

A B Property Management

1975 Hamilton Ave. #32, San Jose, CA 95125

Office (408) 626-4800 Fax 408-626-9384

RENTING POLICIES & PROCEDURES

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 660**. Bankruptcies, past due debt, slow pays, collections, repossessions, liens, judgments, or wage garnishments may result in the denial of an application to rent.
- 3.2 year history required with 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. (No Exceptions)**
6. Ability to Pay – Submit two current pay stubs showing company name, wage, and date **and 2yrs W2’s**. If you are new to the area, submit a letter of employment. If you’re Self-employed – 2yrs 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.

Income from other sources: Applicants must provide supporting documentation in order to use this.


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 5:00 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. **We do not accept reusable credit/ tenant screening reports.**

Initials ()

A  **B Property Management**
1975 Hamilton Ave. #32, San Jose, CA 95125
Office (408) 626-4800 Fax 408-626-9384

Application to Rent Property at:

When are you available to move in: (preferably in the next 30 day or less)

Applicants full name: _____

RESIDENCE HISTORY- 2yr History Required

Present Address: _____

Name of present landlord _____ Phone # _____

Email: _____

Is the landlord related to you? _____

Previous address _____

Name of present landlord _____ Phone # _____

Email: _____

Is the landlord related to you? _____

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

Employed by _____

Email of supervisor or HR : _____

Employed by _____

Email of supervisor or HR : _____

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):

Name, Age and Relationship: _____

Name, Age and Relationship: _____

Name, Age and Relationship: _____

Name, Age and Relationship: _____

Name, Age and Relationship: _____

Reference: _____

Address _____

Phone # _____ Relationship _____

Contact in case of emergency? _____

Address _____

Phone # _____ Relationship _____

Applicant Signature: _____ **Date** _____

- Tenant
- Guarantor

Name of Applicant:

APPLICATION TO RENT

(All sections must be completed)

Individual applications required from each occupant 18 years of age or older.

PART 1 – PERSONAL INFORMATION & ADDRESS HISTORY				
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Last Name	First Name	Middle Name	SSN or ITIN
Other names used in the last 10 yrs.		Work phone number ()	Home phone number ()
Date of birth	E-mail address		Mobile/Cell phone number ()
Photo ID/Type	Number	Issuing Gov.	Exp. date
Present address		City	State Zip
Date in	Date out	Landlord Name	Landlord phone number
Reason for moving out			Current rent \$ /Month
Previous address		City	State Zip
Date in	Date out	Landlord Name	Landlord phone number
Reason for moving out			Rent at move-out \$ /Month
Next previous address		City	State Zip
Date in	Date out	Landlord Name	Landlord phone number
Reason for moving out			Rent at move-out \$ /Month

Proposed Occupants: List all in addition to yourself	Name	Name
	Name	Name
	Name	Name



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- Tenant
- Guarantor

Name of Applicant:

PART 2 – INCOME

Income from Employment *(If no income is received from employment, write N/A)*

Current Employer Name	Job Title or Position	Dates of Employment
Employer address	Employer/Human Resources phone number ()	
City, State, Zip	Name of supervisor/human resources manager	
Current gross employment income amount: \$	<i>(check one)</i> Per <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year	
Prior Employer Name	Job Title or Position	Dates of Employment
Employer address	Employer/Human Resources phone number ()	
City, State, Zip	Name of supervisor/human resources manager	

Income from Other Sources

Other income source _____ Amount \$ _____ Frequency _____

Other income source _____ Amount \$ _____ Frequency _____

PART 3 – ASSETS & LIABILITIES

Name of your bank	Branch or address	Account Number	Type of Acct

Please list ALL of your financial obligations below.

Name of Creditor	Address	Phone Number	Monthly Pmt. Amount
		()	
		()	
		()	
		()	
		()	



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- Tenant
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Name of Applicant:

PART 4 – EMERGENCY CONTACT(S)			
In case of emergency, notify:	Address: Street, City, State, Zip	Relation	Phone
1.			
2.			

PART 5 – REFERENCES				
Personal References:	Address: Street, City, State, Zip	Length of Acquaintance	Occupation	Phone
1.				
2.				

Vehicles		
Automobile #1	Make:	Model:
	Year:	License #:
Automobile #2	Make:	Model:
	Year:	License #:
Other motor vehicles (list all):		

Other Information
Have you ever filed for bankruptcy? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, explain:
Have you ever been evicted or asked to move? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, explain:
Do you have pets? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, describe:
Do you have a waterbed? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, describe:
How did you hear about this rental?



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Name of Applicant:

PART 7 – ICRAA NOTICE

NOTICE REGARDING CALIFORNIA INVESTIGATIVE CONSUMER REPORTING AGENCIES ACT

Landlord does not intend to request an investigative consumer report regarding the Applicant

Unless the box above is checked, 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:

Name of Agency

Address of Agency

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

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.



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Name of Applicant: _____

PART 8 – CONSIDERATION OF CREDIT HISTORY

Important Information, read carefully:

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.

Option 1: Consideration of Credit History	Option 2: Alternative Evidence of Ability to Pay (This option is <u>ONLY</u> available to government rent subsidy recipients)
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<p>If you <u>either</u>:</p> <ul style="list-style-type: none"> • Do NOT have a government rent subsidy <u>OR</u> • Do have a government rent subsidy but are <u>not</u> choosing to submit alternative evidence of your ability to pay rent to be considered instead of credit history <p>Read and initial below.</p> <p>Applicant authorizes the Landlord 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.</p> <p>Applicant’s Initials: _____</p>	<p>If you <u>both</u>:</p> <ul style="list-style-type: none"> • DO have a government rent subsidy <u>AND</u> • Are choosing to submit alternative evidence of your ability to pay rent to be considered instead of your credit history <p>Read and initial below.</p> <p>Applicant authorizes the Landlord to obtain reports <u>other than credit reports</u>, such reports may include unlawful detainer (eviction) reports, 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.</p> <p><u>Application will not be considered complete until Applicant submits their verifiable alternative evidence of the ability to pay.</u></p> <p>Applicant’s Initials: _____</p>
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By signing below, Applicant represents that all the above statements are true and correct, authorizes verification of the above items, and agrees to furnish additional references upon request.



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- Tenant
- Guarantor

Name of Applicant:

To Be Completed By Landlord – Screening Fee Disclosure and Itemization

Landlord will require payment of a fee, which is to be used to screen Applicant. The total amount of the fee is as follows:

<p>Total fee for applications subject to credit history review <i>(Applicable for Applicants who selected Option 1 in Part 8 of this Application)</i></p>	<p>Total fee for applications subject to review of alternative evidence of ability to pay <i>(Applicable for Applicants who selected Option 2 in Part 8 of this Application)</i></p>
\$ _____	\$ _____

The amount charged is itemized as follows:

1. Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports, as applicable:

<p>Actual cost for screening reports inclusive of credit history <i>(Applicable for Applicants who selected Option 1 in Part 8 of this Application)</i></p>	<p>Actual cost for screening reports NOT including credit history <i>(Applicable for Applicants who selected Option 2 in Part 8 of this Application)</i></p>
\$ _____	\$ _____

2. Cost to obtain, process and verify screening information (may include staff time and other soft costs)
 \$ _____

The undersigned Applicant is applying to rent the premises designated as:

Apt. No. _____ Located at _____

The rent for which is \$ _____ per _____. Upon approval of this application, and execution of a rental/lease agreement, the applicant shall pay all sums due, including required security deposit of \$ _____, before occupancy.

Option to receive receipt by email. *(Landlord check only if applicable)* If box is checked, you can choose to receive a receipt by email. If you would like to have your receipt emailed

to you, please provide your email address here: _____
(Applicant fill in email address, if electing email receipt)

If the box is not checked, or if you do not provide a valid email address, your receipt will be mailed to the present address listed in Part 1 of this Application, or provided personally.

_____ **Date**

_____ **Applicant (signature required)**



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Name of Applicant: _____

RECEIPT FOR TENANT SCREENING AND/OR CREDIT CHECKING FEES

On _____, Landlord received \$ _____ from the
(Date)
undersigned, hereinafter called "Applicant," who offers to rent from Landlord the premises located at:

(Street Address)

Unit # (if applicable) _____

_____, CA _____
(City) (Zip)

Payment is to be used to screen "Applicant". The amount charged is itemized as follows:

1. Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening Reports \$ _____
2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) \$ _____
3. Total fee charged (cannot exceed the amount fixed by law) \$ _____

For Landlord Use Only

Screening fees paid by: Cash Personal Check Cashier's Check Money Order

Credit Card # (Last 4 digits only) _____ MC/VISA/AMEX Expiration Date: _____

Landlord _____ by _____
Individual Signing for Landlord

Management Co. (If Applicable) Agent for Landlord. Date: _____



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- Tenant
- Guarantor

Name of Applicant:

CALIFORNIA APARTMENT ASSOCIATION CODE FOR EQUAL HOUSING OPPORTUNITY

The California Apartment Association supports the spirit and intent of all local, state and federal fair housing laws for all residents without regard to color, race, religion, sex, marital status, mental or physical disability, age, familial status, sexual orientation, or national origin.

The California Apartment Association reaffirms its belief that equal opportunity can best be accomplished through effective leadership, education, and the mutual cooperation of owners, managers, and the public.

Therefore, as members of the California Apartment Association, we agree to abide by the following provisions of this Code for Equal Housing Opportunity:

- We agree that in the rental, lease, sale, purchase, or exchange of real property, owners and their employees have the responsibility to offer housing accommodations to all persons on an equal basis.
- We agree to set and implement fair and reasonable rental housing rules and guidelines and will provide equal and consistent services throughout our residents' tenancy.
- We agree that we have no right or responsibility to volunteer information regarding the racial, creed, or ethnic composition of any neighborhood, and we do not engage in any behavior or action that would result in "steering."
- We agree not to print, display, or circulate any statement or advertisement that indicates any preference, limitations, or discrimination in the rental or sale of housing.

