



ADVENT

PROPERTIES, INC.

BUY | SELL | PROPERTY MANAGEMENT

Application Guidelines

[Please use as checklist, for proper application completion]

- Each adult (18+) **must complete** and **sign** an application.
- Provide proof of income for the household. The household must prove that it makes 2.2(net) times the rent after taxes are taken out. If you get paid every 2 weeks you must provide a photocopy of your last 2 paystubs. If you get paid weekly you must provide photocopies of your last 4 paystubs. If you have other sources of income you must provide proof of how much financial support you receive from each source.
- Each applicant must provide a photocopy of each adult government issued identification.
- References Section of Application is completed, all references will be contacted.
- Submit a **\$40 non-refundable** application fee for each adult who is applying for the property. This must be paid with **Cashier's Check or Money Order**. It should be payable to: **Advent Properties, Inc.** We take this in order to run the credit check. (Personal credit reports from other agencies NOT accepted.)
- Take all documents to **1600 MacArthur Blvd. Oakland, CA 94602**. Office hours are from 9A.M-6P.M Monday to Friday. Saturdays there is an after-hour's mail slot you can place your information into as well

Qualifications for Rent

- You must make 2.2(net) times more than the rent
- No prior evictions on your record. Your credit check will show this.
- All utilities are paid for and up to date
- Job/Rental/ Income Verification (Please inform all the references for Job/Rental/ Income Verifications that they will be receiving a call, as it can hold up the process if they cannot be reached)

[Application process takes 48-72 hours to process once full application is delivered to office]

Applicant

Date

Leasing Specialist

Date

Manager

Date



As property owner or manager we do not discriminate in the rental of property on the basis of race, color, religion, sex, sexual orientation, handicap, familial status, or national origin.

APPLICATION TO RENT

Tenant
 Guarantor

(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		Owner/Agent Name		Owner/Agent Phone number	
Reason for moving					Current rent \$ /Month		
2. Previous address				City		State	Zip
Date in		Date out		Owner/Agent Name		Owner/Agent Phone number	
Reason for moving							
3. Next previous address				City		State	Zip
Date in		Date out		Owner/Agent Name		Owner/Agent Phone number	
Reason for moving							
Proposed Occupants: List all addition /ourselves	Name			Name			
	Name			Name			
	Name			Name			
Will you have pets?	Describe			Will you have a waterbed?		Describe	
How did you hear about this rental?							
A. Present occupation or source of income				Employer name			
Dates of employment		Supervisor's phone number ()		Employer address			
Name of your supervisor				City, State, Zip			
B. Prior occupation				Employer name			
Dates of employment		Supervisor's phone number ()		Employer address			
Name of your supervisor				City, State, Zip			
Current gross income \$		Per		Check one			
				<input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year			
Other income source				Amount \$		Frequency	
Other income source				Amount \$		Frequency	



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Name of your bank	Branch or address	Account Number

Please list ALL of your financial obligations below.

Name of Creditor	Address	Phone Number	Monthly Pymt. 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 #: _____

Mobile: Make: _____ Model: _____ Year: _____ License #: _____

Other motor vehicles: _____

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

Have you ever been convicted of selling, distributing or manufacturing illegal drugs? _____

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 Owner/Agent 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 Owner/ Agent to disclose tenancy information to previous or subsequent Owners/Agents.

Owner/Agent 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 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) _____



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