



## MEMORANDUM

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TO: Prospective Tenant  
FROM: Eugene Burger Management Corporation  
RE: Application Procedures

In order for us to process your application, please review and comply with the following information. Note: We do our best to process applications within 2 – 3 days of receipt. You can assist us in ensuring you **provide all required documentation, print clearly** and be sure to **sign on all of the appropriate pages**.

- We need your **current and previous landlord name and telephone number**. If you have just sold your home, please indicate.
- **Sign the application** – Your application is considered incomplete if not signed and will not be considered, or hold a priority over other applications received.
- **Income Verification** – We need your two most recent paycheck stubs or the last two years W-2 forms. If you are self-employed, please provide your most recent tax return or 1099.
- **Photo ID** – We will need photo identification. However, please **do not fax** as it will not come through clearly. If you cannot drop it off in person, please arrange to mail or email a copy. Acceptable forms of photo identification are driver’s license; military I.D.; passport or State issued identification card.
- **\$35 Application Fee** – This is required for **each adult over the age of 18**. This is a **non-refundable fee** and must be paid with a **guaranteed form of payment** such as money order or cashier’s check. Without your application fee, your application is considered incomplete and will not be processed. (SORRY – NO PERSONAL CHECKS or CASH)
- **Qualifying** – Approving an application is based on several factors including income, credit history and favorable rental/housing history.  
Gross Income: 2.5 x RENT  
Credit History: 80% Positive, NO collections, judgment or open bankruptcies, etc.  
Rental History: 2 years of verifiable housing history, NO eviction, unlawful detainer, or records of damage.

If you do not meet the standards, we do offer other remedies, such as a co-signor, higher deposit, etc. However, this will be determined on a case-by-case basis. No co-signors will be accepted.

My signature below indicates I understand and agree with the terms as outlined above.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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		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		Landlord Name		Landlord phone number	
Reason for moving out						Current rent \$ /Month	
2. Previous address			City		State		Zip
Date in		Date out		Landlord Name		Landlord phone number	
Reason for moving out						Rent at move-out \$ /Month	
3. Next previous address			City		State		Zip
Date in		Date out		Landlord Name		Landlord phone number	
Reason for moving out						Rent at move-out \$ /Month	
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		
How did you hear about this rental?							
A. Current Employer Name				Job Title or Position		Dates of Employment	
Employer address				Employer/Human Resources phone number ( )			
City, State, Zip				Name of your supervisor/human resources manager			
Current gross income		Check one					
\$		Per <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year					
B. Prior Employer Name			Job Title or Position		Dates of Employment		
Employer address			Employer/Human Resources phone number ( )				
City, State, Zip			Name of your supervisor/human resources manager				
Other income source		Amount \$		Frequency			
Other income source		Amount \$		Frequency			



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Tenant  
 Guarantor

Name of Applicant: \_\_\_\_\_

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

Please list ALL of your financial obligations below.

Name of Creditor	Address	Phone Number	Monthly Pmt. 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 #: \_\_\_\_\_

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:

RentGrow www.rentgrow.com

**Name of Agency**

177 Huntington Avenue, Suite 1703 #74213, Boston MA 02115, tel. (800) 898-1351

**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.

**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 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 \$ 35.00 , 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      | \$ <u>20.00</u> |
| 2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) | \$ <u>15.00</u> |
| 3. Total fee charged  | \$ <u>35.00</u> |

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)



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# RENTAL APPLICANT REFERENCE FORM

- This form is used to obtain information regarding the rental history of Applicants 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 Section 1. Copies of this form and of the Applicant's signature are acceptable. The Applicant may be contacted to verify the authenticity of this request. Please mail or fax this form to the person listed in section 2 as soon as possible (within 24-48 hours)

## TO BE COMPLETED BY APPLICANT

### 1. Authorization by rental Applicant for the release of information

I hereby authorize the release of the information requested on this Rental Applicant Reference Form. I hereby acknowledge that the Owner/Agent can make copies of this executed page in order to obtain the information requested.

Name \_\_\_\_\_ Phone number (\_\_\_\_\_) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## TO BE COMPLETED BY OWNER/AGENT

### 2. Person requesting the rental reference

Name of Owner/Agent \_\_\_\_\_ Eugene Burger Management Corporation \_\_\_\_\_

Address \_\_\_\_\_ 11601 Blocker Drive \_\_\_\_\_ Unit # \_\_\_\_\_ 200 \_\_\_\_\_

City \_\_\_\_\_ Auburn \_\_\_\_\_ State \_\_\_\_\_ CA \_\_\_\_\_ Zip \_\_\_\_\_ 95677 \_\_\_\_\_

Phone number ( 530 ) \_\_\_\_\_ 745-9801 \_\_\_\_\_ Fax number ( 530 ) \_\_\_\_\_ 745-9804 ; email: auburnoffice@ebmc.com \_\_\_\_\_

### 3. Applicant's rental information

Name of rental community (if any) \_\_\_\_\_

Address of rental unit \_\_\_\_\_ Unit # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name of Owner/Agent \_\_\_\_\_

Phone number (\_\_\_\_\_) \_\_\_\_\_ Fax number (\_\_\_\_\_) \_\_\_\_\_

Move-in date: Month \_\_\_\_\_ Year \_\_\_\_\_ Move-out date: Month \_\_\_\_\_ Year \_\_\_\_\_ or  current resident

## TO BE COMPLETED BY FORMER OR CURRENT OWNER/AGENT

### 4. Rental reference information

Did Applicant live at your property during the period indicated above?  Yes  No. Last effective monthly rent? \$ \_\_\_\_\_

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

Not applicable because Applicant still resides at unit

Did you ever serve a Three Day Notice to Applicant .....  Yes  No

If yes, please explain: \_\_\_\_\_

Information provided by: Name \_\_\_\_\_ Phone number (\_\_\_\_\_) \_\_\_\_\_

Information obtained by:  Phone  Mail  Fax



# EMPLOYMENT VERIFICATION FORM

- This form is used to obtain information regarding the employment history of Applicants for rental housing. The information provided by the current or former Employer may be used solely for the purpose of evaluating the application for rental housing.
- The Landlord requesting this information must receive authorization from the Applicant before obtaining the information. Such authorization is granted if Applicant's signature is provided in Section 1. Copies of this form and of the Applicant's signature are acceptable. The Applicant may be contacted to verify the authenticity of this request. **Please mail or fax this form to the person listed in section 2 as soon as possible (within 24-48 hours)**

## TO BE COMPLETED BY APPLICANT

### 1. Authorization by rental Applicant for the release of information

I hereby authorize the release of the information requested on this Employment Verification Form to the Landlord listed below.  
I hereby acknowledge that the Landlord can make copies of this executed page in order to obtain the information requested.

Name \_\_\_\_\_ Phone number (\_\_\_\_\_) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## TO BE COMPLETED BY LANDLORD

### 2. Person requesting the employment reference

Name of Landlord \_\_\_\_\_ Eugene Burger Management Corporation \_\_\_\_\_

Address \_\_\_\_\_ 11601 Blocker Drive \_\_\_\_\_ Unit # \_\_\_\_\_ 200 \_\_\_\_\_

City \_\_\_\_\_ Auburn \_\_\_\_\_ State \_\_\_\_\_ CA \_\_\_\_\_ Zip \_\_\_\_\_ 95677 \_\_\_\_\_

Phone number (\_\_\_\_ 530 \_\_\_\_ ) \_\_\_\_\_ 745-9801 \_\_\_\_\_ Fax number (\_\_\_\_ 530 \_\_\_\_ ) \_\_\_\_\_ 745-9804; or auburnoffice@ebmc.com \_\_\_\_\_

### 3. Applicant's employment information:

Present OR  Prior Occupation (check one)

Employer Name \_\_\_\_\_

Employer Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Supervisor's/HR Manager's Name \_\_\_\_\_ Employer/HR Phone number (\_\_\_\_) \_\_\_\_\_

Beginning and Ending Dates of Employment \_\_\_\_\_

Current Gross Income (if applicable) \$ \_\_\_\_\_

## TO BE VERIFIED BY CURRENT OR FORMER EMPLOYER

### 4. Employment information verification

Is the information provided in Section 3 above correct?

Verification provided by:

Name: \_\_\_\_\_

Employer Name  Yes  No

Employer Address  Yes  No

Supervisor's/HR Manager's Name  Yes  No

Employer/HR Phone Number  Yes  No

Beginning and Ending Dates of Employment  Yes  No

Current Gross Income (if applicable)  Yes  No

Title: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

If No, please explain: \_\_\_\_\_

Verification obtained by:

Phone

Mail

Fax

