

A  **to** **B Property Management**
1975 Hamilton Avenue, Suite 32
San Jose, CA 95125
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 which will result in a hard credit pull NOT a soft credit pull. The **minimum credit score is 700**
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 move in: _____

Applicants full name: _____

Have you ever used another name ___ If yes, Name _____

Current Phone # _____

Work Phone # _____

E-Mail Address _____ Cell Phone # _____

Date of Birth ____/____/____

Social Security # ____ - ____ - ____

Driver's license # _____ State _____ Expires _____

RESIDENCE HISTORY

Present Address: _____

City _____ State _____ Zip _____

Monthly Payment \$ _____

How long at this address? _____ Yrs. _____ Mos.

Reason for moving _____

Name of present landlord _____ Phone # _____

Previous address -2yr history required

City _____ State _____ Zip _____

Monthly Payment-\$ _____

How long at this address? _____ Yrs. _____ Mos.

Reason for moving _____

Name of previous landlord _____ Phone # _____

Previous address: If needed to complete 2yr history

City _____ State _____ Zip _____

Monthly Payment-\$ _____

How long at this address? _____ Yrs. _____ Mos.

Reason for moving _____

Name of previous landlord _____ Phone # _____

EMPLOYMENT INFORMATION- 2yr history required- please provide 2yr W2's/2 paycheck stubs

Employed by _____

How long _____ Yrs. _____ Mos.

Employers address _____

Phone # _____

Position _____ Monthly Income\$ _____ Supervisor/HR Dept
Phone _____

Previous Employer _____

How long _____ Yrs. _____ Mos.

Previous Employers address _____

Phone # _____

Position _____ Monthly Income \$ _____

Supervisor/HRDept _____ Phone _____

BANKING & CREDIT INFORMATION-

Bank _____ Phone # _____

Checking Acct. # _____

Savings Acct. # _____

Have you ever filed bankruptcy? Yes _____ No _____ When? _____

Any judgements or collections against you? Yes _____ No _____ If yes explain

AUTOMOBILE INFORMATION

Make _____ Model _____ Year _____

Color _____ License Plate # _____

Make _____ Model _____ Year _____

Color _____ License # _____

List any other persons who will reside with you below (include birth dates & relationship):

Do you have pets? _____ If yes how many & type _____

Reference: _____

Address _____

Phone # _____ Relationship _____

Contact in case 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.

Authorization to Release Information

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