessary cleaning, painting and completion of required maintenance work. Availability can change as units become ready or are removed from the rental market based on rentals, withdrawals or maintenance issue discovery. **Identification:** You must be able to present valid photo identification (driver's license, military or state ID card or passport) so that the Landlord & Agent may verify your identity: If you are not a citizen of the U.S., you must submit a copy of a valid visa or "green card" with your Rental Application. A photocopy of your identification is required to be kept with your file. HOA (if any) may require photograph for ID cards or similar purposes. Your application authorizes the Landlord & Agent to verify all information provided in your Rental Application from credit sources, credit agencies, current and prior landlords, and employers and personal references, and allow the Landlord & Agent to run a criminal background check. **Occupancy Guidelines:** In compliance with local, state, federal fair housing laws and generally accepted Occupancy Standards, incl. Keating Memorandum, Federal Register / Vol. 63, No. 245, there are restrictions on the maximum number of persons who may occupy a rental unit; while two occupants per one bedroom, as general rule, is deemed a reasonable limit, there are exceptions and limitations to this general rule, that may be related to size, layout, configuration, or physical limitations of the property (i.e. small apartments, studios / efficiency units, small bedrooms, in-law units, age and size of property and/or lots, and limitations in building systems, etc.). In no manner are any such occupancy limits be deemed as discriminatory to familial, to possible protected class status, or to any other status of the applicant: these guidelines are to prevent overcrowding and/or to keep the premises habitable, and to keep occupants safe, in keeping with the limitations of the premises and the building systems. Occupancy will be limited to the persons identified on the original Rental Application(s) and Lease unless otherwise agreed/modified in writing. Any proposed additional/substitute tenant must complete a Rental Application and be processed and approved through the same tenant-screening process prior to occupying the rental unit. **Application Process: approval, if any, is granted solely by the Landlord.** The Agent is not the Landlord. Each Rental Application is evaluated in the same manner, and each adult applicant must voluntarily provide his or her social security number & other information required to obtain a consumer credit report. Every adult applicant must complete a Rental Application form and pay the nonrefundable application fee in advance. Any false or incomplete information will result in the rejection and denial of your application: If discovered after approval and move-in, the Landlord reserves the right to terminate your tenancy. The Landlord and Agent will verify the information provided by each applicant through our own screening efforts and/or with the assistance of an independent tenant-screening firm. A credit report, criminal history, and employment and rental references for each application in a given rental unit will determine whether or not the rental criteria have been met. Unless the Landlord and Agent need to verify information by regular mail (and as long as the Landlord, who grants approval, can be reached within this time frame by Agent), a Rental Application can be generally processed in two to three business days after receipt of a completed Rental Application and all supporting documentation. **Rental Criteria Income:** The total combined monthly gross income of all rental applicants in a given rental must be at least three times the monthly rent rate. Only income that can be verified will count. Other housing costs, if any, shall be added to the rent rate. We expect rental applicants with income to prove at least one year of continuous employment. Full-time students are welcome if the total income of all applicants combined is sufficient or with a lease guarantee by a person with sufficient financial resources to provide such a lease guarantee. You must provide proof of a sufficient source of income if you are self-employed, retired, or unemployed. All adult tenants are jointly and severally liable, all are held responsible for payment of all lease obligations. **Credit History:** You must be able to demonstrate financial responsibility. If you have any charge-offs, unpaid debts or delinquent payments, your Rental Application may be denied. **Rental History:** Each rental applicant must be able to demonstrate meeting rental obligations, leaving prior rental properties in good condition and not having a pattern of complaints from neighbors and/or managers. We will require satisfactory rental references from an applicant's landlord(s) during the prior years. If you have ever been evicted for any lease violation, your Application may be denied. **Guarantors:** Subject to individual Landlord approval, if you are a student who does not meet one or more of the above criteria, you may be able to qualify if a third-party resident in California will guarantee your lease where the guarantor passes this same Application and screening process, while deducting the guarantor's own housing costs before comparing the guarantor's income to the above income criteria. **Criminal History:** directly-related criminal history or convictions including but not limited to violence, honesty, or any behavior or conduct that has a negative bearing on a substantial, legitimate, and nondiscriminatory interest or purpose, such as the safety of other residents, of employees, or of the property (without reasonably mitigating information present), may result in a denial of your Rental Application in accordance to the guidelines set forth by HUD & CA Dept of Employment & Fair Housing (as published April 30, 2020). **Legal Resident:** If you are not a legal resident of the United States (citizen, valid visa or green card), your Rental Application may be denied. **Notice re. Agency per Civil Code Section 2079.13(j), (k), and (l) (Tenant Non-Agency):** Woodlake Anchor / C Joseph Stein, Broker, i.e., the Manager ("hereinafter "Manager"), is a limited scope Agent of the Landlord / Owner of the property and not an Agent of the Tenant(s). The Manager shall exercise reasonable skill & care in performance of duties, honest & fair dealing and good faith including disclosures, as known at the time; these duties do not relieve the Tenant(s) from the responsibility to protect their own interests. Tenant(s) should carefully read all agreements, leases, and/or disclosures to assure that they adequately express Tenant's understanding of the transaction, and exercise reasonable care to protect themselves, including as to those facts about the property which are known or within diligent attention and observation. If legal or tax advice is desired, consult a qualified professional. **Consent for Communication:** by submitting this application, Tenant is consenting to communication, incl. but not limited to email, phone call, and SMS (carrier charges may apply), and Tenant may OPT OUT anytime. Watergate Sales Inc. dba Woodlake Anchor, 520 Peninsula Ave, San Mateo, CA 94401, (650) 375-1596, DRE 01943875 / 01337170.

**FAIR HOUSING ADVISORY:** Landlord & Agent comply with the Federal Fair Housing Laws (The Fair Housing Amendments Act of 1988), and State and Local Laws and Guidelines. **FEDERAL NOTICE:** It is Illegal to Discriminate Against Any Person, Because of Race, Color, Religion, Sex, Handicap, Familial Status, or National Origin; In the sale or rental of housing or in the provision of real estate; residential lots, brokerage services; in advertising the sale or rental, in the appraisal of housing of housing; in the financing of housing; Blockbusting is also illegal. **CALIFORNIA NOTICE:** Landlord & Agent comply with the Unruh Act and relevant court decisions; it is illegal to discriminate on the basis of sexual orientation, marital status, personal characteristic, or trait, such as physical attributes or a tenant's receipt of public assistance. **LOCAL NOTICE:** San Mateo County Department of Housing "It is illegal to discriminate in housing against an individual on the basis of race, religion, national origin, sex, presence of children, disability, marital status, sexual orientation, age, source of income, or any other arbitrary reason."

**\*FAIR HOUSING IS A FUNDAMENTAL RIGHT \***

