



RESIDENTIAL APPLICATION

New Applicant Co-Signer

Application Fee(s):	<input type="checkbox"/> QTY: ___ \$35.00
Total Application Fees: \$ _____	
Rent: \$ _____	Security Deposit \$ _____
TOTAL MOVE-IN COSTS: _____	

Anticipated Move-In Date: _____

Unit Address Applying For: _____

Last Name: _____ First: _____ Middle: _____ SSN: _____

Driver's License #: _____ State: _____ Date of Birth: _____

Your Present Address: _____ How Long: _____

City: _____ State: _____ Zip: _____ Telephone: _____

Cell Phone: _____ Email: _____

Current Manager or Owner Name: _____ Telephone: _____

Current Manager or Owner Address: _____

Your Previous Address: _____ How Long Occupied: _____

City: _____ State: _____ Zip: _____

Previous Manager or Owner: _____ Telephone: _____

Previous Manager or Owner Address: _____

Your Current Employer: _____ Salary: _____ Per: _____

Address: _____ Telephone: _____

Your Position: _____ How Long Employed: _____

DEWOLF REALTY
CO. INC. AMO®



"SINCE 1879"

If employed for less than one (1) year please fill out this section:

Previous Employer: _____ Salary: _____ Per: _____

Address: _____

Your Position: _____ How Long Employed: _____

Bank: _____ Branch: _____ Mark one box: Checking () Savings/Loan ()

Automobile: _____ Make: _____ Year: _____ Fully Paid: _____ Balance Due: _____

Automobile Payments made to: _____

Other occupants of Premises: _____ Age: _____ Age: _____ Age: _____ Age: _____

In Case of Emergency Notify: _____

Address: _____ Telephone: _____

Have you ever filed for bankruptcy? _____ Have you ever been evicted or asked to move? _____

Have you ever been convicted of a felony? _____

Applicant represents that all the above statements are true and correct and hereby authorizes verification of the above items including, but not limited to, obtaining a credit report, background investigation, and reference check. Applicant consents to allow Owner/Agent to disclose tenancy information to previous or subsequent Owners/Agents.

Should this application be withdrawn *by applicant once the review process begins*, there will be a \$75.00 processing fee. The Application Fee is non-refundable as well. If applicant's application is denied due to a previous eviction, you may call National Credit Reporting at (800) 441-1661; if application is denied for reasons regarding your credit history, you may call Experian Services at (800) 392-1122. By signing below I acknowledge that I have read this above form. I agree to allow a credit report to be obtained by the landlord as well as verification of the above-submitted information. I understand that if I do not live up to the terms of my rental agreement, or if I cause a financial loss to my landlord, that my name may be placed in the negative files of a credit and reporting agency and may be furnished to subscribers who have bonafide and legal need to make an inquiry. I also understand that causing a financial loss could severely limit my ability to use personal checks or rent/lease other properties.

For Office Use Only
Approved By: _____

(Applicants Signature and Date)

PHONE: (415) 221-2032 FAX: (415) 221-2047
EMAIL: kstoll@dewolfssf.com

4330 CALIFORNIA STREET
P.O. BOX 591540
SAN FRANCISCO, CA 94159-1540



APPLICATION AND VERIFICATION PROCEDURES

Thank you for your interest in renting a unit from DeWolf Realty Co., Inc. Below is a brief description of our screening and rental process. If you have any questions please feel free to ask. Our normal business hours are Monday through Friday from 9:00 a.m. to 5:00 p.m.

☐ **Qualifying:** Our goal is to seek the best qualified tenants possible. We base our decision on the following criteria:

Income requirements: Your combined gross earnings/income must be at least three (3) times the monthly rent of the rental unit that you wish to rent.

Credit: We do not require credit, but good credit is helpful. Any negative credit or evictions will be used in our decision making.

References: Verifying past tenancy and employment reference is very important. These references must be from people you've had a prior rental history with or whom employ you. It is important that you give us correct telephone numbers and notify these people that we will need a reference. The application will not be approved until all references have been verified and are satisfactory.

☐ **Submittal of Application:** Rental application packages are processed on a first-come-first-serve basis. No applications will be processed until **all** of the items below have been submitted to the rental agent. Once an application is approved, we can hold a unit for no longer than two (2) weeks from the time the application is submitted. We, however, reserve the right to ask for immediate occupancy and rental of a unit. Please ask before submitting your application about your move-in date. The following items must be submitted before processing an application:

1. **The Application Form:** The DeWolf Realty Co., Inc. application form is to be completed by **all** adults, eighteen (18) years or older, who will be residing in the rental unit. We require one application from each adult applicant. The application must be *completely* filled out.
2. **The Application Processing Fee:** Each applicant must pay an Application Processing Fee of \$35.00 upon submittal of their application. This fee covers the cost of obtaining credit/eviction and background information, and other minor administrative costs incurred in processing your application. The fee is an estimation of actual expenses incurred while verifying and qualifying the submitted rental application. By paying these fees the applicant acknowledges and understands that the Application Fee is a non-refundable charge to cover the costs of processing the application. This fee may be paid in check or money order only **and should be separate from your move-in costs**. The following is an explanation of the Application Fee:

Verification Procedure Costs

Credit/Eviction Report**	\$11.95
Review of Credit/Eviction Report (5 minutes @\$40/hour)	\$ 3.33
Employment/Reference Verifications (10minutes @\$40/hour)	\$ 6.67
Application Processing (10 minutes @\$40/hour)	\$ 6.67
Misc. Office Costs (telephone, fax, etc.)	\$ 6.38

TOTAL DUE UPON APPLICATION SUBMITTAL: \$35.00



3. **Move-In Costs Due Upon Submittal of Application:** These monies must be paid with a **money order or cashiers check** payable to DeWolf Realty Co. Your move-in cost is equal to: 1st month's rent + security deposit (security deposit equal to 1 and 1 half a month's rent or two month's if employed less than one year or upon request for other reasons). This total dollar amount **must be submitted at the time of application**. **If for any reason, the application is denied, all monies will be returned minus the application fee.**
 4. **Verification of Employment and/or Income:** This **must be in writing**, and on employer's letterhead stationery. This letter must state: (a) present salary, (b) date of hiring. This letter of employment verification **must be signed by one** of the following: (a) **an immediate supervisor**, (b) a payroll department supervisor, (c) a personnel department supervisor. **The person who signs the employment verification letter must identify him- or herself by position or job title.** Income for self-employed or student applicants is verified through student loan documents, W-2 forms from previous year's taxes, bank statements showing trust income or bank statements showing regular deposits of income (i.e. parental support). **You must have been employed with your present employer one (1) full year.** **If you have not, your move-in cost will be 1st months rent + a security deposit equal to 2 months rent.**
- Approval/Disapproval of Application:** Upon receipt of the completed application package - a review of all information will occur. The applicant will be contacted by the next business day after submittal of a *complete* application of either their approval or denial. At that time, if accepted, an appointment will be set to arrange for a review and execution of all lease documents.

SPECIAL CONDITIONS FOR ALL RENTAL AGREEMENTS:

**NO PETS
NO SATELLITE DISHES CAN BE INSTALLED
NO WASHING MACHINES AND NO CLOTHES DRYERS CAN BE INSTALLED**

DeWolf Realty Co., Inc. complies with all Fair and Equal Housing Standards.

It is the long-standing policy of our firm not to discriminate against any resident: prospective, current or past. No resident will be discriminated against on the basis of race, religion, creed, color, ethnic background, handicapped status or any other diversity in the treatment of rental or access to any of its federally assisted or market rate multi-family housing sites, programs, and activities.

CHECKLIST:

- COMPLETED APPLICATION
- VERIFICATION OF EMPLOYMENT:
 - IF EMPLOYED:
Employer's verification w/ starting date and salary on company letterhead
 - IF SELF-EMPLOYED
Copies of W-9's and bank statements
 - IF STUDENT:
Copies of Student Loans documents required and I-20 for International Students
- MOVE-IN COSTS IN A FORM OF A **CASHIER'S CHECK OR MONEY ORDER**