



THE LAPHAM COMPANY

Serving Bay Area Renters and Property Owners Since 1911

Date: _____

EMPLOYMENT APPLICATION

PERSONAL DATA

Name: Last Name First Name Middle Initial

Address: Number Street Apartment

City State Zip Code

Telephone Number: _____

Social Security Number: If employed by another name, please list:

IF HIRED CAN YOU PRESENT EVIDENCE OF YOUR U.S. CITIZENSHIP OR PROOF OF YOUR LEGAL RIGHT TO LIVE AND WORK IN THIS COUNTRY? Yes No

ARE YOU AT LEAST 18 YEARS OF AGE? Yes No

IF NO, CAN YOU SUBMIT A WORK PERMIT IF HIRED? Yes No

EMPLOYMENT INTEREST

Indicate position (s) applying for:

- In-House Lapham Staff Resident Manager Other

If Resident Manager, what is the address of apartment building you would like to manage:

Are you applying for: Part-time Full-time

Hours available to work:

HRS

Table with 7 columns: SUN, MON, TUES, WED, THURS, FRI, SAT

Salary Requirement: _____

Date available to begin work _____

Applicant Initials: _____

EMPLOYMENT HISTORY

List below all present and past employment (including military service) starting with your most recent employer (10 years is sufficient). Account for all periods of unemployment. **You must complete this section even if your resume is attached.**

If you are currently employed, may we contact your current employer? Yes No

Name of Employer: _____

Address: _____

Phone Number: _____ Supervisors Name: _____

Position: _____

Duties:

Dates of Employment: From: _____ To: _____

Starting Pay: _____ Ending Pay: _____

Reason for Leaving:

Name of Employer: _____

Address: _____

Phone Number: _____ Supervisors Name: _____

Position: _____

Duties:

Dates of Employment: From: _____ To: _____

Starting Pay: _____ Ending Pay: _____

Reason for Leaving:

Name of Employer: _____

Address: _____

Phone Number: _____ Supervisors Name: _____

Position: _____

Duties:

Dates of Employment: From: _____ To: _____

Starting Pay: _____ Ending Pay: _____

Reason for Leaving:

Are you able to perform all job duties and functions of the job for which you are applying, either with or without reasonable accommodations? Yes No

If no, please describe the accommodations needed:

(Note: We comply with the ADA and will consider reasonable accommodations measures that may be necessary for eligible applicants/employees to perform essential functions)

Have you ever, under your name or another name, been convicted of (or plead guilty or plead no contest to) a Felony?

Yes No

If yes, state nature of crime(s), when and where convicted and disposition of the case(s):

(Note: No applicant will be denied employment solely on the grounds of convictions of a criminal offense, the surrounding circumstances and the relevance of the offense, to the position(s) applied for may, however, be considered.)

EDUCATION, TRAINING & EXPERIENCE

School	Name & Address	Did you Graduate?	Diploma or Degree
High School			
College/University			
Vocational Or Business			

MILITARY EXPERIENCE

Have you obtained any special skills as a result of service in the military? Yes No

If yes, please describe:

Do you have any other experience, training, qualifications, or skills which you feel make you especially suited for work at Lapham?

REFERENCES:

List below three business references NOT related to our living with you who have knowledge of your work performance within the last three years. Domestic Partners and/or Significant Others are considered relatives and should not be listed.

Name: _____ Occupation: _____

Address: _____

Home Phone: _____ Business Phone: _____

Name: _____ Occupation: _____

Address: _____

Home Phone: _____ Business Phone: _____

Name: _____ Occupation: _____

Address: _____

Home Phone: _____ Business Phone: _____

AUTHORIZATION:

Please read carefully, initial each paragraph and sign below.

_____ I hereby certify that I have not knowingly withheld information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or in any document used to secure employment shall be grounds for rejection of this application or immediate discharge if I am employed; regardless of the time elapsed before discovery.

_____ I hereby authorize the company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any all letters, reports, and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, and corporations, partnerships, associations from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I understand that nothing contained in the application or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either the company or me, and that no promises or representations contrary to the foregoing are binding on the company unless made on writing and signed by the company's designated representative and me.

Signature: _____ Date: _____

Print Name: _____

Credit and Background Check Authority

Applicant represents that all the above statements are true and correct and hereby authorizes verification of the above items including, but not limited to, the obtaining of a credit report and agrees to furnish additional credit references upon request. Applicant consents to allow owner/manager to disclose tenancy information to previous or subsequent owners/managers.

Applicant Initials: _____

Date of Birth: _____

Applicant (Signature required) _____



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. \$40 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.

- \$40 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.
- Modifications to tenancies after original leases are executed require an administrative process & include a current administrative fee of \$150.

THANK YOU FOR YOUR APPLICATION!

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 out						Current rent \$ /Month	
2. Previous address		City		State		Zip	
Date in		Date out		Owner/Agent Name		Owner/Agent Phone number	
Reason for moving out							
3. Next previous address		City		State		Zip	
Date in		Date out		Owner/Agent Name		Owner/Agent Phone number	
Reason for moving out							
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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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 #: _____

Automobile: 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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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.

