

# Gallagher and Lindsey, LLC.

## 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? \_\_\_\_\_

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:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

If you have pets, 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 # \_\_\_\_\_

Fax # \_\_\_\_\_

**Previous address** \_\_\_\_\_ Apt. # \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Rented or Owned? \_\_\_\_\_

Reason for moving (please describe fully) \_\_\_\_\_

Owner or managers name \_\_\_\_\_ Phone # \_\_\_\_\_

Fax # \_\_\_\_\_

**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 \_\_\_\_\_

HR / Supervisor Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

### 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



# Gallagher and Lindsey, LLC.

**Rentals and Property Management**  
1406 Webster Street, Alameda, CA 94501  
Phone (510) 522-3322

## RENTAL FEE AGREEMENT

The undersigned prospective tenant(s) hereby acknowledges and agrees to pay to Gallagher & Lindsey, LLC 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.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

## SHORT OCCUPANCY TERM

To offset expenses incurred due to short occupancy term, **the following charges will apply to some month-to-month rentals:** If property owner paid the fee, and if tenant vacates before one-year anniversary, the rental fee will be charged from the tenant's security deposit refund. 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.)

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

## 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 Policy." Consult your insurance carrier for information concerning a "Renters Policy."

**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 NOT LIMITED TO, OBTAINING A CREDIT REPORT AND VERIFYING INCOME.**

Applicants' signature \_\_\_\_\_ Date \_\_\_\_\_



# Gallagher and Lindsey, LLC.

**Rentals and Property Management**  
1406 Webster Street, Alameda, CA 94501  
Phone (510) 522-3322

## RENTAL POLICY

### Fees

- \$20.00 (cash) **NON-REFUNDABLE** credit check fee for each adult applicant (18 and over) upon application.
- 30% of a full month's rent upon signing a rental agreement.
- All payments made to or through Gallagher and Lindsey must be in the form of a cashiers check or money order, except for \$20.00 cash for the credit report fee.
- All fees are **non-refundable**.

### Resident Requirements

Each prospective resident must have an acceptable credit history verified by our credit reporting agency. This must be on file with our office before you will be shown any properties on our list. **We do not accept copies of reports done by other agencies.**

Each prospective resident must have good references from prior landlords.

Each prospective resident must supply a current drivers license or identification card.

The applicant's 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 credit history or income is unfavorable or 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 per bedroom, 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 deposit and rental fee payment. After the close of the second business day, the pending property will be re-listed.

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

**Applicant(s) signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

