

KEEP THIS COPY FOR YOUR RECORDS



E.E.N. PROPERTY MANAGEMENT, INC.

OCCUPANCY STANDARDS

1. EACH APPLICANT IS REQUIRED TO COMPLETE A CREDIT APPLICATION AND PAY A NON-REFUNDABLE \$40.00 PROCESSING FEE, IN ADVANCE, BY MONEY ORDER.
2. APPLICATIONS WILL NOT BE CONSIDERED WITHOUT VALID IDENTIFICATION (COPY OF VALID DRIVER LICENSE AND SOCIAL SECURITY CARD AND PROOF OF INCOME).
3. INCOMPLETE APPLICATIONS OR UNVERIFIABLE INFORMATION WILL RESULT IN REJECTION OF APPLICATION.
4. APPLICANTS MUST PRESENT AT LEAST 3 YEARS OF FAVORABLE PAST RENTAL HISTORY, STEADY EMPLOYMENT HISTORY, GOOD CREDIT, AND NO EVICTIONS.
5. APPLICANTS MUST HAVE A MINIMUM MONTHLY INCOME OF 3 TIMES THE RENT. (NOTE: CHILD SUPPORT INCOME CAN BE CONSIDERED WITH PROOF OF PAYMENTS BEING RECEIVED IN A CONSISTENT MONTHLY MANNER.)
6. MINIMUM AGE TO SIGN THE RENTAL AGREEMENT IS 18.
7. ALL ADULTS, AGE 18 AND OLDER, WHO RESIDE TOGETHER IN AN APARTMENT MUST COMPLETE THE CREDIT APPLICATION PROCESS AND SIGN THE RENTAL AGREEMENT.
8. NO MORE THAN TWO (2) OCCUPANTS ARE ALLOWED TO RESIDE IN A STUDIO APARTMENT. NO MORE THAN THREE (3) OCCUPANTS ARE ALLOWED TO RESIDE IN A ONE-BEDROOM APARTMENT. NO MORE THAN FIVE (5) OCCUPANTS ARE ALLOWED TO RESIDE IN A TWO-BEDROOM APARTMENT.
9. ALL OCCUPANTS MUST BE PRESENTED TO MANAGEMENT PRIOR TO FINAL APPROVAL.
10. NO PETS ARE ALLOWED UNLESS APPROVED IN ADVANCE BY E.E.N. PROPERTY MANAGEMENT, INC.

ABSOLUTELY NO PERSONAL CHECKS ACCEPTED FOR PAYMENT OF APPLICATION FEE, SECURITY DEPOSIT, OR FIRST MONTH'S RENT.

PLEASE NOTE: E.E.N. PROPERTY MANAGEMENT REQUIRES A SECURITY DEPOSIT OF ONE MONTH'S RENT AMOUNT, BUT IF A PROSPECTIVE RESIDENT APPLICATION IS CONSIDERED "BORDERLINE", THEY MAY BE ASKED TO PAY A HIGHER DEPOSIT. **CRITERIA FOR APPROVAL OR DENIAL OF AN APPLICATION** IS BASED ON THE FOLLOWING: ABILITY TO PAY RENT, PAST & CURRENT RENTAL HISTORY, FINANCIAL QUALIFICATIONS, CREDIT REFERENCES, PAST & CURRENT EMPLOYMENT HISTORY, INFORMATION FROM CREDIT SCREENING COMPANIES & UNLAWFUL DETAINER REGISTRY.

E.E.N. PROPERTY MANAGEMENT CHARGES \$40.00, WHICH IS TO BE USED TO SCREEN APPLICANT WITH REGARDS TO CREDIT HISTORY AND OTHER BACKGROUND INFORMATION. ITEMIZATION OF FEE CHARGED:

1.	COST OF CREDIT REPORT, UNLAWFUL DETAINER (EVICTION) SEARCH AND OTHER REPORTS	\$16.95
2.	COST TO OBTAIN, PROCESS, AND VERIFY SCREENING INFORMATION (MAY INCLUDE STAFF TIME)	<u>\$23.05</u>
3.	TOTAL COST	<u>\$40.00</u>



1000-J APOLLO COURT ♦ ANTIOCH, CA 94509
PHONE (925) 778-3366 ♦ FAX (925) 778-3458



FOR OFFICE USE ONLY	
DATE:	
PROP. APPL. FOR:	APT. #:
MON. RENT AMT. \$	SD AMT. \$
APPOX M/I DT:	SEC. 8: <input type="checkbox"/>



E.E.N. PROPERTY MANAGEMENT, INC.
RENTAL APPLICATION

INDIVIDUAL APPLICATIONS ARE REQUIRED FROM EACH OCCUPANT 18 YEARS OF AGE OR OLDER. ALL SECTIONS OF APPLICATION MUST BE COMPLETED.

LAST NAME		FIRST NAME		MIDDLE NAME, JR./SR.		SOCIAL SECURITY #
OTHER NAMES USED IN THE LAST 10 YRS.						HOME PHONE # ()
DATE OF BIRTH	DRIVERS LIC. OR ID #	EXP. DATE	STATE	MILITARY YES <input type="checkbox"/> NO <input type="checkbox"/>	WORK PHONE # ()	

1.	PRESENT STREET ADDRESS	CITY	STATE	ZIP CODE
	MOVE-IN DATE	RENT AMOUNT \$	OWNER/MGR. NAME	OWNER/MGR. PHONE # ()
REASON FOR MOVING? HAS A 30-DAY NOTICE BEEN GIVEN? YES <input type="checkbox"/> NO <input type="checkbox"/>				

2.	PREVIOUS STREET ADDRESS	CITY	STATE	ZIP CODE
	MOVE- IN/OUT DATE	RENT AMOUNT \$	OWNER/MGR. NAME	OWNER/MGR. PHONE # ()
REASON FOR MOVING?				

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

A.	PRESENT OCCUPATION OR SOURCE OF INCOME	EMPLOYER NAME
	HOW LONG WITH THIS EMPLOYER? SUPERVISOR PHONE # ()	EMPLOYER ADDRESS
	NAME OF YOUR SUPERVISOR CURRENT MON. GROSS INCOME \$	CITY, STATE ZIP CODE
B.	PRIOR OCCUPATION	EMPLOYER NAME
	HOW LONG WITH THIS EMPLOYER? SUPERVISOR PHONE # ()	EMPLOYER ADDRESS
	NAME OF YOUR SUPERVISOR MONTHLY SALARY \$	CITY, STATE ZIP CODE

IF THERE ARE OTHER SOURCES OF INCOME YOU WOULD LIKE US TO CONSIDER, PLEASE LIST INCOME AMOUNT, SOURCE AND PERSON WHO WE MAY CONTACT FOR CONFIRMATION.

AMOUNT \$ PER	CHECK ONE ___ WKLY ___ MTHLY	SOURCE	PERSON TO CONTACT	PHONE # ()
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1.	VEHICLE MAKE	MODEL	YEAR	LICENSE PLATE #
2.	2 ND VEHICLE MAKE	MODEL	YEAR	LICENSE PLATE #

HAVE YOU EVER: FILED FOR BANKRUPTCY? YES NO _____ YEAR
 BEEN EVICTED FROM TENANCY? YES NO _____ YEAR
 WILLFULLY OR INTENTIONALLY REFUSED TO PAY RENT WHEN DUE? YES NO _____ YEAR
 HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES NO _____ YEAR

WILL YOU HAVE PETS?	DESCRIBE	WILL YOU HAVE LIQUID FILLED FURNITURE?	DESCRIBE
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NAME OF BANK	BRANCH OR ADDRESS	ACCOUNT NUMBER
		CHECKING #
		SAVINGS #

1.	NEAREST RELATIVE	PHONE # ()	ADDRESS	CITY, STATE, ZIP CODE
2.	PERSONAL REFERENCE	PHONE # ()	ADDRESS	CITY, STATE, ZIP CODE
3.	PERSONAL REFERENCE	PHONE # ()	ADDRESS	CITY, STATE, ZIP CODE

I UNDERSTAND THAT E.E.N. PROPERTY MANAGEMENT, INC. WILL RETAIN THIS APPLICATION WHETHER OR NOT IT IS APPROVED. APPLICANT REPRESENTS THAT EVERYTHING STATED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF THEIR KNOWLEDGE AND HEREBY AUTHORIZES VERIFICATION OF THE ANSWERS STATED, BUT NOT LIMITED TO, THE OBTAINING OF A CREDIT REPORT AND AGREES TO PROVIDE ADDITIONAL CREDIT REFERENCES UPON REQUEST. APPLICANT CONSENTS TO ALLOW OWNER/MANAGER TO DISCLOSE TENANCY INFORMATION TO PREVIOUS OR PRESENT OWNERS/MANAGERS. I HEREBY AUTHORIZE LANDLORDS, EMPLOYERS, AND THEIR AGENTS TO DISCLOSE ANY AND ALL INFORMATION REGARDING MYSELF PERTAINING TO THIS APPLICATION, MY RESIDENCY, AND MY EMPLOYMENT.

RENT AMOUNT IS SUBJECT TO CHANGE WITHOUT NOTICE. AFTER 72 HOURS OF RECEIPT OF HOLDING FEE, MANAGEMENT HAS THE RIGHT TO RETAIN HOLDING FEE FOR UNSPECIFIED DAMAGES, SUCH AS LOSS OF RENT, ADVERTISING, ETC.

 DATE SIGNATURE

FOR OFFICE USE ONLY		
PROCESSING FEE PAID: <input type="checkbox"/>	DATE COMPLETED:	
INCOME VERIFIED: <input type="checkbox"/>	DATE COMPLETED:	
RENTAL REF. COMPLETED: <input type="checkbox"/>	DATE COMPLETED:	
APPROVED: <input type="checkbox"/>		
DENIED: <input type="checkbox"/>	DENIAL LTR. SENT:	



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