

TENANT RESUME

NOTE: This is a guideline to help organize your financial information to show how you qualify for a rental. It will assist you with completing what is typically requested on rental application forms in California. If some parts are not relevant to you, please create your own Tenant Resume. This is best imparted in person, but that is not always possible. Be very careful about sharing this information. Do not email this form without password protection on the document. It is suggested to note only the last 4 digits on bank accounts, SSN#, etc., conveying the complete information verbally if you are the final candidate for the tenancy.

PERSONAL INFORMATION

Name: _____

Previous names you have used, if any: _____

Your date of birth: _____ Driver's License # and State (Country, if not USA): _____
month/day/year

Date your driver's license expires: _____ (month/day/year)

If any other adults in your household will contribute income toward the rent, **please complete a separate Tenant Resume for each person and do not complete this box.** Otherwise, please name any other adults (over age 18) in your household and their relationship to you. Please also indicate any previous names used.

Other adult's date of birth: _____ His/her Driver's License # and State (Country, if not USA): _____

Please list the full name(s) and ages of any child(ren) in your household:

Current/most recent address: _____

City: _____ State: _____ or, if not U.S., Country: _____ Postal Code: _____

Dates you have resided at this address: _____
(month/day/year to month/day/year)

Best way to contact you – telephone number: _____

E-mail: _____

Other contact information: _____

Considering your current or previous home, do or did you own or rent? _____

If you rented, please give name, address and telephone number of current/most recent landlord:

If you own(ed) your current/most recent home, please write a brief statement on a separate sheet of paper concerning its disposition or your plans for it (i.e., plan to sell it, it's currently on the market, sale pending, plan to rent it, etc.).

Please list your addresses and the dates of residency for the previous 5 years if different from above address:

Do you plan to bring any pets to your new rental? _____ If yes, please list the number of pets, the type of pets and the breed(s) and the weight(s) of any dog(s) you own: _____

Does anyone in the household smoke? _____ Will you have liquid-filled furniture, such as a waterbed, in your new rental? _____

Please explain any 'Yes' answers to the following questions on a separate sheet of paper:

Have you ever been convicted of or pleaded no contest to a felony? ___ Yes ___ No

Have you ever been asked to move out of a residence by a landlord or property manager? ___ Yes ___ No

Have you ever been a party to an unlawful detainer action or filed bankruptcy within the last 7 years? ___ Yes ___ No

FINANCIAL INFORMATION

(This relates to your work at U.C. Berkeley.)

Occupation and Title: _____

Place of Employment & Department/Division: _____

Name and Telephone number of the person who can verify employment (and salary, if any):

Average Monthly Gross Income: \$ _____

Other source(s) of income and the monthly amount(s): _____

Please attach copies of your employment letters, invitation to conduct research/teach at U.C. Berkeley, etc.

Note: For security reasons, please denote with 'XXXX' all but the last 4 digits of Bank Account and Credit Card numbers. If a landlord or property manager considers you a final candidate for a rental, he or she will contact you for the complete information.

Bank Accounts:
Savings Account # _____ Bank/Branch _____

Checking Account # _____ Bank/Branch _____

Major Credit Card(s) **If no U.S. credit cards, attach a cover note explaining.**

Credit Card # _____

Credit Card # _____

Local Reference(s): **If possible, include the name and title of faculty member to whom you will report.**

Name/Title: _____ Phone: _____

Address: _____ Relationship to you: _____

Name/Title: _____ Phone: _____

Address: _____ Relationship to you: _____

In case of emergency, person to notify: Name: _____ Phone: _____

Address: _____ Relationship to you: _____

-----This portion to be completed when applying for a rental-----

AUTHORIZATION TO OBTAIN CREDIT REPORT INFORMATION/FISCAL REFERENCES

(If no SSN#, attach cover letter explaining.)

I/We hereby authorize _____ to obtain all credit information and
(name of owner/manager)

references for the purpose of renting the premises at:

(address of rental property)

Owner shall not release such information for any other purpose without my/our express written approval.

1) Signed: _____ Date: _____

Print Name and Social Security Number: _____

2) Signed: _____ Date: _____

Print Name and Social Security Number: _____