

# BERKELEY HOUSING AUTHORITY RENTAL UNIT LISTING REQUEST

Please Email Form to: [BHA@BerkeleyCa.gov](mailto:BHA@BerkeleyCa.gov)

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 [Bha@berkeleyca.gov](mailto:Bha@berkeleyca.gov) to inform us to remove the unit from this list.

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

## **I. Property**

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

If yes, Lottery website: \_\_\_\_\_ Lottery date: \_\_\_\_\_

## **IV. Utilities**

Owner pays Garbage [ ] No [ ] Yes

Owner pays Water [ ] No [ ] Yes

Owner pays Sewer [ ] No [ ] Yes

**V. For more information contact (Name):** \_\_\_\_\_

Will there be an open house? If yes, what date(s)/time: \_\_\_\_\_

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