



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)	<input type="text"/>
BUILDING NAME (If applicable)	<input type="text"/>
<input type="checkbox"/> Owner <input type="checkbox"/> Property Manager <input type="checkbox"/> Landlord	
*FIRST & LAST NAME	<input type="text"/>
*ADDRESS	<input type="text"/>
*CITY	<input type="text"/>
*STATE	<input type="text"/>
*ZIP CODE	<input type="text"/>
ALTERNATE CONTACT PERSON: (If Applicable)	
*FIRST & LAST NAME	<input type="text"/>
*ADDRESS	<input type="text"/>
*CITY	<input type="text"/>
*STATE	<input type="text"/>
*ZIP CODE	<input type="text"/>
*PRIMARY CONTACT: (Ex.: 5551234567):	
*PHONE NUMBER	<input type="text"/>
OTHER NUMBER	<input type="text"/>
COMMENT	<input type="text"/>
E-MAIL	<input type="text"/>
ALTERNATE CONTACT: (Ex.: 5551234567):	
*PHONE NUMBER	<input type="text"/>
OTHER NUMBER	<input type="text"/>
COMMENT	<input type="text"/>
E-MAIL	<input type="text"/>

II. BUILDING INFORMATION:

BUILDING TYPE:	<input type="checkbox"/> Apartment	<input type="checkbox"/> Clean & Sober	<input type="checkbox"/> Condo	<input type="checkbox"/> Hotel / Motel	<input type="checkbox"/> Room & Board	<input type="checkbox"/> Licensed Board & Care
	<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 type="text"/>				
*ADDRESS	<input type="text"/>			*DO YOU MAINTAIN A WAIT LIST? <input type="radio"/> YES <input type="radio"/> NO		
*CITY	<input type="text"/>	STATE	<input type="text"/>	ZIP CODE	<input type="text"/>	
NEAREST CROSS-STREET	<input type="text"/>			*IS THIS A SMOKE-FREE BUILDING? <input type="radio"/> Y <input type="radio"/> N		
COMMENT <input type="text"/>						

*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	
*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 type="text"/>	
*CREDIT CHECK?	<input type="radio"/> Y <input type="radio"/> N					
Credit Check Fee: \$	<input type="text"/>					
MINIMUM INCOME REQUIREMENTS: (Ex.: If 2X is checked and rent is \$700, your total household monthly income must be at least \$1400 per month.)						
<input type="checkbox"/> None <input type="checkbox"/> 2X <input type="checkbox"/> 2.5X <input type="checkbox"/> 3X						
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



*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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