



## Instructions for Submitting An Application

Please read the front & back of these instructions and policies thoroughly. If you feel you meet the qualification guidelines, we encourage you to apply by submitting the following:

1. **APPLICATION:** Fill out the entire application completely and legibly (be sure to sign it). An individual application is required for every person 18 or over who will be living in the property. Return the completed application to our office during regular business hours, through the drop slot in the front door if the office is closed or email your application to [frontoffice@bayareapm.com](mailto:frontoffice@bayareapm.com).
2. **APPLICATION FEE:** Cash, PayPal payment ([frontoffice@bayareapm.com](mailto:frontoffice@bayareapm.com)), cashier's check or money order in the amount of \$35.00 per application is required for every person 18 or over who fills out an application and will be living in the property. This fee is non-refundable once we process your application. No personal checks will be accepted.

Owner's Agent received a non-refundable screening fee of \$35.00 applied as follows:

Actual cost of credit report.....	\$8.59
Cost to obtain, process and verify screening information.....	\$26.41

Owner's Agent: \_\_\_\_\_ Date: \_\_\_\_\_

3. **PROOF OF INCOME:** Current copies of your last 2 pay stubs. If self-employed, 2 years tax returns plus financial statements for the last quarter.

***The application is not considered complete until the applicant has viewed the property.***

Applications are processed in the order they are received: only one application is processed at a time. This application and fee do not guarantee approval. If you qualify based on credit history, income and rental reference/history we will contact you to arrange an appointment to bring in the Security Deposit in the form of a cashier's check or money order.

Bay Area Property Management is the agent for the property owners, and as such represents the owner's interest in all rental and leasing transactions.

***Incomplete applications will not be considered/processed.***

## **Rental/Lease Policies**

Bay Area Property Management adheres strictly to all requirements of the Fair Housing Laws. The leasing policies below are followed to ensure that all prospective applicants are treated equally.

### **APPLICANTS**

- √ Each person over 18 years of age or emancipated minors must fill out and sign an application; only applicants and their minor children may reside in the property.
- √ To be processed and considered, applications must be accompanied by a non-refundable \$35 processing fee.
- √ Co-signers or guarantors may be considered in cases of insufficient income only.

### **CREDIT CRITERIA**

Bay Area Property Management will obtain a credit report for each applicant 18 years or older and emancipated minors. Credit reports supplied by applicants will not be accepted. The following may cause an application to be denied:

- √ Any collections with an outstanding balance that has not been paid in full and proof provided.
- √ Unsatisfied judgments or liens.
- √ Unlawful detainers.
- √ Non discharged bankruptcies.
- √ Being more than 60 days late on any account opened or closed within the last 3 years.

### **INCOME CRITERIA**

Applicant's gross monthly income must be three times the amount of monthly rent. Unverifiable income will not be considered.

- √ Income will be verified from copies of the prior months pay stubs provided with the application (offer letters are acceptable).
- √ Self employed applicants must provide most recent 2 years tax return and 2 months bank statements to verify income.
- √ Proof of earnings from social security, child support, alimony and/or spousal support must be documented.
- √ Overtime earnings will not be considered unless proven earnings over a 2 year period is provided and is expected to continue.

### **RENTAL HISTORY CRITERIA**

Bay Area Property Management will contact prior landlord(s) listed on application to obtain a rental reference. A negative rental reference may cause an application to be denied.

### **SIGNING / MOVE-IN**

- Security Deposit is to be paid by cashier's check or money order upon approval of applicant.
- Lease/Rental Agreement to be signed in advance of move-in. Hours for lease signing are Monday to Friday between 9:00 AM and 4:30 PM; Photo ID is required at the signing of the lease.
- First month's rent is to be paid by cashier's check or money order at the time of the lease signing.

### **MEGAN'S LAW NOTICE**

Pursuant to Section 290.46 of the Penal Code, information about specified registered sex offenders is made available to the public via an Internet Web site maintained by the Department of Justice at [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov). Depending on an offender's criminal history, this information will include either the address at which the offender resides or the community of residence and ZIP Code in which he or she resides. (Neither Landlord nor Brokers, if any, are required to check this website. If Tenant wants further information, Tenant should obtain information directly from this website.)

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

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

Initials: \_\_\_\_\_

## Application to Rent

### Property Information

Application to rent property at \_\_\_\_\_ "Premises"

Move-In Date \_\_\_\_\_ Monthly rent \$ \_\_\_\_\_ Security Deposit \$ \_\_\_\_\_

### How did you hear of this property?

BAPM Website  Craigslist  Sign  Agent  Referred  Other \_\_\_\_\_

### Applicant Information

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Social Security # \_\_\_\_\_ Drivers License # \_\_\_\_\_ State \_\_\_\_\_

Phone #: Cell \_\_\_\_\_ Work \_\_\_\_\_ Other \_\_\_\_\_ E-mail \_\_\_\_\_

### Current Address

Number Street Apt City State Zip

How long at this address? \_\_\_\_\_ How much rent were you paying? \_\_\_\_\_

Name of Landlord/Manager \_\_\_\_\_ Phone # \_\_\_\_\_

Reason for leaving \_\_\_\_\_

### Previous Address

Number Street Apt City State Zip

How long at this address? \_\_\_\_\_ How much rent were you paying? \_\_\_\_\_

Name of Landlord/Manager \_\_\_\_\_ Phone # \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Auto make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License# \_\_\_\_\_ State \_\_\_\_\_ Color \_\_\_\_\_

Other vehicles \_\_\_\_\_

How would you rate your credit?  Excellent  Good  Fair  Bad  Unknown

Have you ever been evicted?  Yes  No

Have you ever been a party to any unlawful detainer?  Yes  No

Have you ever broken a lease?  Yes  No

Have you ever been asked to move?  Yes  No

Have you filed bankruptcy within the past seven years?  Yes  No

Has it been discharged?  Yes  No

Have you or proposed occupants ever been convicted of or pled 'nolo contendere' to, a felony?  Yes  No

If you answered 'Yes' to any of the above, please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



**Application to Rent (Page Two)**

**Additional Occupants**

Name of all other prospective occupants (include DOB if under 18):

Occupant	Date of Birth
_____	_____
_____	_____
_____	_____

Proposed pet(s) (Number and type)\_\_\_\_\_

**Employment information**

Current employer \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Address \_\_\_\_\_ Telephone \_\_\_\_\_  
 Length of employment \_\_\_\_\_ Position/ title \_\_\_\_\_ Gross income \_\_\_\_\_ per \_\_\_\_\_

**If you held this position for less than 2 years, please provide additional information**

Previous employer \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Address \_\_\_\_\_ Telephone \_\_\_\_\_  
 Length of employment \_\_\_\_\_ Position/ title \_\_\_\_\_ Gross income \_\_\_\_\_ per \_\_\_\_\_

Additional/Other Income: (stocks, bonus, income property, etc) \$ \_\_\_\_\_ per \_\_\_\_\_ from \_\_\_\_\_

In case of emergency, notify \_\_\_\_\_ Relationship \_\_\_\_\_  
 Address \_\_\_\_\_ Telephone \_\_\_\_\_

**Tenant has inspected the property on \_\_\_\_\_ (date) and accepts it AS-IS, with the following exceptions:**

\_\_\_\_\_

**Applicant represents that all above statements are true and correct** and authorizes Bay Area Property Management to obtain a complete consumer credit report including unlawful detainer information; verify employment history; contact the above references and prior Landlords and for those references to release my rental history information; discuss any and all of this information with the owner of the subject property. Applicant understands that if accepted as a Tenant this Application becomes part of the rental agreement and any misstatement or concealment of facts in this application is grounds for termination of tenancy.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Code of Ethics**

We, the members of the California Apartment Association, recognize our duty to the public and to those individuals who choose to reside in rental housing. Being ever mindful of the increasing role of the rental housing industry in providing homes, we have united ourselves for the purpose of improving the services and conditions of the rental housing industry. Therefore, we adopt this Code of Ethics as our guide in dealing with all people. ■ We conduct ourselves in an honest and ethical manner at all times to better the communities of which we are a part. ■ We comply with all laws and regulations applicable to the rental housing industry. ■ We adhere to all fair housing principles. ■ We respect the rights and responsibilities of our residents and diligently respond to their requests. ■ We believe that every resident is entitled to the quiet enjoyment of a safe and habitable residence. ■ We strive to conserve natural resources and to preserve the environment. ■ We believe in the value of contracts and their enforcement. ■ We believe in the importance of continuing education for rental housing owners, managers, and residents. ■ We maintain an equitable and cooperative relationship among the members of this association and with all others who may become a part of this industry in order to further the interest of all members of this association.