Credit Check Complete YES NO
$40 Paid YES NO

Gallagher and Lindsey
PROPERTY MANAGEMENT, INC

# Rental Application

**Each adult applicant MUST fill out a separate application**

Please take a moment to tell us how you heard about us:
☐ Website/Internet ☐ Ad ☐ Referral ☐ Sign ☐ Walk by Today's Date: _____

Address of Property applying for _____

How many people over the age of 18 will be living at the property? _____

Mrs./Ms./Miss/Mr.
First name _____ Middle name _____ Last name _____
Date of birth _____ Drivers License # _____ State _____
Work # ( ) _____ Home # ( ) _____ Soc. Sec. # _____
Cell # ( ) _____ Email _____

Names of all minor children to be living with you and their date of birth:
_____ ____/____/____ _____ ____/____/____
_____ ____/____/____ _____ ____/____/____

Do you have an animal(s)? Yes/No ESA Animal? Yes/No (If "yes," documentation must be provided)
Please specify number, type & weight (e.g. 2 dogs, 30 lbs. ea) _____
Do you smoke? Yes/No ***ALL properties managed by Gallagher & Lindsey are NON-SMOKING.**

**Present address** _____ Apt. # _____ From _____ To _____
City _____ State _____ Zip _____ Rented or Owned? _____
Reason for moving (please describe fully) _____
_____
Owner or managers name _____ Phone # _____
Email _____
**Previous address** _____ Apt. # _____ From _____ To _____
City _____ State _____ Zip _____ Rented or Owned? _____
Reason for moving (please describe fully) _____
_____
Owner or managers name _____ Phone # _____
Email _____
**Employer/Company name** _____ Title _____
Address _____ City _____ State _____ Zip _____
When did you start with this employer? ___/___/___ Circle one: Permanent or Temporary position
**Gross monthly** salary $_____ Other income: _____ Source _____

**Vehicles owned**
Make _____ Model _____ Year _____ License # _____
Make _____ Model _____ Year _____ License # _____

**In case of emergency please notify**
Name _____ Relationship _____ Phone # _____
Address _____ City _____ State ____ Zip _____

**Have you ever filed for Bankruptcy? Yes/No**
**Have you ever been evicted or asked to move? Yes/No**
**Have you ever paid rent later than agreed? Yes/No**
**Have you ever been cautioned about noise? Yes/No**

EQUAL HOUSING OPPORTUNITY

Gallagher and Lindsey
PROPERTY MANAGEMENT, INC
**1406 Webster Street, Alameda, CA 94501**
**Phone: (510) 522-3322**

# RENTAL FEE AGREEMENT

The undersigned prospective tenant hereby acknowledges and agrees to pay to Gallagher & Lindsey Property Management, Inc a non-refundable fee of 30% of a full month's rent for services rendered in procuring a month-to-month tenancy or lease on a residential unit. **This does not apply to listings for which the owner is paying the fee.** Commercial property requires a fee of 6% of a one-year lease.

# RENT PROGRAM FEE

The City of Alameda currently charges a fee of $176 per unit per year to administer the Rent Program that oversees Rent and Eviction control for the City. For all properties managed by Gallagher & Lindsey, half of this fee will be paid by renters in 12 equal installments of $7.33/month. Partially exempt units are $118 per unit per year, payable in 12 equal installments of $4.91/month. This is in addition to your monthly rental amount, and may be included with the rent.

# SHORT OCCUPANCY TERM

To offset expenses incurred due to short occupancy term, **the following charges will apply to all rentals:** For properties advertised as "NO FEE" and for which the property owner paid the 30% rental fee upon collection of the deposit, if tenant vacates before one-year anniversary, the rental fee will be charged from the tenant's security deposit refund. **The following charges will apply to all rentals managed by Gallagher and Lindsey:** If tenant vacates prior to six-month anniversary, in addition to the rental fee, a charge of $100/month will apply in reverse order (for example, if tenant vacates after one month, charge of $500 will be taken from security deposit; if tenant vacates after two months, $400 charge, etc.)

# Notice to Tenants

Hazard insurance on the building in which you are about to reside is paid for by the owner. These policies do not cover the personal property of tenants. In order for your personal property to be insured, you must have your own renters insurance policy and present proof of this prior to moving in. Consult your insurance carrier for information concerning renters insurance.

**APPLICANT HEREBY REPRESENTS THAT THE INFORMATION INCLUDED IN THE APPLICATION IS TRUE AND CORRECT IN ALL ASPECTS, AND AUTHORIZES INVESTIGATION AND VERIFICATION THEREOF WHICH WILL INCLUDE, BUT IS NOT LIMITED TO, OBTAINING A CREDIT REPORT AND VERIFYING INCOME.**

**Applicant Signature: _____ Date: _____**

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# RENTAL POLICY

## Fees

- **$40.00 (cash or Venmo to @gallagher-lindsey) NON-REFUNDABLE** credit check fee for each adult applicant (18 and over) upon application. The application fee of $40.00 must be cash or Venmo.
- Rental Fee is 30% of a full month's rent upon signing a rental agreement, unless paid by Owner.
- Security/Holding Deposit and rental fee must be in the form of a cashiers check or money order.
- All fees are **non-refundable.**

## Resident Requirements

Upon choosing a property to rent, Gallagher & Lindsey will run a credit report ($40 cash). Each prospective resident must meet the minimum credit requirements. Each prospective resident must have good references from prior landlords. Each prospective resident must supply a current photo I.D. card.

The applicant's gross income must be in excess of three times the monthly rental amount. We may verify income three ways:

1) Copies of the previous three months pay stubs
2) A copy of the last two year's income tax returns if self-employed
3) Verification by your employer

In *some* cases a landlord may accept a co-signer if income is insufficient. The above requirements also apply for the co-signer. Having a qualified co-signer does not guarantee that your application will be accepted.

The maximum number of occupants per residence is generally two occupants per bedroom plus one, but may vary by property according to the size of the residence.

If your application is approved for a specific property, you have by the close of the second business day to bring in the security/holding deposit and rental fee payment (if due) and sign the rental agreement. After the close of the second business day, the pending property may be re-listed. When we receive the holding deposit, we consider the property rented and will remove the property from the rental market. You must request your deposit back within 48 hours of approval. After that, whether you have signed the lease or not, we will charge you daily rent from the date of deposit for 30 days, or until someone else secures the property. We will re-list the property to mitigate your losses. You will receive a partial deposit refund only if someone else secures the property in that 30 days. There is no refund after 30 days.

There is a $150.00 administrative fee for all lease amendments and addendums.

**The Fair Housing Act prohibits discrimination in housing based on color, race, religion, national origin, sex, familial status, or disability.**

**Applicant Signature:_____ Date: _____**