

# Hoff Property Management

## APPLICATION FOR HOUSING



### INSTRUCTIONS & APPLICATION FEE:

1] Call or text (907) 315-0786, noon to 10:00 pm AK time to confirm vacancy.  
2] Fill out application, include copy of ID and enclose \$30.00 (\$25.00 for one adult) payable to Hoff Property Management (or paypal fee to jimhoff@me.com)  
3] Send by Mail to: Hoff Property Management, P.O. Box 879601, Wasilla, AK 99687-----or-----if using paypal to send the fee, email to [jimhoff@me.com](mailto:jimhoff@me.com) or fax to (907) 376-9010. Application fee is not refunded even if we decline your app.  
In the Spring, or if you need to reserve housing for sooner than 2 weeks from now you should not wait for mail to reach us. If you require alternate instructions, call or text (907) 315-0786, noon to 10:00 pm AK time.  
Please be very thorough--especially if your credit is not superior. If you do not pay the fee, the app will be suspended awaiting payment and we will not contact you.

Property (street name) applying for \_\_\_\_\_

Rent amount/ month \$ \_\_\_\_\_ Smokers? \_\_\_\_\_

How soon can you begin the lease? \_\_\_\_\_ When will the lease end? \_\_\_\_\_

Primary Tenant First name \_\_\_\_\_ Initial \_\_\_\_\_ Last \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date of birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ Social security number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ ID# \_\_\_\_\_ \*

**\*PLEASE INCLUDE A COPY OF YOUR PICTURE ID OR WE CAN'T PROCESS YOUR APPLICATION**

Cell phone \_\_\_\_\_ Home ph \_\_\_\_\_ Work ph \_\_\_\_\_ Email \_\_\_\_\_

Current physical address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Current landlord name \_\_\_\_\_ Phone number \_\_\_\_\_

Dates lived there \_\_\_\_\_ thru \_\_\_\_\_ Reason for moving \_\_\_\_\_

Former physical address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Former landlord name \_\_\_\_\_ Phone number \_\_\_\_\_

Dates lived there \_\_\_\_\_ thru \_\_\_\_\_ Reason for moving \_\_\_\_\_

Employer \_\_\_\_\_ Title \_\_\_\_\_ How long \_\_\_\_\_ Yearly income \_\_\_\_\_

Former employer \_\_\_\_\_ Title \_\_\_\_\_ How long \_\_\_\_\_ Yearly income \_\_\_\_\_

Car year, make, color & license number \_\_\_\_\_

Children, their ages, other emergency info \_\_\_\_\_

Pet info \_\_\_\_\_

Other Stuff \_\_\_\_\_

**CONSENT TO RELEASE OF INFORMATION:** APPLICANTS CONSENT TO RELEASE OF THE ABOVE INFORMATION TO HOFF PROPERTY MANAGEMENT AND ITS AGENTS, CONSENT TO A CREDIT REPORT AND BACKGROUND CHECK, AND HEREBY REPRESENT THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT. HOFF PROPERTY MANAGEMENT IS EMPLOYED BY AND REPRESENTS THE INTERESTS OF THE OWNER OF THE PROPERTY AND NOT THE RESIDENT.

**AUTHORIZATION TO OBTAIN CREDIT REPORT:** I HEREBY CONSENT TO ALLOW HOFF PROPERTY MANAGEMENT THROUGH ITS DESIGNATED AGENT AND ITS EMPLOYEES, TO OBTAIN AND VERIFY MY CREDIT INFORMATION FOR THE PURPOSE OF DETERMINING WHETHER OR NOT TO LEASE AN APARTMENT TO ME. I UNDERSTAND THAT SHOULD I LEASE AN APARTMENT, HOFF PROPERTY MANAGEMENT AND ITS AGENT SHALL HAVE THE CONTINUING RIGHT TO REVIEW MY CREDIT INFORMATION, RENTAL APPLICATION, PAYMENT HISTORY AND OCCUPANCY HISTORY FOR ACCOUNT REVIEW PURPOSES AND FOR IMPROVING APPLICATION REVIEW METHODS.

**PRIVACY NOTICE:** HOFF PROPERTY MANAGEMENT WILL NOT RELEASE YOUR PRIVATE INFORMATION TO OUTSIDE INDIVIDUALS, MARKETERS OR COMPANIES WITHOUT A COURT ORDER.

Tenant signature \_\_\_\_\_ date \_\_\_\_\_

If there is only one adult in your household check box  and discard page 2

**APPLICATION FOR HOUSING, cont.**

again, last name of primary tenant from page 1 \_\_\_\_\_

**Co-Tenant:** First name \_\_\_\_\_ Initial \_\_\_\_ Last \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Date of birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ Social security number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ ID# \_\_\_\_\_ \*

**\*PLEASE INCLUDE A COPY OR DISPLAY TO US A PICTURE ID OR WE CAN'T PROCESS YOUR APPLICATION**

Any corresponding info that is the same as above you may write "same" or " ` ` "

Cell phone \_\_\_\_\_ Home ph \_\_\_\_\_ Work ph \_\_\_\_\_ Email \_\_\_\_\_

Current physical address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Current landlord name \_\_\_\_\_ Phone number \_\_\_\_\_

Dates lived there \_\_\_\_\_ thru \_\_\_\_\_ Reason for moving \_\_\_\_\_

Former physical address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Former landlord name \_\_\_\_\_ Phone number \_\_\_\_\_

Dates lived there \_\_\_\_\_ thru \_\_\_\_\_ Reason for moving \_\_\_\_\_

Employer \_\_\_\_\_ Title \_\_\_\_\_ How long \_\_\_\_\_ Yearly income \_\_\_\_\_

Former employer \_\_\_\_\_ Title \_\_\_\_\_ How long \_\_\_\_\_ Yearly income \_\_\_\_\_

Car year, make, color & license number \_\_\_\_\_

Children, their ages, other emergency info \_\_\_\_\_

Pet info \_\_\_\_\_

Other Stuff \_\_\_\_\_

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TENANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

If there are other adults in your household check box  and attach additional page 2 for each adult. Apps are available at [www.rentbear.net](http://www.rentbear.net) or Hoff Property Management (907) 376-9006, fax: (907) 376-9010 email: [jimhoff@me.com](mailto:jimhoff@me.com)



## ALASKA REAL ESTATE COMMISSION CONSUMER PAMPHLET

### About This Pamphlet:

In Alaska, a Real Estate Licensee is **required by law** to provide this pamphlet outlining the duties of a real estate licensee. After you have read the information contained in this pamphlet, please acknowledge receipt by signing **page 2** and return it to the real estate licensee who provided it to you. Your cooperation is appreciated.

There are four different types of relationships established by Alaska Real Estate Law:

- Specific Assistance – Licensee owes “Duties owed by a Licensee in all Relationships” as described in this pamphlet.
- Representation – Licensee owes “Duties Owed by a Licensee when Representing a Party” as described in this pamphlet.
- Designated Licensee – This occurs when a Licensee represents or provides specific assistance to a party to a transaction and another Licensee within the same company represents or provides specific assistance to the other party in the same transaction.
- Neutral Licensee – This occurs when a Licensee does not represent either party but provides specific assistance to both parties in the same transaction. The parties must authorize the Neutral Licensee relationship by signing the “Waiver of Right to be Represented” form.

### Duties owed by a Licensee in all Relationships:

- Exercise reasonable skill and care;
- Deal honestly and fairly;
- Present all written communications in a timely manner;
- Disclose all material information regarding the physical condition of a property;
- Account for all money and property received.

### Duties owed by a Licensee when Representing a Party:

- Duties owed by Licensee in all relationships listed above;
- Not knowingly do anything that is adverse or detrimental to your interests;
- Disclose all conflicts of interests to you in a timely manner;
- If a matter is outside their area of expertise, advise you to seek expert advice;
- Not disclose confidential information, even after the relationship ends, from or about you without written permission, except under a subpoena or court order;
- Make a good faith and continuous effort to accomplish your real estate goals. However, once you have entered into a specific real estate transaction agreement, their efforts refocus on its successful completion.

Your Real Estate Licensee may also work with a variety of other clients (they represent) and customers (they provide specific assistance to) in different working relationships. In those situations, representing or providing specific assistance to other sellers, buyers, lessors, and lessees does not create a conflict of interest while working with you, or within the duties mentioned above.

Occasionally, as a Seller or Lessor, a situation may arise that your Real Estate Licensee also is representing another client (Buyer or Lessee) who then becomes interested in your property – or vice versa.

Prior to showing the property, the Real Estate Licensee must obtain a written approval to be a Neutral Licensee for both parties. A Licensee may not show property as a neutral licensee without obtaining your written consent entitled “Waiver of Right to Be Represented” and it will restate the duties outlined above and additional ones owed by your Real Estate Licensee. Alaska real estate law allows, but does not require, you to Preauthorize a Licensee to be a “Neutral Licensee.” Having a different designated Licensee working for a seller or lessor and for the buyer or lessee in the same real estate transaction does not create dual agency or a conflict of interest for the real estate broker or for a Licensee employed by the same real estate broker.

**THIS DISCLOSURE PAMPHLET IS NOT A CONTRACT**

Duties NOT owed by a Real Estate Licensee

Unless agreed in writing otherwise, the following are the duties your Real Estate Licensee does not owe to you:

- To conduct an independent investigation of a property
- To conduct an independent investigation of anyone's finances
- To independently verify the accuracy or completeness of a statement made by a party to a real estate transaction or by a person reasonably believed by the licensee to be reliable
- To show or search for properties without compensation

**THIS DISCLOSURE PAMPHLET IS NOT A CONTRACT.**

The Licensee anticipates compensation to be paid by \_\_\_\_\_ buyer/lessee, X seller/lessor, or \_\_\_\_\_ both to the real estate brokers in the real estate transaction.

I understand and acknowledge receiving and reading this pamphlet on the type of relationships I may have with the real estate Licensee (including the broker).

I understand and acknowledge that Jim Hoff (Licensee) of Hoff Property Management (company) will be working with me under the following relationship:

- \_\_\_\_\_ Specific Assistance without Representation
- X Representing the Seller/Lessor only (may assist Buyer/Lessee)
- \_\_\_\_\_ Representing the Buyer/Lessee only (may assist Seller/Lessor)
- \_\_\_\_\_ Under preauthorized Neutral Licensee (attached "Waiver of Right to Be Represented")

~~~~~Fill in the date~~~~~and sign~~~~~

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Jim Hoff  
Real Estate Licensee  
Hoff Property Management  
Real Estate Company

**THIS DISCLOSURE PAMPHLET IS NOT A CONTRACT**