



To list or update your rental properties, please complete this form. A housing resource specialist will contact you within (1) one to (2) two business days to verify the information and enter it into our database. When your rental property is rented, please call us so that we can remove it from our "Available Housing" list. Otherwise, call us in two weeks to keep your listing current (510) 727-9565.

We normally list our vacancies at www.achousingchoices.org. If you would like your vacancies listed on this web site, please check this box.

I. OWNER / PROPERTY MANAGEMENT INFORMATION: (* REQUIRED FIELDS)

PROPERTY MANAGEMENT CO. (If applicable)

BUILDING NAME (If applicable)

Owner Property Manager Landlord

*FIRST & LAST NAME

*ADDRESS

*CITY *STATE *ZIP CODE

ALTERNATE CONTACT PERSON: (If Applicable)

*FIRST & LAST NAME

*ADDRESS

*CITY *STATE *ZIP CODE

*PRIMARY CONTACT: (Ex.: 5551234567):

*PHONE NUMBER

OTHER NUMBER

COMMENT

E-MAIL

ALTERNATE CONTACT: (Ex.: 5551234567):

*PHONE NUMBER

OTHER NUMBER

COMMENT

E-MAIL

II. BUILDING INFORMATION:

BUILDING TYPE: Apartment Clean & Sober Condo Hotel / Motel Room & Board Licensed Board & Care

Share Hotel / Motel House Shelter Townhouse Share / Exchange Plex

*ADDRESS

*CITY STATE ZIP CODE

NEAREST CROSS-STREET

*DO YOU MAINTAIN A WAIT LIST? YES NO

COMMENT

*IS THIS A SMOKE-FREE BUILDING? Y N

*PAID UTILITIES: (Check all that apply) None Electric Heat Garbage Water

*PETS ACCEPTED: (Check all that apply) None Bird Cat Dog Pet Deposit: \$

*CREDIT CHECK?

Y N Credit Check Fee: \$

MINIMUM INCOME REQUIREMENTS: (Ex.: If 2X is checked and rent is \$700, your total household monthly income must be at least \$1400 per month.)

None 2X 2.5X 3X

DEPOSIT REQUIREMENT: None 1X 1.5X 2X 2.5X 3X



*IF YOU WORK WITH OR ACCEPT ANY OF THE FOLLOWING PLS CHECK (Y) OR (N) TO EACH QUESTIONS.

TENANTS WITH PREVIOUS EVICTIONS? <input type="radio"/> Y <input type="radio"/> N COSIGNERS? <input type="radio"/> Y <input type="radio"/> N SECTION 8 VOUCHERS? <input type="radio"/> Y <input type="radio"/> N VENDOR PAY? <input type="radio"/> Y <input type="radio"/> N RENTAL ASSISTANCE PROGRAMS <input type="radio"/> Y <input type="radio"/> N WHEELCHAIR ACCESSIBLE UNITS? <input type="radio"/> Y <input type="radio"/> N	IS PROPERTY NEAR PUBLIC TRANSPORTATION? <input type="radio"/> Y <input type="radio"/> N COMMENTS <input style="width:100%;" type="text"/>
LOCATION OF ACCESSIBLE UNITS: (i.e. Downstairs, 1st floor, etc.) <input style="width:100%;" type="text"/>	NEAR SCHOOLS & SHOPS? <input type="radio"/> Y <input type="radio"/> N COMMENTS <input style="width:100%;" type="text"/>

***MARK APPLIANCES INCLUDED:** (Check all that apply)

<input type="checkbox"/> None	<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Microwave	<input type="checkbox"/> W / D Hookup	<input type="checkbox"/> Dryer Only	<input type="checkbox"/> Coin-Operated Laundromat
<input type="checkbox"/> Stove	<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Disposal	<input type="checkbox"/> Washer Only	<input type="checkbox"/> Washer/Dryer	Other <input style="width:100%;" type="text"/>

***TYPE OF PARKING:** (Check all that apply)

<input type="checkbox"/> None	<input type="checkbox"/> Street	<input type="checkbox"/> Driveway	<input type="checkbox"/> 1 Car Carport	<input type="checkbox"/> 2 Car Carport	<input type="checkbox"/> 1 Car Garage	<input type="checkbox"/> 2 Car Garage
<input type="checkbox"/> Off-Street	<input type="checkbox"/> Assigned	<input type="checkbox"/> Unassigned	Other <input style="width:100%;" type="text"/>			

III. UNIT DESCRIPTION:

FOR SUBSIDIZED & BELOW MARKET RATE UNITS: The Area Median Income (AMI) is used to determine the eligibility of applicants and sets the Maximum Income Limit that a household can earn to be eligible for both Federal & State funded housing programs, essentially defining whom to serve given the particular funding source. Income limits are calculated for specific geographic areas. They are based on HUD estimates of median family income with adjustments for family size.

*HOW MANY BEDROOM(S) IN UNIT?	<input style="width:20px;" type="text"/>	<input style="width:20px;" type="text"/>	<input style="width:20px;" type="text"/>	<input style="width:20px;" type="text"/>	<input style="width:20px;" type="text"/>	<input style="width:20px;" type="text"/>
*NUMBER OF BATH(S):	<input style="width:20px;" type="text"/>	<input style="width:20px;" type="text"/>	<input style="width:20px;" type="text"/>	<input style="width:20px;" type="text"/>	<input style="width:20px;" type="text"/>	<input style="width:20px;" type="text"/>
AGE, DISABILITY, HOUSING OR OTHER RESTRICTIONS: (Ex.: Age- 55+ yrs old, Disability - Physical, etc) (If applicable)	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
% AREA MEDIAN INCOME (AMI): (i.e. 30%, 35%, etc) (If applicable)	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
MINIMUM INCOME LIMIT: (If applicable)	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
*RENT:	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
*DEPOSIT:	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
*NUMBER OF AVAILABLE UNITS:	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
*TOTAL NUMBER OF AVAILABLE & UNAVAILABLE UNITS:	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>

COMMENTS

AGE RESTRICTIONS: None 18 to 24 years 18 years & up 55 years & up 62 years & up

DISABILITY TYPE: None HIV - AIDS Mental Developmental Physical Drug & Alcohol Dual Diagnosis

FAMILY STATUS: None Single Male Single Female Family Single Mother or Single Father w/ Children

PRIOR HOUSING: None Chronically Homeless Homeless Other

HOW DID YOU HEAR ABOUT US?

FOR OFFICE USE ONLY:

INTAKE BY	<input style="width:50px;" type="text"/>	DATE	<input style="width:50px;" type="text"/>	DATA ENTRY BY	<input style="width:50px;" type="text"/>	DATE	<input style="width:50px;" type="text"/>	OWNER ID	<input style="width:50px;" type="text"/>	BUILDING #	<input style="width:50px;" type="text"/>
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