

Nor Cal Realty, Inc. - Rental Guidelines

Welcome to **Nor Cal Realty Property Management**, your trusted source for rental housing. Following are the steps for applying to rent one of our listed rentals.

STEP 1: VIEW THE PROPERTY

We highly recommend that a prospective tenant view the property of interest prior to submitting a rental application to make sure it will suit their needs and expectations. In most cases, you may come to our office between 9:00 AM and 3:00 PM to check out the key. Please call our office so that we know to expect you. **A valid photo I.D. and \$20 cash deposit will be required for key check out.** The key must be returned the same day at which time your deposit will be refunded. Our larger apartment complexes have on-site managers available for showings. Their phone number is included in the listing.

STEP 2: COMPLETE AND SUBMIT THE RENTAL APPLICATION/ CREDIT AUTHORIZATION

Applications for available rentals are considered on a first-come, first-served basis. You may download the application and credit authorization forms from this website or pick them up in our office. **The following is required of each person aged 18 and older who will be living in the property.**

1. **Completed & signed Rental Application/Credit Authorization Form,** includes:
 - Employment Verification
 - Resident Verification
2. Copy of valid **Driver's License, Passport, federal, or state issued photo identification**
3. **Social Security Card** (for verification and credit check)
4. **\$60 Credit check* fee** per applicant 18 years of age or older (**non-refundable**)
5. **Proof of income: GROSS INCOME REQUIREMENTS: 3 X MONTHLY RENT**
 - most recent payroll stub with year to date (YTD) total, **OR**
 - last 6 months bank statements, **OR**
 - Federal income tax return

**We realize that some applicants may have credit challenges. Please do not let this deter you from inquiring. Call our office if you have any questions or concerns with regard to our credit requirements.*

STEP 3: CREDIT CHECK, EMPLOYMENT & RESIDENT VERIFICATION

We make our best effort to process your application as expeditiously as possible. Credit checks and verifications will be processed immediately upon submission. We are usually able to process an application and have a response of approval or denial the same day. However, on occasion, we may encounter minor delays waiting for responses on verifications.

STEP 4: DEPOSIT TO HOLD THE PROPERTY

Upon approval, you will be offered the option to proceed with renting the property at which time the security deposit will be due in the form of cashier's check or money order. **The maximum time a property can be held is 2 weeks.**

STEP 5: MOVE-IN

Welcome home! Come into our office to sign your rental agreement, pay your first month's rent, and pick up the keys!

CONTACT US



Lisa Perrault, Office Manager
Paul Havlicek, Bookkeeping
Dawn DeRose, Management Team
Susan Napier, Management Team
Victoria Griego, Management Team
Fatima Vasquez, Management Team
Manny Andrade, Acting Broker
Kevin Simas, Owner

We are conveniently located in downtown Hayward at:

22744 Main Street, Hayward, CA 94541
(510) 538-8789 [Office] / (510) 538-8799 [Fax]
Website: www.norcalrealty.us

- Tenant
- Guarantor

Name of Applicant:

APPLICATION TO RENT

(All sections must be completed)

Individual applications required from each occupant 18 years of age or older.

PART 1 – PERSONAL INFORMATION & ADDRESS HISTORY

Last Name	First Name	Middle Name	SSN or ITIN
Other names used in the last 10 yrs.		Work phone number ()	Home phone number ()
Date of birth	E-mail address		Mobile/Cell phone number ()
Photo ID/Type	Number	Issuing Gov.	Exp. date Other ID
Present address		City	State Zip
Date in	Date out	Landlord Name	Landlord phone number
Reason for moving out			Current rent \$ /Month
Previous address		City	State Zip
Date in	Date out	Landlord Name	Landlord phone number
Reason for moving out			Rent at move-out \$ /Month
Next previous address		City	State Zip
Date in	Date out	Landlord Name	Landlord phone number
Reason for moving out			Rent at move-out \$ /Month

Proposed Occupants: List all in addition to yourself	Name	Name
	Name	Name
	Name	Name



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- Tenant
- Guarantor

Name of Applicant:

PART 2 – INCOME

Income from Employment *(If no income is received from employment, write N/A)*

Current Employer Name	Job Title or Position	Dates of Employment
Employer address	Employer/Human Resources phone number ()	
City, State, Zip	Name of supervisor/human resources manager	

Current gross employment income amount: \$	(check one) Per <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year
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Prior Employer Name	Job Title or Position	Dates of Employment
Employer address	Employer/Human Resources phone number ()	
City, State, Zip	Name of supervisor/human resources manager	

Income from Other Sources

Other income source _____ Amount \$ _____ Frequency _____

Other income source _____ Amount \$ _____ Frequency _____

PART 3 – ASSETS & LIABILITIES

Name of your bank	Branch or address	Account Number	Type of Acct
		XXXXXXXXXXXXXXXXXXXX	
		XXXXXXXXXXXXXXXXXXXX	

Please list ALL of your financial obligations below.

Name of Creditor	Address	Phone Number	Monthly Pmt. Amount
XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	(XXX) XXXXXXX	XXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	(XXX) XXXXXXX	XXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	(XXX) XXXXXXX	XXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	(XXX) XXXXXXX	XXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	(XXX) XXXXXXX	XXXXXXXXXXXX



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- Tenant
- Guarantor

Name of Applicant:

PART 4 – EMERGENCY CONTACT(S)

In case of emergency, notify:	Address: Street, City, State, Zip	Relation	Phone
1.			
2.			

PART 5 – REFERENCES

Personal References:	Address: Street, City, State, Zip	Length of Acquaintance	Occupation	Phone
1.				
2.				

Vehicles

Automobile #1	Make:	Color:	Model:
	Year:		License #:
Automobile #2	Make:	Color:	Model:
	Year:		License #:
Other motor vehicles (list all):			

Other Information

Have you ever filed for bankruptcy? No Yes
If yes, explain:

Have you ever been evicted or asked to move? No Yes
If yes, explain:

Do you have pets? No Yes
If yes, describe:

Do you have a waterbed? No Yes
If yes, describe:

How did you hear about this rental?



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- Tenant
- Guarantor

Name of Applicant:

PART 7 – ICRAA NOTICE

NOTICE REGARDING CALIFORNIA INVESTIGATIVE CONSUMER REPORTING AGENCIES ACT

- Landlord does not intend to request an investigative consumer report regarding the Applicant

Unless the box above is checked, Landlord intends to request an investigative consumer report regarding the Applicant’s character, general reputation, personal characteristics, and mode of living. Under Section 1786.22 of the California Civil Code, the files maintained on you by the investigative consumer agency shall be made available to you during business hours and on reasonable notice, provided you furnish proper identification, as follows: (1) You may appear at the investigative consumer reporting agency identified below in person, (2) you may make a written request for copies to be sent by certified mail to a specified addressee, or (3) you may make a written request for a summary of the file to be provided over the telephone. The agency may charge a fee, not to exceed the actual duplication costs, if you request a copy of your file. The agency is required to have personnel available to explain your file to you, and the agency must explain to you any coded information appearing in your file. If you appear in person, a person of your choice may accompany you, provided that this person furnishes proper identification. If you are accompanied by a person of your choosing, the agency may require you to furnish a written statement granting permission to the investigative consumer reporting agency to discuss your file in the other person’s presence. The agency that will prepare the report(s) identified in this section is listed below:

CreditLink Corporation

Name of Agency

6050 Santo Rd Suite 135, San Diego, CA 92124

Address of Agency

If you would like a copy of the report(s) that is/are prepared, please check the box below:

- I would like to receive a copy of the report(s) that is/are prepared

If the box above is checked, Landlord agrees to send the report to Applicant within three (3) business days of the date the report is provided to Landlord. Landlord may contract with another entity to send a copy of the report.



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- Tenant
- Guarantor

Name of Applicant: _____

PART 8 – CONSIDERATION OF CREDIT HISTORY

Important Information, read carefully:

Under California law, applicants with a government rent subsidy have the option, at the applicant’s discretion, of providing lawful, verifiable alternative evidence of the applicant’s reasonable ability to pay the portion of the rent to be paid by the tenant, including, but not limited to, government benefit payments, pay records, and bank statements.

If an eligible applicant elects to submit such alternative evidence, Landlord will consider that alternative evidence instead of the applicant’s credit history.

Option 1: Consideration of Credit History	Option 2: Alternative Evidence of Ability to Pay (This option is <u>ONLY</u> available to government rent subsidy recipients)
<p>If you <u>either</u>:</p> <ul style="list-style-type: none"> • Do NOT have a government rent subsidy <u>OR</u> • Do have a government rent subsidy but are <u>not</u> choosing to submit alternative evidence of your ability to pay rent to be considered instead of credit history <p>Read and initial below.</p> <p>Applicant authorizes the Landlord 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 Landlord to disclose tenancy information to previous or subsequent Landlords.</p> <p>Applicant’s Initials: _____</p>	<p>If you <u>both</u>:</p> <ul style="list-style-type: none"> • DO have a government rent subsidy <u>AND</u> • Are choosing to submit alternative evidence of your ability to pay rent to be considered instead of your credit history <p>Read and initial below.</p> <p>Applicant authorizes the Landlord to obtain reports <u>other than credit reports</u>, such reports may include unlawful detainer (eviction) reports, social security number verification, fraud warnings, previous tenant history and employment history. Applicant consents to allow Landlord to disclose tenancy information to previous or subsequent Landlords.</p> <p><u>Application will not be considered complete until Applicant submits their verifiable alternative evidence of the ability to pay.</u></p> <p>Applicant’s Initials: _____</p>

By signing below, Applicant represents that all the above statements are true and correct, authorizes verification of the above items, and agrees to furnish additional references upon request.



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- Tenant
- Guarantor

Name of Applicant: _____

To Be Completed By Landlord – Screening Fee Disclosure and Itemization

Landlord will require payment of a fee, which is to be used to screen Applicant. The total amount of the fee is as follows:

<p style="text-align: center;">Total fee for applications subject to credit history review <i>(Applicable for Applicants who selected Option 1 in Part 8 of this Application)</i></p>	<p style="text-align: center;">Total fee for applications subject to review of alternative evidence of ability to pay <i>(Applicable for Applicants who selected Option 2 in Part 8 of this Application)</i></p>
\$ 60.00	\$ 25.00

The amount charged is itemized as follows:

1. Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports, as applicable:

<p style="text-align: center;">Actual cost for screening reports inclusive of credit history <i>(Applicable for Applicants who selected Option 1 in Part 8 of this Application)</i></p>	<p style="text-align: center;">Actual cost for screening reports NOT including credit history <i>(Applicable for Applicants who selected Option 2 in Part 8 of this Application)</i></p>
\$ 45.00	\$ 10.00

2. Cost to obtain, process and verify screening information (may include staff time and other soft costs)

\$ 15.00 _____

The undersigned Applicant 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.

Option to receive receipt by email. *(Landlord check only if applicable)* If box is checked, you can choose to receive a receipt by email. If you would like to have your receipt emailed

to you, please provide your email address here: _____
(Applicant fill in email address, if electing email receipt)

If the box is not checked, or if you do not provide a valid email address, your receipt will be mailed to the present address listed in Part 1 of this Application, or provided personally.

_____ Date

_____ Applicant (signature required)



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- Tenant
- Guarantor

Name of Applicant: _____

RECEIPT FOR TENANT SCREENING AND/OR CREDIT CHECKING FEES

On _____, Landlord received \$ _____ from the
 (Date)
 undersigned, hereinafter called "Applicant," who offers to rent from Landlord the premises located at:

 (Street Address)

Unit # (if applicable) _____

_____, CA _____
 (City) (Zip)

Payment 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) \$ _____ 15.00
3. Total fee charged (cannot exceed the amount fixed by law) \$ _____

For Landlord Use Only

Screening fees paid by: Cash Personal Check Cashier's Check Money Order
 Credit Card # (Last 4 digits only) _____ MC/VISA/AMEX Expiration Date: _____

_____ by _____
Landlord **Individual Signing for Landlord**

Nor Cal Realty, Inc. Agent for Landlord. Date: _____
Management Co. (If Applicable)



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- Tenant
- Guarantor

Name of Applicant:

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.



CERTIFICATION TO INVESTIGATIVE CONSUMER REPORTING AGENCY

Investigative consumer report requested regarding:

Applicant (full name) as listed on application

Landlord _____
Nor Cal Realty, Inc.
Landlord Name

whose address and phone number are:

22744 Main Street, Hayward, CA 94541
Address of Landlord

(510) 538-8789
Phone Number of Landlord

intends to use the report regarding the Applicant in connection with the hiring of a dwelling unit, as permitted by California Civil Code Section 1786.12(d)(5). Landlord hereby certifies that:

1. The disclosures required by California Civil Code Section 1786.16(a)(3) have been made to the Applicant;
2. Landlord has provided a written form with a check box the Applicant may use to indicate that he/she wishes to receive a copy of any investigative consumer report that is prepared, as required by California Civil Code Section 1786.16(b);
3. Landlord agrees to provide a copy of the report that is prepared to the Applicant, as required by California Civil Code Section 1786.16(b); and
4. Landlord will comply with California Civil Code Section 1786.40 if an adverse action is taken against the Applicant

Landlord by _____, **Nor Cal Realty, Inc.** Agent for Landlord
Individual Signing for Landlord *Management Co. (If Applicable)*

Date



EMPLOYMENT VERIFICATION FORM

- This form is used to obtain information regarding the employment history of Applicants for rental housing. The information provided by the current or former Employer may be used solely for the purpose of evaluating the application for rental housing.
- The Landlord requesting this information must receive authorization from the Applicant before obtaining the information. Such authorization is granted if Applicant's signature is provided in Section 1. Copies of this form and of the Applicant's signature are acceptable. The Applicant may be contacted to verify the authenticity of this request. **Please mail or fax this form to the person listed in section 2 as soon as possible (within 24-48 hours)**

TO BE COMPLETED BY APPLICANT

1. Authorization by rental Applicant for the release of information

*I hereby authorize the release of the information requested on this Employment Verification Form to the Landlord listed below.
I hereby acknowledge that the Landlord can make copies of this executed page in order to obtain the information requested.*

Name _____ Phone number (_____) _____

Signature _____ Date _____

TO BE COMPLETED BY LANDLORD

2. Person requesting the employment reference

Name of Landlord _____

Address _____ Unit # _____

City _____ State _____ Zip _____

Phone number (_____) _____ Fax number (_____) _____

3. Applicant's employment information:

Present **OR** Prior Occupation (check one)

Employer Name _____

Employer Address _____

City _____ State _____ Zip _____

Supervisor's/HR Manager's Name _____ Employer/HR Phone number (_____) _____

Beginning and Ending Dates of Employment _____

Current Gross Income (if applicable) \$ _____

TO BE VERIFIED BY CURRENT OR FORMER EMPLOYER

4. Employment information verification

Is the information provided in Section 3 above correct?

Employer Name	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employer Address	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Supervisor's/HR Manager's Name	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employer/HR Phone Number	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Beginning and Ending Dates of Employment	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current Gross Income (if applicable)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Verification provided by:

Name: _____

Title: _____

Phone: (_____) _____

If No, please explain: _____

Verification obtained by:

Phone Mail Fax



RENTAL APPLICANT REFERENCE FORM

- This form is used to obtain information regarding the rental history of applicants for rental housing.
- The Landlord requesting this information must receive authorization from the Applicant before obtaining the information. Such authorization is granted if Applicant's signature is provided in Section 1. Copies of this form and of the Applicant's signature are acceptable. The Applicant may be contacted to verify the authenticity of this request. **Please mail, fax, or email this form to the person listed in section 2 as soon as possible (within 24-48 hours)**

TO BE COMPLETED BY APPLICANT

1. Authorization by rental Applicant for the release of information

I hereby authorize the release of the information requested on this Rental Applicant Reference Form. I hereby acknowledge that the Landlord can make copies of this executed page in order to obtain the information requested.

Name _____ Phone number (_____) _____

Signature _____ Date _____

TO BE COMPLETED BY LANDLORD

2. Person requesting the rental reference

Name of Landlord _____

Address _____ Unit # _____

City _____ State _____ Zip _____

Phone number (_____) _____ Email _____

Fax number (_____) _____

3. Applicant's rental information

Name of rental community (if any) _____

Address of rental unit _____ Unit # _____

City _____ State _____ Zip _____

Name of Landlord _____

Phone number (_____) _____ Fax number (_____) _____

Move-in date: Month _____ Year _____ Move-out date: Month _____ Year _____ or current resident



TO BE COMPLETED BY FORMER OR CURRENT LANDLORD

CAUTION: Do not include information about non-payment of "COVID-19 rental debt," which is unpaid rent or any other unpaid financial obligation of the resident under the tenancy that came due between March 1, 2020, and September 30, 2021.

4. Rental Reference Information

Residency

- a. Did Applicant live at your property during the period indicated above?
b. If no, what were the dates of occupancy? From (month/year): / To (month/year): /

Rent Payments:

- c. What was the last effective monthly rent? \$
d. How many times during the past 12 months did Applicant pay the rent late?
e. Was any check from Applicant returned due to non-sufficient funds (NSF)?
f. Did you ever file for an unlawful detainer against Applicant for unpaid rent?
If yes, what was the result?

- g. Does Applicant owe any amount for delinquent rent? Yes No

Other Financial Obligations of Tenancy (i.e., utilities, parking fees, damage to the unit):

- h. How many times during the past 12 months did Applicant pay other financial obligations of tenancy late?
i. Was any check from Applicant for other financial obligations of tenancy returned due to non-sufficient funds (NSF)?
j. Did you ever file an unlawful detainer action (eviction) against Applicant for unpaid financial obligations of tenancy other than rent?
If yes, what was the result?

- l. Does Applicant owe any amount for other financial obligations of tenancy? Yes No

Other Three-Day Notices

- m. Did you ever serve a Three-Day Notice to Applicant other than for non-payment of rent or other financial obligations of the resident under the tenancy?
n. If yes, please explain:

Termination of Tenancy by Applicant

- o. If tenancy was terminated by Applicant, did Applicant provide notice for ending tenancy according to the terms of the rental agreement? Yes No

Information provided by: Name

Phone number () Email

Information obtained by: Phone Mail Email Fax



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