



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](http://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)**

<p>PROPERTY MANAGEMENT CO. (If applicable) <input style="width:90%;" type="text"/></p> <p>BUILDING NAME (If applicable) <input style="width:90%;" type="text"/></p> <p><input type="checkbox"/> Owner <input type="checkbox"/> Property Manager <input type="checkbox"/> Landlord</p> <p>*FIRST &amp; LAST NAME <input style="width:90%;" type="text"/></p> <p>*ADDRESS <input style="width:90%;" type="text"/></p> <p>*CITY <input style="width:15%;" type="text"/> *STATE <input style="width:10%;" type="text"/> *ZIP CODE <input style="width:15%;" type="text"/></p> <p>ALTERNATE CONTACT PERSON: (If Applicable)</p> <p>*FIRST &amp; LAST NAME <input style="width:90%;" type="text"/></p> <p>*ADDRESS <input style="width:90%;" type="text"/></p> <p>*CITY <input style="width:15%;" type="text"/> *STATE <input style="width:10%;" type="text"/> *ZIP CODE <input style="width:15%;" type="text"/></p>	<p>*PRIMARY CONTACT: (Ex.: 5551234567):</p> <p>*PHONE NUMBER <input style="width:90%;" type="text"/></p> <p>OTHER NUMBER <input style="width:90%;" type="text"/></p> <p>COMMENT <input style="width:90%;" type="text"/></p> <p>E-MAIL <input style="width:90%;" type="text"/></p> <p>ALTERNATE CONTACT: (Ex.: 5551234567):</p> <p>*PHONE NUMBER <input style="width:90%;" type="text"/></p> <p>OTHER NUMBER <input style="width:90%;" type="text"/></p> <p>COMMENT <input style="width:90%;" type="text"/></p> <p>E-MAIL <input style="width:90%;" type="text"/></p>
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**II. BUILDING INFORMATION:**

<p>BUILDING TYPE: <input type="checkbox"/> Apartment <input type="checkbox"/> Clean &amp; Sober <input type="checkbox"/> Condo <input type="checkbox"/> Hotel / Motel <input type="checkbox"/> Room &amp; Board <input type="checkbox"/> Licensed Board &amp; Care</p> <p><input type="checkbox"/> Share <input type="checkbox"/> Hotel / Motel <input type="checkbox"/> House <input type="checkbox"/> Shelter <input type="checkbox"/> Townhouse <input type="checkbox"/> Share / Exchange <input type="checkbox"/> Plex <input style="width:50px;" type="text"/></p> <p>*ADDRESS <input style="width:90%;" type="text"/></p> <p>*CITY <input style="width:15%;" type="text"/> STATE <input style="width:10%;" type="text"/> ZIP CODE <input style="width:15%;" type="text"/></p> <p>NEAREST CROSS-STREET <input style="width:90%;" type="text"/></p>	<p>*DO YOU MAINTAIN A WAIT LIST? <input type="radio"/> YES <input type="radio"/> NO</p> <p>COMMENT <input style="width:90%;" type="text"/></p> <p>*IS THIS A SMOKE-FREE BUILDING? <input type="radio"/> Y <input type="radio"/> N</p>
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<p>*PAID UTILITIES: (Check all that apply) <input type="checkbox"/> None <input type="checkbox"/> Electric <input type="checkbox"/> Heat <input type="checkbox"/> Garbage <input type="checkbox"/> Water</p> <p>*PETS ACCEPTED: (Check all that apply) <input type="checkbox"/> None <input type="checkbox"/> Bird <input type="checkbox"/> Cat <input type="checkbox"/> Dog Pet Deposit: \$ <input style="width:100px;" type="text"/></p> <p>*CREDIT CHECK?</p> <p><input type="radio"/> Y <input type="radio"/> N Credit Check Fee: \$ <input style="width:100px;" type="text"/></p> <p>DEPOSIT REQUIREMENT: <input type="checkbox"/> None <input type="checkbox"/> 1X <input type="checkbox"/> 1.5X <input type="checkbox"/> 2X <input type="checkbox"/> 2.5X <input type="checkbox"/> 3X</p>	<p><b>MINIMUM INCOME REQUIREMENTS:</b> (Ex.: If 2X is checked and rent is \$700, your total household monthly income must be at least \$1400 per month.)</p> <p><input type="checkbox"/> None <input type="checkbox"/> 2X <input type="checkbox"/> 2.5X <input type="checkbox"/> 3X</p>
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\*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	IS PROPERTY NEAR PUBLIC TRANSPORTATION? <input type="radio"/> Y <input type="radio"/> N
COSIGNERS? <input type="radio"/> Y <input type="radio"/> N	COMMENTS <input style="width:90%;" type="text"/>
SECTION 8 VOUCHERS? <input type="radio"/> Y <input type="radio"/> N	
VENDOR PAY? <input type="radio"/> Y <input type="radio"/> N	NEAR SCHOOLS & SHOPS? <input type="radio"/> Y <input type="radio"/> N
RENTAL ASSISTANCE PROGRAMS <input type="radio"/> Y <input type="radio"/> N	COMMENTS <input style="width:90%;" type="text"/>
WHEELCHAIR ACCESSIBLE UNITS? <input type="radio"/> Y <input type="radio"/> N	
LOCATION OF ACCESSIBLE UNITS: (i.e. Downstairs, 1st floor, etc.)	<input style="width:90%;" 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:150px;" 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:150px;" 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:30px;" type="text"/>	<input style="width:30px;" type="text"/>	<input style="width:30px;" type="text"/>	<input style="width:30px;" type="text"/>	<input style="width:30px;" type="text"/>	<input style="width:30px;" type="text"/>
*NUMBER OF BATH(S):	<input style="width:30px;" type="text"/>	<input style="width:30px;" type="text"/>	<input style="width:30px;" type="text"/>	<input style="width:30px;" type="text"/>	<input style="width:30px;" type="text"/>	<input style="width:30px;" type="text"/>
AGE, DISABILITY, HOUSING OR OTHER RESTRICTIONS: (Ex.: Age- 55+ yrs old, Disability - Physical, etc) (If applicable)	<input style="width:30px;" type="text"/>	<input style="width:30px;" type="text"/>	<input style="width:30px;" type="text"/>	<input style="width:30px;" type="text"/>	<input style="width:30px;" type="text"/>	<input style="width:30px;" type="text"/>
% AREA MEDIAN INCOME (AMI): (i.e. 30%, 35%, etc) (If applicable)	<input style="width:30px;" type="text"/>	<input style="width:30px;" type="text"/>	<input style="width:30px;" type="text"/>	<input style="width:30px;" type="text"/>	<input style="width:30px;" type="text"/>	<input style="width:30px;" type="text"/>
MINIMUM INCOME LIMIT: (If applicable)	<input style="width:30px;" type="text"/>	<input style="width:30px;" type="text"/>	<input style="width:30px;" type="text"/>	<input style="width:30px;" type="text"/>	<input style="width:30px;" type="text"/>	<input style="width:30px;" type="text"/>
*RENT:	<input style="width:30px;" type="text"/>	<input style="width:30px;" type="text"/>	<input style="width:30px;" type="text"/>	<input style="width:30px;" type="text"/>	<input style="width:30px;" type="text"/>	<input style="width:30px;" type="text"/>
*DEPOSIT:	<input style="width:30px;" type="text"/>	<input style="width:30px;" type="text"/>	<input style="width:30px;" type="text"/>	<input style="width:30px;" type="text"/>	<input style="width:30px;" type="text"/>	<input style="width:30px;" type="text"/>
*NUMBER OF AVAILABLE UNITS:	<input style="width:30px;" type="text"/>	<input style="width:30px;" type="text"/>	<input style="width:30px;" type="text"/>	<input style="width:30px;" type="text"/>	<input style="width:30px;" type="text"/>	<input style="width:30px;" type="text"/>
*TOTAL NUMBER OF AVAILABLE & UNAVAILABLE UNITS:	<input style="width:30px;" type="text"/>	<input style="width:30px;" type="text"/>	<input style="width:30px;" type="text"/>	<input style="width:30px;" type="text"/>	<input style="width:30px;" type="text"/>	<input style="width:30px;" 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:60px;" type="text"/>	DATE	<input style="width:60px;" type="text"/>	DATA ENTRY BY	<input style="width:60px;" type="text"/>	DATE	<input style="width:60px;" type="text"/>	OWNER ID	<input style="width:60px;" type="text"/>	BUILDING #	<input style="width:60px;" type="text"/>
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