



PAPER APPLICATION INSTRUCTIONS

Required Documents:

- Each proposed adult (18+) occupant must complete and sign an application;
- Proof of income must accompany the application (refer to unit listing for specific requirements);
- A valid/current government-issued photo id for each applicant must accompany the application;
- A \$45 non-refundable application fee (residential) for each applicant must accompany the application. Acceptable forms of payment of this fee are cashier's check or money order, payable to Advent Properties, Inc. and bearing the applicant's full name and the address of the unit for which the application is being submitted;
- The entire application, including all required supporting documents and application fee payment, **for all applicants** must be received by Advent Properties, Inc. at 1600 MacArthur Blvd, Oakland, CA 94602 via mail or in person submission;
- If any of the required documents are missing from the application packet, the application will not be processed/reviewed.

The application process usually takes three (3) or more business days after receipt of complete application and supporting documentation. You should notify your current and past landlords and employer of your application submission as to expedite the verification process.

If you are approved and become a tenant with us, your tenancy will be reported to Experian's RentBureau as a credit account. Kindly note that this reporting is a requirement of tenancy and is not optional. For more information, please visit <https://www.experian.com/rentbureau/rental-payment>

General Qualifications

Below are our general rental standards, however, individual units may have different requirements, please refer to the specific unit listing for that particular unit's specific requirements.

- For the first applicant, two point two times (2.2X's) the monthly rental rate in verifiable monthly net income is required. If two (2) people will occupy the unit then the combined income must be three point three times (3.3X's) the monthly rental rate (and if three (3) people will occupy the unit, the combined income must be four point four times (4.4X's) the monthly rental rate, etc.
- If cash reserves is used to qualify as income, the cash reserves amount must be equivalent to above income requirements for the duration of initial term of tenancy. The cash reserves must be in applicant's account(s) for a minimum of six (6) months.

Cal DRE# 01897998
Phone: 510-250-7918

www.AdventPropertiesInc.com | team@adventpropertiesinc.com

Main Office: 1600 MacArthur Blvd., Oakland, CA 94602 | Other Locations - By Appointment Only
Additional Offices in SAN FRANCISCO COUNTY, CONTRA COSTA COUNTY, SANTA CLARA COUNTY, SACRAMENTO COUNTY, ORANGE COUNTY (as Advent Homes), and SAN DIEGO COUNTY (as Advent Homes)



EST 2008
ADVENT
PROPERTIES, INC.

- Verifiable income is income that is documented by the most recent two (2) months paystubs as confirmed by employer in writing or bank statements or a signed Verification of Deposit that is dated within thirty (30) days evidencing the above requirements. Offers of employment must contain initial employment date within thirty (30) days of application, and the total salary will be discounted to 60% for calculating net income.
- Each applicant must have a minimum credit score of 661+ (based on VantageScore 3.0) to qualify. Note, some properties have different credit score requirements, please refer to the advertisement for actual requirement. Each applicant must have two (2) years of established credit history in good standing (e.g. no delinquency, collection, or other negative remarks). We adhere to all legally-required exceptions to these requirements.
- A positive (not neutral) landlord reference/verification from the most recent two landlords is also required.
- Employment and landlord verification responses not received by us within three (3) business days of our submission of such inquiries will be considered denied or negative. Verifiable and positive identification of landlord(s) and employer(s) are also required.
- Advent Properties, Inc. does have a \$45.00 Non-Refundable Credit Check Fee for all Applicants over age 18 for Residential Rentals, \$55.00 for Commercial Rental Applicants. Money Orders or Cashier's Checks can be made out to Advent Properties, Inc. We do not accept cash payments or personal checks for the Credit Checks.
- If you have a pet, a separate pet application is required at the time of rental application.

If someone requests information on you or your rental history for law-enforcement, governmental or business purposes, we may provide it.

Date

Applicant Signature

As property owner or manager we do not discriminate in the rental of property on the basis of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, familial status, source of income, disability, veteran or military status, or genetic information.

Updated November 15, 2023

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- 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	SSN or ITIN
Other names used in the last 10 yrs.		Work phone number ()	Home phone number ()
Date of birth	E-mail address		Mobile/Cell phone number ()
Photo ID/Type	Number	Issuing Gov.	Exp. date Other ID
Present address		City	State Zip
Date in	Date out	Landlord Name	Landlord phone number
Reason for moving out			Current rent \$ /Month
Previous address		City	State Zip
Date in	Date out	Landlord Name	Landlord phone number
Reason for moving out			Rent at move-out \$ /Month
Next previous address		City	State Zip
Date in	Date out	Landlord Name	Landlord phone number
Reason for moving out			Rent at move-out \$ /Month



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- Tenant
- Guarantor

Name of Applicant:

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
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How did you hear about this rental?

Current Employer Name	Job Title or Position	Dates of Employment
Employer address	Employer/Human Resources phone number ()	
City, State, Zip	Name of supervisor/human resources manager	

Current gross income \$ _____ Check one
 Per Week Month Year

Prior Employer Name	Job Title or Position	Dates of Employment
Employer address	Employer/Human Resources phone number ()	
City, State, Zip	Name of supervisor/human resources manager	

Other income source _____ Amount \$ _____ Frequency _____

Other income source _____ Amount \$ _____ Frequency _____

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



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- Guarantor

Name of Applicant:

Please list ALL of your financial obligations below.

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

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

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



- Tenant
- Guarantor

Name of Applicant:

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? _____



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- 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.



- Tenant
- Guarantor

Name of Applicant: _____

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 the 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
(Date)
undersigned, hereinafter called "Applicant," who offers to rent from Landlord the
premises located at:

(Street Address)

Unit # (if applicable) _____

_____, 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 _____
Landlord **Individual Signing for Landlord**

_____ Agent for Landlord. Date: _____
Management Co. (If Applicable)



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- Tenant
- Guarantor

Name of Applicant:

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.

