

Application Instructions & Receipt

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

Please read these instructions and the entire application thoroughly.

Applications are processed in the order they are received. Only one application is processed at a time. Incomplete applications will not be considered or processed. **An application is not considered complete until the applicant has viewed the property and submitted all three of the following:**

1. APPLICATION: Fill out this entire application completely and legibly (be sure to sign it). An individual application is required for every applicant 18 years or older, including the guarantors where appropriate. Email your application to frontoffice@bayareapm.com or return the completed application to our office during regular business hours. There is a drop slot by the front door if the office is closed.

2. PROOF OF INCOME: Income can be verified by providing:

- Current copies of your most recent 2 pay stubs
- Last 2 years tax returns plus financial statements for the most recent quarter
- A current accepted offer letter
- Bank statements showing equivalent of three years rent in account for last 6 months

3. APPLICATION FEE: An application fee of \$40 is required for every person 18 or over who fills out an application, including guarantors. We accept cash, Venmo (@BayAreaPM) or PayPal (frontoffice@bayareapm.com). No personal checks will be accepted. This fee is non-refundable once we process your application.

This application and fee do not guarantee approval. If you qualify based on credit history, income and rental references, we will contact you to arrange for payment of the Security Deposit.

RECEIPT FOR TENANT SCREENING AND/OR CREDIT CHECKING FEES IF REQUESTED

On the date below, Owner's Agent received a non-refundable screening fee of \$40.00 applied as follows:

Actual cost of credit report.....	\$17.95
Cost to obtain, process and verify screening information.....	\$22.05

from _____ for the property at _____

Owner's Agent: _____ Date: _____

Application to Rent

A SEPARATE APPLICATION TO RENT IS REQUIRED FOR EACH PERSON 18 YEARS OF AGE OR OVER

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 minor children listed on the application may reside in the property.
- ✓ To be considered, applications must be accompanied by a non-refundable \$40 processing fee.
- ✓ Guarantors may be considered in cases of insufficient income only, not for poor credit scores.
- ✓ Move-in date must be within 14 days of approval.

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.

Please Note: Under California law, applicants with a government rent subsidy have the option, at the applicant's discretion, of providing lawful, verifiable alternative evidence of the applicant's reasonable ability to pay the portion of the rent to be paid by the tenant, including, but not limited to, government benefit payments, pay records, and bank statements. If an eligible applicant elects to submit such alternative evidence, Landlord will consider that alternative evidence instead of the applicant's credit history. Application will not be considered complete until Applicant submits their verifiable alternative evidence of the ability to pay.

INCOME CRITERIA

Applicant's gross monthly income must be three times the amount of monthly rent (six times with a guarantor). Unverifiable income will not be considered. Income can be verified with:

- ✓ Copies of the two most recent pay stubs (offer letters are acceptable). Overtime earnings will not be considered unless proof of earnings over a 2-year period is provided and expected to continue.
- ✓ Most recent 2 years tax returns and last 3 months bank statements to verify income.
- ✓ Proof of earnings from social security, child support, alimony and/or spousal support.
- ✓ For savings only, bank statements showing 36 months' rent in the account for the past 6 months.

RENTAL HISTORY CRITERIA

Bay Area Property Management will contact current and prior landlord(s) listed on the application to obtain a rental reference. A rental reference must be at least 12 months or longer to be considered. A negative rental reference may cause an application to be denied.

DEPOSIT / SIGNING / MOVE-IN

If you qualify based on credit history, income and rental references

- ✓ **Security Deposit must be paid online or by cashier’s check or money order within 24 hours of approval or we will move on to the next application in line.**
- ✓ First month’s rent must be paid and Lease/Rental Agreement must be signed before the move-in date. Photo ID will be required to complete the signing.
- ✓ Where applicable, proof of Renter’s Insurance must be provided to BAPM before move-in date.

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. 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.)

NOTICE REGARDING CALIFORNIA INVESTIGATIVE CONSUMER REPORTING AGENCIES ACT

Landlord intends to request an investigative consumer report regarding the Applicant’s character, general reputation, personal characteristics, and mode of living. Under Section 1786.22 of the California Civil Code, the files maintained on you by the investigative consumer agency shall be made available to you during business hours and on reasonable notice, provided you furnish proper identification, as follows: (1) You may appear at the investigative consumer reporting agency identified below in person, (2) you may make a written request for copies to be sent by certified mail to a specified addressee, or (3) you may make a written request for a summary of the file to be provided over the telephone. The agency may charge a fee, not to exceed the actual duplication costs, if you request a copy of your file. The agency is required to have personnel available to explain your file to you, and the agency must explain to you any coded information appearing in your file. If you appear in person, a person of your choice may accompany you, provided that this person furnishes proper identification. If you are accompanied by a person of your choosing, the agency may require you to furnish a written statement granting permission to the investigative consumer reporting agency to discuss your file in the other person’s presence. The agency that will prepare the report(s) identified in this section is listed below:

**RP On-Site LLC
2201 Lakeside Blvd.
Richardson, TX 75082
1-877-222-0384**

If you would like a copy of the report(s) that is/are prepared, please check the box below:

I would like to receive a copy of the report(s) that is/are prepared.

Please email the report to _____ or mail to the following address:

If the box above is checked, Landlord agrees to send the report to Applicant within three (3) business days of the date the report is provided to Landlord. Landlord may contract with another entity to send a copy of the report.



Property Information

Application to rent property at _____ "Premises"
Move-In Date _____ Monthly rent \$ _____ Security Deposit \$ _____

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

Applicant Information

Name _____ Date of Birth (mm/dd/year) _____
Social Security/Tax ID # _____ Drivers License # _____ State _____
Email _____ Cell Ph _____ Other _____

Current Address

Number Street Apt City State Zip
Move In Date _____ Move Out Date _____ Rent you were paying _____
Name of Landlord/Manager _____ Phone # _____
Reason for leaving _____

Previous Address

Number Street Apt City State Zip
Move In Date _____ Move Out Date _____ Rent you were paying _____
Name of Landlord/Manager _____ Phone # _____
Reason for leaving _____

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

If yes, has it been discharged? Yes No

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

In case of emergency, notify _____ Relationship _____

Address _____ Telephone _____

Employment information

Current employer _____ Supervisor _____
Address _____ Telephone _____
Start Date _____ Position/ title _____ Gross income _____ per _____

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

Previous employer _____ Supervisor _____
Address _____ Telephone _____
Start Date _____ Position/ title _____ Gross income _____ per _____

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

Additional Occupants

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

Occupant	Date of Birth
_____	_____
_____	_____
_____	_____
_____	_____

Proposed pet(s) or assistive animal (Number and type) _____

*** If you have an assistive animal, you may be asked to complete a Request for Reasonable Accommodation. Please contact the Bay Area Property Management office if you have any questions about this process.*

Initial Here:

- _____ Applicant has read and reviewed the Bay Area Property Management Application, including the Rental/Lease Policies related to alternative credit criteria and the Consumer Reporting Agencies Act.
- _____ Applicant represents that all above statements are true and correct and authorizes the Landlord or Landlord’s Agent to obtain reports that may include credit reports, unlawful detainer (eviction) reports, bad check searches, social security number verification, fraud warnings, previous tenant history and employment history.
- _____ Applicant consents to allow Landlord to disclose tenancy information to previous or subsequent Landlords.
- _____ 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 Signature: _____ Date: _____

Code of Ethics

We, the members of the California Apartment Association, recognize our ethical duties to the communities of which we are a part. 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 and encourage all members of the rental housing industry to abide by these ethical principles. ■ We comply with all applicable laws and regulations. ■ We comply with the CAA Code of Equal Housing Opportunity ■ We comply with the CAA Resident Bill of Rights. ■ We recognize the value of written contracts and endorse their use. ■ We commit to honesty, integrity and fair dealing in our capacity as rental housing professionals. ■ As rental housing professionals, we act to better the communities of which we are a part. ■ We maintain an equitable and cooperative relationship among the members of this association. ■ We promote the conservation of natural resources and preservation of the environment. ■ We believe in and encourage ongoing education for all participants in the rental business.