



# First Realty / Pryor & Associates

## RENTAL APPLICATION

Application Received	
Date:	
Time:	
Funds:	

**Name:** \_\_\_\_\_ (together with all adult occupants as referred to herein, collectively, "APPLICANT")  
 hereby makes application to First Realty / Pryor and Associates (hereinafter First Realty") for the lease of Address " (hereinafter "Premises"):

\_\_\_\_\_ **Requested start date:** \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
 (place address here)

It is understood that the Premises are to be used as a residential dwelling to be occupied by none other than those \_\_\_\_\_ number of persons listed in this Application, and that occupancy is subject to possession being delivered by the present occupant, if any. APPLICATION IS BEING MADE FOR THE PREMISES IN ITS PRESENT CONDITION, UNLESS OTHERWISE INDICATED. This Application consists of five pages. The truth of the information contained herein is essential, and if the landlord/owner or owner's designated Agent deems any answer or statement herein to be false or misleading, Applicant understands and agrees that the Landlord or their designated Agent, may at their sole option, terminate any agreement entered into as a result of reliance on any misstatement

The application will be processed as soon as practicable but may take several working days to complete after it is received by First Realty. Acceptance of this application is subject to approval and acceptance by the landlord/owner or owner's designated Agent.

Applicant understands and agrees:

- If this application is not fully completed, and/or is received without the screening fee, the application will not be processed.** (Note: this includes applications faxed without the screening fee, which will not be processed.)
- This is an application to rent only and does not guarantee that applicant will be offered the Premises.**
- Landlord or Manager or Agent may accept more than one application for the Premises and, using their sole discretion, will select the best qualified applicant.**
- Occupancy of residences shall conform to applicable City./County/Federal laws, local zoning laws; applicable by-laws, and/or property owners' association rules and regulations.
- When Applicant receives notification of approval from the landlord/owner or owner's designated agent, the Applicant agrees to execute a lease within three business days from notification of acceptance with payment or rent and security deposit by certified funds in time frames as specified in the lease agreement. Should Applicant fail to execute a lease as specified above, the landlord/owner or their designated Agent reserves the right to rescind acceptance and resume marketing the premises.
- Applicant agrees to apply for all utilities/services before taking occupancy of the leased Premises and agree to pay for all applicable utilities/services, i.e. electricity, gas, water, sewer, fuel, refuse, and will pay necessary deposits.
- Applicant represents that the premises shall not be used for any illegal or restricted purpose(s)

**Be certain that you have completed all five pages of the application in its entirety.** Attach the Screening Fee (NOT THE RENT OR SECURITY DEPOSIT) as per page 5 instructions and return to:

**First Realty / Pryor and Associates**  
**2321 Buchanan Road**  
**Antioch, Ca 94509**  
**925-754-7000 (office); 925-778-2015 (fax)**

RENTING ASSOCIATE _____ COMPANY/OFFICE _____ _____ OFFICE TEL # _____  Please attach business card	First Realty / Pryor and Associates offers rental properties without regard to the applicant's race, color, religion, national origin, sex, handicap or familial status. 	AGENCY DISCLOSURE: Parties acknowledge that First Realty / Pryor and Associates is the listing broker for the Owner/Landlord. Applicants should understand that First Realty represents the Owner/Landlord and not the Applicants. 
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**Note: Each Adult (18 years of Age or older), or Emancipated Minor, must fill out a separate Rental Application and must be included on the written Lease Agreement.**

**I. Applicant Information:** Each Adult (18 years of Age or older), or Emancipated Minor, must be included on the Lease and must fill out a Separate Application. Required fields are marked with a ""

Applicant is completing application as a (check one)  Tenant  Tenant with co-tenants  guarantor/co-signor

*Last Name		*First Name	
* Middle Name		* Date of Birth	
*Social Security Number		Driver's License #	
*Home Phone		Work Phone	
Email Address		* Cell Phone	

**\* Names of all other occupants 18 and over who will be living in the property**

Last Name	First Name	Initial	Relationship	Social Security Number

**\* Names of all other occupants under the age of 18 who will be living in the property**

Last Name	First Name	Initial	Relationship	Social Security Number

**\* Pets ( Note: not all properties except pets. CHECK PET POLICY )** Dogs, Cats, Fish, Birds, Reptiles, Rodents, etc.

Number	Type/Breed	Size/Weight	Age	Gender

**Present or Last Residence**

*Address		Apt Number	
*City		*State	*Zip Code
*Resided From		*Resided To	
*Monthly Rental Payment		*Monthly Mortgage Payment	
*Name of Landlord or Mortgage Company		Current Lease Ends	
*Landlord's Work/Day Phone		*Notice Given To Landlord? Yes or No	
*Landlord's Home/Evening Phone		Landlord's Email	
Reason for Moving			

**Previous Residence** If at present residence less than Four (4) years

*Address		Apt Number	
*City		*State	*Zip Code
*Resided From		*Resided To	
*Monthly Rental Payment		*Monthly Mortgage Payment	
* Name of Landlord Or Mortgage Company		Current Lease Ends	
*Landlord's Work/Day Phone		Landlord's Fax No.	
*Landlord's Home/Evening Phone		Landlord's Email	
Reason for Moving			

**Present Employment -- Applicant**

HOURLY/WEEKLY EMPLOYEES: Attach copies of last years Form W-2.  
 SELF-EMPLOYED: Attach a copy of past year(1 year) U.S. Tax Form 1040 & Schedule C

Applicant(s) shall provide, if necessary, a salary key or authorization code if verification is to be obtained via an automated employment and salary verification service. If employer refuses to verify applicant's employment by phone, it shall become the responsibility of applicant to provide immediate written confirmation of such information.

<b>*Employed by</b>			<b>*Employed Since Date</b>		
<b>*Business Address</b>			<b>Address Line 2</b>		
<b>*City</b>		<b>*State</b>		<b>*Zip Code</b>	
<b>*Position</b>			<b>*# of Hours Per Week</b>		
<b>*Salary \$</b> (Gross Income)		<b>*Per</b>		<b>*Human Resources Dept or Supv Name</b>	
<b>*Human Resources Dept or Supervisor's Phone</b>			<b>Fax</b>		
<b>If Military – Rank Rate</b>		<b>Branch</b>		<b>Date of Separation</b>	
				<b>Length of Service</b>	

**Previous Employment**

If with present employer less than two (2) years

<b>*Employed by</b>			<b>*Employed Since Date</b>		<b>*Employed To Date</b>	
<b>*Business Address</b>			<b>Address Line 2</b>			
<b>*City</b>		<b>*State</b>		<b>*Zip Code</b>		
<b>*Position</b>			<b>*# of Hours Per Week</b>			
<b>*Salary \$</b> (Gross Income)		<b>*Per</b>		<b>*Human Resources Dept or Supv Name</b>		
<b>* Human Resources Dept or Supervisor's Phone</b>			<b>Fax</b>			

**\* Other Income**

Applicant need not disclose alimony, child support or separate maintenance income or its source, unless applicant wishes it to be considered for the purpose of the application for tenancy.

<b>Amount</b>		<b>Per</b>		<b>Source</b>		<b>Contact Phone</b>	
<b>Amount</b>		<b>Per</b>		<b>Source</b>		<b>Contact Phone</b>	

**\*Financial History**

Bank Name	Type of Account	Account Number	Current Balance

**\* MONTHLY PAYMENTS**

Payments of 3 mos. or more duration, e.g., Auto, Mortgage, Alimony, Dependent, Support, Taxes, Garnishment, Etc.

To	For	Balance	Monthly Payment (\$)



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**\* Other Financial Information – Yes or No or N/A**

Has Applicant ever filed for Bankruptcy?		Has Applicant ever been evicted or had rental judgments issued against Him/Her?	
Date BK Filed		Are there any other outstanding judgments against Applicant?	
Date BK Granted		Has Applicant had property foreclosed upon or given title or deed in lieu thereof in the past seven (7) years?	
Date of BK Discharge		Has Applicant ever been convicted of or pleaded no contest to a felony?	
Is Applicant party to a lawsuit?		Is Applicant obligated to pay alimony, child support, or separate maintenance?	
		Has Applicant ever willfully and intentionally refused to pay any rent when due or been asked to move out of a residence for cause?	
		Has Applicant ever willfully and intentionally refused to pay any rent when due?	

If Applicant answered "Yes" to any of the above questions, Please provide explanation below:

**\* Vehicles**

Number and descriptions of Automobiles, Motorcycles, Vans, Trucks, Trailers, Campers, RVs, Boats, Commercial Vehicles, etc.

Make	Model	Year	Color	State	License Number

**\* Other Information**

Do you Plan to Operate any type of Business on the Premises? (Requires owner approval) Yes or No and Type

Do you have or plan to use any liquid-filled furniture on the Premises?

**\* Emergency Contact who does not reside with you**

Name		Contact Phone		Relationship	
Address		City	State	Zip Code	

**\* Personal References**

Name		Contact Phone		Relationship	
Address		City	State	Zip Code	
Name		Contact Phone		Relationship	
Address		City	State	Zip Code	

**\* Contingencies, if any.**

This application cannot be processed until contingencies are agreed to or removed.

**Applicant hereby certifies that the above information is true and complete to the best of their knowledge.**

The Applicant(s) hereby authorize First Realty, its employees and/or agents and any credit bureau or other investigative agency employed by such firm, to investigate and to report and disclose to the landlord/owner or owner's designated Agent the results of the references herein listed, statements and other data obtained from any other person pertaining to credit, employment, rent history and financial responsibility or criminal record of the Applicant(s). Applicant(s) hereby authorize the references herein listed, to disclose or report any information requested by First Realty / Pryor and Associates.

**Applicant's Signature**

**Date**

Applicant's Printed Name \_\_\_\_\_

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## II. SCREENING FEE

**For each person, 18 years of age or older, the screening fee is \$35.00.**

Applicant is submitting to First Realty:

\$35.00 / person 18 years of age or older planning to reside in the premises

as a screening fee for the processing of their rental application on the property located at: \_\_\_\_\_.

Applicant understands that the screening fee funds are to cover costs of: obtaining a credit report on each person, 18 years of age or older, calling current and previous landlords (where applicable), calling employers, and verifying other information as found on your application(s).

The breakdown of these funds and how they will be used is as follows:

- 1.) Obtaining and reviewing credit report (est. 15 minutes) - \$10.00
- 2.) Credit reporting service bureau fee - \$15.00
- 3.) Phoning, verifying and/or reviewing landlord, employer or other application information ( est. 20 - 25 minutes) - \$10.00

**Money for any service will be refunded only if a written request to stop processing the rental application is received prior to that service being started.**

**NOTE: SCREENING FEES ARE PAYABLE ONLY BY CASH, MONEY ORDER, CASHIER'S CHECK AND IN-PERSON PAYMENT BY DEBIT/CREDIT CARD.** Personal checks are not accepted and do not complete the application to allow for processing to occur.

By signature below, I/We authorize First Realty / Pryor and Associates to process my/our rental application and to verify any and all necessary information, as well as obtain my/our credit report(s).

Date: \_\_\_\_\_

Applicant: \_\_\_\_\_

Applicant: \_\_\_\_\_

\_\_\_\_\_  
First Realty / Pryor and Associates

**First Realty / Pryor & Associates – 2321 Buchanan Road, Antioch, Ca 94509**

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