



[www.westernmp.com](http://www.westernmp.com)

**Welcome Home!!**

**\$40.00 M/O or Ck Only**  
**NON-REFUNDABLE**  
**APPLICATION PROCESSING**

Thank you very much for choosing Western Management Properties for your housing needs. As your staff, our goal is to make your stay with us as comfortable as possible. Moving can be a very stressful process, so we've compiled a list of helpful reminders to facilitate your transition.

**Prior to move-in, the following and/or attached items must be completed and returned to our office. We will not be able to process your move-in paperwork without them.**

1. Completed and signed Application (18 years of age or older).
2. Copies of your last 2 pay stubs, or, if self employed income tax form from previous year taxes, including all pages.
3. Copies of your last 2 bank statements
4. Copies of your driver's license and social security card or passport.

**INCOME:**

Verification of employment- You need to provide 2 current pay stubs with a year to date figure. If self-employed, must show last 2 years of tax returns. Child support, alimony, or government assistance must be verifiable as regularly received. **Your total net expendable monthly income must equal two and half times** the rental amount.

**(EXAMPLE-Rent \$1000/month, Gross income needs to be at least \$2500/month).**

**CREDIT:**

Positive credit history- A Credit Report, Eviction, and Public Record report will be processed.

**RESIDENTIAL HISTORY:**

Two years of consecutive, verifiable history. Please provide telephone numbers of landlords, owners, mortgage company (if owner), or agents, and include your previous address, with zip codes. Any missing information you will automatically be denied.

**IDENTIFICATION:**

A valid Driver's license or passport must be provided. We will also require you to provide a valid social security card. **Application processing is \$40.00 in money order or cashier check only & non-refundable. All monies must be paid in secured (Money Order/Cashier Check) funds until move-in.**

We will be happy to make copies of any of these items for you at the rental office. You may drop off the forms and your information in person, U.S. Mail, email ([western@westernmp.com](mailto:western@westernmp.com)), or fax it to our office at 510-451-1724.

Upon notifying you of your screening results, we will schedule an appointment with you to process your move-in paperwork.....it's **simple, easy, done!**

Once again, welcome to your new home....we hope that we can make your residency with us a long and enjoyable one. Please let us know if there is anything else that we can do to help.

Your Western Management Team

Western Management Properties  
678 14<sup>th</sup> Street  
Oakland, CA 94612  
Phone: 510-451-7197 Fax: 510-451-1724  
[www.westernmp.com](http://www.westernmp.com)

Thank you for applying to rent with us. Please provide us with all the information requested below. Incomplete information will only delay the processing of your Rental Application. **PLEASE PRINT CLEARLY.**

## OCCUPANTS

First name \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Driver's License # \_\_\_\_\_ State \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_ E-Mail \_\_\_\_\_

Full Name (All Other Occupants)	Age	Relationship

## RENTAL HISTORY

1.) **Current Address** \_\_\_\_\_  
City State Zip

From \_\_\_\_\_ To \_\_\_\_\_ Amt. Rent Paid \_\_\_\_\_ Apt. Complex Name \_\_\_\_\_  
MO/YR MO/YR Monthly

Owner/Mgr. \_\_\_\_\_  
Full Name

Mortgage Company (If Owned) \_\_\_\_\_  
Name Address Loan#

Owner/Mgr. or Mortgage Co Phone# ( ) \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

2.) **Previous Address** \_\_\_\_\_  
City State Zip

From \_\_\_\_\_ To \_\_\_\_\_ Amt. Rent Paid \_\_\_\_\_ Apt. Complex Name \_\_\_\_\_  
MO/YR MO/YR Monthly

Owner/Mgr. \_\_\_\_\_  
Full Name

Mortgage Company (If Owned) \_\_\_\_\_  
Name Address Loan #

Owner/Mgr. or Mortgage Co Phone# ( ) \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

## EMPLOYMENT

**Current Employer** \_\_\_\_\_ Address \_\_\_\_\_  
Company Name Street City State Zip

Gross Monthly Salary \$ \_\_\_\_\_ Position \_\_\_\_\_ How long \_\_\_\_\_ Yrs \_\_\_\_\_ Mos

Supervisor \_\_\_\_\_ Business Phone ( ) \_\_\_\_\_

**Current Employer** \_\_\_\_\_ Position \_\_\_\_\_  
Full Name Company Name Address Street City State Zip

Gross Monthly Salary \$ \_\_\_\_\_ Position \_\_\_\_\_ How long \_\_\_\_\_ Yrs \_\_\_\_\_ Mos

Supervisor \_\_\_\_\_ Business Phone ( ) \_\_\_\_\_  
Full Name Position

**Previous Employer** \_\_\_\_\_ Address \_\_\_\_\_  
Company Name Street City State Zip

Gross Monthly Salary \$ \_\_\_\_\_ Position \_\_\_\_\_ How long \_\_\_\_\_ Yrs \_\_\_\_\_ Mos

Supervisor \_\_\_\_\_ Business Phone ( ) \_\_\_\_\_  
Full Name Position

## REFERENCES

Family \_\_\_\_\_  
Full Name Relationship

City State Zip Phone#

Emergency Contact \_\_\_\_\_  
Full Name Relationship Phone #

**MISCELLANEOUS INFORMATION**

**Do you have an animal?** Check one Yes ( ) No ( )

If yes, what kind of animal? \_\_\_\_\_

Water-Filled Furniture \_\_\_\_\_  
Description Number

Automobiles/Motorcycles to be parked on premises:

Make Model Year License #

Make Model Year License #

Have you ever been delinquent in payment of your rent or any other financial obligation? If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

Have you ever been a defendant in an unlawful detainer (eviction) lawsuit or defaulted (failed to perform) any obligation of a Rental agreement or lease? If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

**APARTMENT RESERVATION AGREEMENT**

Apartment # \_\_\_\_\_ Property Address \_\_\_\_\_  
Street City State Zip

Monthly Rental: \$ \_\_\_\_\_ Lease Term: \_\_\_\_\_

The undersigned has paid Western Management Properties, the sum of \$ \_\_\_\_\_  
(\$ \_\_\_\_\_) as a deposit in connection with this application. The deposit shall be used and applied in the following order:

- a. \$ \_\_\_\_\_ constitutes a non-refundable fee for processing a credit check.
- b. \$ \_\_\_\_\_ shall be applied towards the Security Deposit upon approval of this application. If the application is not approved from any reason, this portion of the application deposit shall be refunded.
- c. Once applicant deposits money to hold an apartment, the apartment is taken off the market and is held in good faith for the applicant. Applicant has three business days to change his/her mind and to receive a full refund of the application deposit. After three business days, Western Management Properties shall retain the entire security deposit.

*The information on this application is true and correct to the best of my knowledge. I hereby authorize Western Management Properties/Valva Realty or its agents to verify the above information and to obtain either a consumer or investigative credit report. I understand that the \$40.00 fee for verifying this rental application is not a deposit or rent and will not be applied to future rent or refunded, even if this application to rent is denied.*

**Note: ALL APPLICANTS MUST SIGN BELOW (18 years of age or older).**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Applicant Signature)

**AUTHORIZATION**

To Whom It May Concern:

I/We the undersigned have applied for an apartment with Western Management Properties/Valva Realty Co. As part of the application process, Western Management Properties/Valva Realty Co., will rely on representation made by me/us on the rental application and other documents submitted, and may verify any information as required to process this application. I/We also understand that additional documentation may be required, which may include written verification of income, pay stubs, W-2's, income tax returns, audited financial statements, or other verifications relevant to the application in conformity with investor or regulatory guidelines, either before the application is approved or as part of its quality control program. I/We authorize Western Management Properties/Valva Realty Co. to obtain a consumer report and verify other credit information as necessary, including past and present mortgage and landlord references.

If applicable, I/we also authorize the release of information concerning the status and disposition of my/our application to any real estate agent or real estate broker involved in this application. If the application approval is subject to certain conditions or denied, the reason for these actions may be released to such person(s).

I/We the undersigned do hereby acknowledge that I/we understand and have received a copy of the foregoing application authorization. This form may be reproduced or photocopied, and that copy shall be effective consent as the original.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Valva Realty Company  
Western Management Company  
678 14<sup>th</sup> Street Oakland, Ca 94612  
Phone (510) 451-7197 Fax (510) 451-1724

# AUTHORIZATION FOR APPLICATION FEE



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Applicant Name	Leasing Agent Name (if applicable)		
Address (that you are applying for including unit #)	City	State	Zip

## PAYMENT INFORMATION: CREDIT CARD ACCOUNT INFORMATION

*Processing fee may apply.*

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Payment Amount \$

Payment Type (**Choose 1 and fill out the corresponding section below**)

MasterCard                       Visa                       Discover

Debit Card (visa/mastercard)

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Credit Card Number	Expiration Date (mm/yy)	Security code	
Name as it appears on card/account	Email Address	Phone Number	
Billing Address	City	State	Zip

## TERMS & CONDITIONS

I, the undersigned, authorize PayLease, on behalf of Western Management Properties & Valva Realty Company, to make a one-time debit on my account. In consideration of PayLease's performance of services hereunder, I acknowledge and agree that I am the applicant applying for the address stated above. I certify that I have full authority to enter into this Agreement and that all necessary approvals have been obtained to enter into this Agreement. I authorize PayLease to debit my credit card or checking account submitted above for the amount stated. I waive the right to dispute any debits made by PayLease of the amount stated above. I acknowledge that attempted chargebacks for Non-Fraudulent transactions through the PayLease system will be subject to criminal investigation and these individuals will be prosecuted to the fullest extent of the law.

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Applicant Name	Applicant Signature	Date
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