

A to B Property Management
1975 Hamilton Avenue, Suite 9
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. 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 ()

A B Property Management

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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 _____

