

# BERKELEY HOUSING AUTHORITY

## RENTAL UNIT LISTING REQUEST



Please Email Form to: [tpumphrey@cityofberkeley.info](mailto:tpumphrey@cityofberkeley.info)  
or Fax to 510-981-5480

### NOTES:

1. Unit Listings are updated on our website weekly, on Thursdays: [www.cityofberkeley.info/bha](http://www.cityofberkeley.info/bha) .
2. Property owner is responsible for screening applicants in usual & customary manner.
3. Once applicant is selected, property owner must complete Request for Tenancy Approval (RTA) packet and submit original to BHA in order to schedule pre-move in inspection.
4. Required financial documentation must be submitted in order for payments to start – see website for “Payment and Owner Declaration Form” or call 510-981-5474 for more information.
5. You may send an email to [tpumphrey@cityofberkeley.info](mailto:tpumphrey@cityofberkeley.info) to inform us to remove the unit from this list.

Today's Date: \_\_\_\_\_

### I. Property

Address \_\_\_\_\_ Apt \_\_\_\_\_

City Berkeley Zip \_\_\_\_\_

# Bedrooms: \_\_\_\_\_ # Bathrooms \_\_\_\_\_

Is unit wheelchair accessible? [ ] No [ ] Yes  
Pets Allowed? [ ] No [ ] Yes (type): \_\_\_\_\_  
Stove Provided [ ] No [ ] Yes  
Refrigerator Provided [ ] No [ ] Yes

### II. Building Type

[ ] Single Family Home [ ] Duplex [ ] Triplex  
[ ] 4-Plex [ ] Apartment, 5 or more units

### III. Rental Information

Date Available: \_\_\_\_\_ Rent Requested \$ \_\_\_\_\_

Security Deposit \$ \_\_\_\_\_

Rental Application Required? [ ] No [ ] Yes  
Non Refundable Application Fee? [ ] No [ ] Yes, amount \$ \_\_\_\_\_  
Is this a BMR unit? [ ] No [ ] Yes  
If yes, is this a BMR lottery? [ ] No [ ] Yes; Lottery website: \_\_\_\_\_  
Lottery dates: \_\_\_\_\_

### IV. Utilities

Owner pays Garbage [ ] No [ ] Yes  
Owner pays Water [ ] No [ ] Yes  
Owner pays Sewer [ ] No [ ] Yes

For more information contact (Name): \_\_\_\_\_

Phone Number \_\_\_\_\_ and/or Email: \_\_\_\_\_