



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](mailto: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. \$35 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.

- \$35 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<br>( )   |          | Home phone number<br>( )        |  |
| Date of birth   |          | E-mail address |  |  |          | Mobile/Cell phone number<br>( ) |  |
| 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<br>\$ /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:<br>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<br>( )   |          |                                 |  |
| 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<br>( )   |          |                                 |  |
| 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.

