



THE LAPHAM COMPANY

Serving Bay Area Renters and Property Owners
Since 1911

4844 TELEGRAPH AVENUE
OAKLAND, CA 94609
510-594-7600 phone
510-594-7611 fax
Email-info@laphamcompany.com

REQUIREMENTS FOR RENTAL APPLICATION CONSIDERATION

The following requirements must be met before your application to rent at a property can be considered:

1. \$30 Application Fee for each adult 18 years old or older.
2. Credit Report and Tenant Performance Report on each adult 18 years old or older through the National Tenant Network. A negative report may cause rejection of the application.
3. Valid Identification for each adult 18 years old or older must be produced. The ID must include a photo and current address. Acceptable IDs include a driver’s license, military ID, passport, etc.
4. Written Income Verification. Monthly combined income of at least three (3) times the monthly rental rate of the applied for property. Each applicant must provide minimum of three (3) most recent pay stubs or formal written verification from the employing company of legal/reported income. Self-employed should provide Schedule C or 1099 to show gross income for most recent year.
5. References. Current and/or previous landlords may be contacted. A positive reference is required.
6. Co-Signers. We only accept co-signers for full time students without derogatory credit. Both the applicant and the co-signor **must** have positive credit histories **and meet all other application requirements**. For students, proof of enrollment is required.

RENTAL APPLICATION CHECKLIST

Please compile all these items for submission at the same time.

- \$30 application fee for each adult 18 years old or older.
- Fully** completed and **signed** Application to Rent for each adult 18 years old or older.
- Valid photo ID for each adult 18 years old or older.
- Three (3) paycheck stubs or written verification of income as noted above for each adult applying.

RENTAL APPLICATION PROCESSING FURTHER INFORMATION

- No application will be approved if it does not include all requirements.
- Lapham Company does not rent units “sight unseen”
- All applications are processed at the Lapham Office. Do not fax application. Please submit application to resident manager or leasing personnel, mail, or deliver all application checklist items to The Lapham Company office. Deliver at office during business hours or put in drop box next to front door anytime nights or weekends at 4844 Telegraph Ave., Oakland, CA.
- We acknowledge and abide by all Fair Housing laws and regulations.
- If approved, a minimal deposit will be required within two days of notice to hold the apartment.
- Deposit required in certified funds; cashier’s check or money order
- Applications will be processed in the order received, first application with all requirements received equals first considered in approval process.
- If an application is for an apartment in advance of the existing tenant vacating, please be aware that the date the apartment becomes available is subject to change due to existing tenant schedule and the needs of unit turnover without prior notification. Apartment availability subject to prior rental.

THANK YOU FOR YOUR APPLICATION!

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 | | |
| OTHER NAMES USED IN THE LAST 10 YEARS | | | | OTHER ID | | WORK PHONE NUMBER () | | |
| DATE OF BIRTH | | DRIVER'S LICENSE NO. | | EXPIRATION | | STATE | | |
| | | | | | | HOME PHONE NUMBER () | | |
| 1 | PRESENT ADDRESS | | | CITY | | STATE ZIP CODE | | |
| | DATE IN | | DATE OUT | | OWNER/MGR NAME | | OWNER/MGR PHONE NO. () | |
| | REASON FOR MOVING | | | | | | | |
| 2 | PREVIOUS ADDRESS | | | CITY | | STATE ZIP CODE | | |
| | DATE IN | | DATE OUT | | OWNER/MGR NAME | | OWNER/MGR PHONE NO. () | |
| | REASON FOR MOVING | | | | | | | |
| 3 | NEXT PREVIOUS ADDRESS | | | CITY | | STATE ZIP CODE | | |
| | DATE IN | | DATE OUT | | OWNER/MGR NAME | | OWNER/MGR PHONE NO. () | |
| | REASON FOR MOVING | | | | | | | |

| | | |
|----------------------------------|------|------|
| PROPOSED OCCUPANTS | NAME | NAME |
| LIST ALL IN ADDITION TO YOURSELF | | |

| | | | |
|---------------------|----------|--|----------|
| WILL YOU have pets? | DESCRIBE | WILL YOU HAVE liquid filled furniture? | DESCRIBE |
|---------------------|----------|--|----------|

| | | | |
|----------|--|------------------------------|------------------|
| A | Present occupation or source of income | | Employer name |
| | How long with this employer | Supervisor's Phone # () | Employer address |
| | Name of your supervisor | | City, State ZIP |
| B | Prior occupation | | Employer name |
| | How long with this employer | Supervisor's Phone # () | Employer address |
| | Name of your supervisor | | City, State ZIP |

| | | | | |
|-------------------------|------------|-------------------------------|---|-------------------------------|
| Current gross income \$ | PER | <input type="checkbox"/> Week | Check One <input type="checkbox"/> Month | <input type="checkbox"/> Year |
|-------------------------|------------|-------------------------------|---|-------------------------------|

Please list ALL of your financial obligations below

| | | |
|-------------------|-------------------|----------------|
| Name of your bank | Branch or Address | Account Number |
| | | checking |
| | | savings |



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