# Office (408) 626-4800 FAX 408-626-9384

bob@AtoBPropertyManagement.com

# RENTING POLICIES & PROCEDURES

In order for your application to be considered you must meet the following requirements:

- 1. Sufficient Income Three times the rental amount per month. Income may be combined by multiple applicants.
- 2. Verifiable Good Credit Credit reports will be checked with a national credit bureau. Credit references listed will be contacted, so please provide telephone numbers. The minimum credit score is 625
- 3. Good Previous Rental History We will verify your rental history for the last two years. You must provide names and telephone numbers of prior landlords. Applications will not be approved if we cannot contact your prior landlord.
- 4. Complete Application This application must be complete in its entirety. Failure to complete the entire application can result in a denial or the application. An application to rent is required for any applicant 18 years of age or older.
- 5. Application Fee \$30.00 for each adult on the application. The application fee must be paid by, paypal account-bob@atobpropertymanagement.com, check, or cash prior to processing. The application fee is non- refundable. Please note that we must verify your employment and if your employer uses "The Work Number" or some third party agency to verify your employment and that agency charges a fee for this verification, we will ask you to pay that fee.
- 6. Ability to Pay Submit two current pay stubs showing company name, wage, and date **and** 2yrs W2's. Coming into the area submit a letter of employment. If you're Self-employed 2yr Tax Returns are required. If an offer letter is used to show employment at a new company, the offer letter must be signed by the employer and have a contact number for us to verify the employment.
- 7. Processing Time Frame We will try to process your application within 24 to 48 hours. Incomplete or falsified applications will be rejected. All applications become the property of A to B Property Management.
- 8. Office Hours 9:00 AM to 4:00 PM weekdays.
- 9. Signing Be sure to sign or initial as indicated on all pages.

If your application is approved and your move-in is not immediate, a holding deposit will be taken. A holding deposit must be in the form of a cashier's check or money order. Should you decide not to rent the property, this holding deposit is **non-refundable**. The holding deposit will be applied toward your security deposit, which is fully refundable at time of move-out, depending on the condition of the unit, rent due and/or other financial obligations incurred at the time of your move-out.

You will be required to pay the first month's rent and security deposit in advance. This must be paid by money order or cashier's check only.

At signing you will be required to bring in a copy of a government issued id to be provided by each applicant. After signing a lease agreement with A to B Property Management you are liable to report to us within 48 hours with a change of phone number(s) and/or place of employment.

Initials ( ) Initials	(	)
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Application to Rent Property at:							
When are you available to mov	e in:						
Applicants full name:							
Have you ever used another na Current Phone #	me If yes, Na	ame					
Work Phone #		<del></del>					
E-Mail Address		Cell Phone #					
Date of Birth/							
Social Security #							
Driver's license #		State	Expires				
RESIDENCE HISTORY							
Present Address:							
City	State	Zip	<del></del>				
Monthly Payment \$							
How long at this address?	Yrs.	Mos.					
Reason for moving							
Name of present landlord		Phone #					
Previous address -2yr history r	<mark>equired</mark>						
City	State						
Monthly Payment-\$		<b></b>					
How long at this address?	Yrs.	Mos.					
Reason for moving		o					
Name of previous landlord		Phone #					
Previous address: <mark>If needed to</mark>	complete 2yr hi	story					
City	State	Zip					
Monthly Payment-\$							
How long at this address?	Yrs	Mos.					
Reason for moving Name of previous landlord							
Name of previous landlord		Phone #					
EMPLOYMENT INFORMATION-	2yr history req	<mark>uired</mark> - please provide <mark>2yı</mark>	· W2's/2 paychec				
<u>stubs</u>							
Employed by Yrs							
How long Yrs	Mos.						
Employers address							

Phone #				
Position	Supervisor/HR Dept			
	PHOHE			
<b>Previous Emplo</b>	yer			
How long .	oyer Yrs M	os.		
Previous Emplo	yers address			
Phone #				<del></del>
Position				
Supervisor/HRD				
BANKING & CR	EDIT INFORMATION	ON-		
Bank		Phone # _		
<b>Checking Acct.</b>	#			
Have you ever f	iled bankruptcy?	Yes No	When	?
	s or collections aç	-		•
AUTOMOBILE II	NFORMATION NFORMATION			
Make	Model		Year	
Color	Model License Plate #	#		•
Make	Model		Year	
Color	License #		<del></del>	
List any other p	ersons who will re	eside with you b	elow (include b	irth dates & relationship):
	ts? If y	_	type	
Address				
Phone #		Relati	ionship	
	of emergency? _			Phone
#				
Relationship		Address		
Applicant		Date		
Applicant		Date		

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## **BORROWER'S CERTIFICATION & AUTHORIZATION**

### Certification

The undersigned certify the following:

I/We have applied for a rental rating from A to B Property Management. In applying for the rental rating, I/We completed a rental application containing various information for the purpose of the rental property, the amount and the source of security deposit, employment and income information is true and complete. I/We made no misrepresentations in the rental application or other document, nor did I/We omit any pertinent information.

I/We understand and agree that A to B Property Management reserves the right to review process. This may include verifying the information provided on the rental application with the employer and/or the financial institution.

I/We fully understand that it is a Federal crime punishable by fine or imprisonment, or both, to knowingly make any false statements when applying for this mortgage, as applicable under the provisions of Title 18, United States Code and Section 1014.

### <u>Authorization to Release Information</u>

To Whom It May Concern:

I/We have applied for a rental rating from A to B Property Management. As part of the application process, A to B Property Management may verify information contained in my/our rental application and in other documents required in connection with the rental application, either before the application is closed or as part of its quality control program.

I/We authorize you to provide to A to B Property Management any and all information and documentation that they request. Such information includes, but is not limited to, employment history and income; bank, money market, and similar account balances; credit history; and copies of income tax returns.

A copy of this authorization may be accepted as an original.

Your prompt reply to A to B Property Management.

Borrower's Signature Date Social Security Number

Please Print name

Borrower's Signature Date Social Security Number

Please print name