

# 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)	\$23.05
3.	TOTAL COST	\$40.00



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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