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

## RENTAL SCREENING CRITERIA AND APPLICATION PROCEDURES

Please read this entire page before applying. Every requirement is important. Submitting an application, satisfying one individual requirement, or providing a cosigner or guarantor does not guarantee approval. Applications are evaluated under the complete screening criteria and applicable law.

**1. Sufficient Income.** Combined gross monthly income of the applicants must equal at least three times the monthly rent. All lawful, verifiable sources of income will be considered as required by law. We accept applications on a first come, first serve basis.

**2. Verifiable Credit.** A consumer credit report will be obtained through our screening provider and will result in a soft credit inquiry. We require each adult to have a minimum credit score is 660. Bankruptcies, past-due debt, late payments, collections, repossessions, liens, judgments, or wage garnishments may result in denial. A to B Property Management does not accept reusable tenant screening reports.

**3. Rental History.** Two years of verifiable rental history is required. The names, email address, and telephone numbers of prior landlords must be provided. An application may be denied if the required rental history cannot be verified.

**4. Complete Application.** Each proposed occupant who is 18 years of age or older must submit a separate, complete, and signed application. Missing, inaccurate, or falsified information may result in denial. Your application is not complete until each applicant has viewed the property.

**5. Application Fee.** The fee is $45 for each adult applicant and must be paid when you apply through our website (Appfolio). If an employer uses The Work Number or another service that charges employment verification, the applicant may be asked to pay that third-party fee.

**6. Income and Employment Documentation.** Submit two recent pay stubs showing the employer, pay, and date, and submit past two years of W-2s. A new employee must provide a signed offer or employment letter with employer contact information. A self-employed applicant must provide two years of tax returns. Other income must be supported by documents that permit verification.

**7. Processing Time.** We accept applications on a first come first serve basis. We generally try to process a complete application within 24 to 48 hours. Delays may occur if information cannot be verified. Submitted application materials become part of A to B Property Management's records.

**8. Office Hours.** Weekdays, 9:00 a.m. to 4:30 p.m., Fridays 9:00 a.m. to 4:00 p.m.

### COSIGNERS AND GUARANTORS

Having a cosigner or guarantor does not guarantee rental approval. Cosigners may be considered for financially dependent students or applicants with limited U.S. credit history or income. The cosigner must submit a separate application, pay the applicable application fee, provide all required documentation, and authorize screening. All cosigners must meet the property's established qualification requirements. A cosigner is not automatically accepted to overcome poor credit, insufficient income, or other unmet screening criteria.

### AFTER APPROVAL

If your application is approved, we require a holding deposit within 48 hours of approval. This must be in the form of a cashier’s check or money order. First month’s rent in the form of a cashier’s check or money order is due when you pick up keys on move-in date.

After signing the lease, notify A to B Property Management within 48 hours of a change in telephone number or employment.

**Applicant Initials (  )**

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**Application to Rent Property at:**

_____

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

_____

**Applicant's full name: _____**

**RESIDENCE HISTORY- Two years of 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- Two years of History Required - please provide 2yrs 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_____**

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## APPLICANT RENTAL CERTIFICATION & AUTHORIZATION

### CERTIFICATION

The undersigned applicant(s) certify and acknowledge the following:

I/We have submitted an application to rent a residential property managed by A to B Property Management.
I/We certify that all information provided in the rental application and accompanying documents, including employment, income, rental history, references, and financial information, is true, accurate, and complete to the best of my/our knowledge.
I/We certify that I/we have not knowingly provided false or misleading information or intentionally omitted material information that would affect the evaluation of my/our rental application.
I/We understand that A to B Property Management may verify the information provided in my/our rental application, including contacting current and previous landlords, employers, personal references, financial institutions, and other relevant sources as reasonably necessary to determine rental eligibility.
I/We understand that providing materially false or misleading information may result in denial of the rental application or other remedies permitted by applicable law.
I/We understand that submitting an application does not guarantee approval or create a rental agreement. Approval is subject to the established rental screening criteria and applicable federal, state, and local laws.

### AUTHORIZATION TO RELEASE INFORMATION

To Whom It May Concern:
I/We hereby authorize A to B Property Management, its authorized representatives, and its tenant screening service providers to obtain and verify information reasonably necessary to evaluate my/our application for residential tenancy.
This authorization includes permission to:

1. Verify Employment and Income: Contact current and former employers or other income sources to verify employment history, compensation, and income information.
2. Verify Rental History: Contact current and previous landlords or property managers to verify tenancy dates, rental payment history, lease compliance, and other relevant rental history information.
3. Obtain Consumer and Tenant Screening Reports: Obtain and review consumer credit reports, credit scores, rental history reports, and other legally permissible tenant screening information through authorized consumer reporting agencies, in accordance with the Fair Credit Reporting Act (FCRA) and applicable California law.
4. Verify Financial Information: Verify financial information submitted by the applicant, including bank statements, tax returns, proof of funds, or other income documentation, when reasonably necessary to establish rental qualifications. This authorization does not grant unrestricted access to financial accounts or confidential financial records.
5. Contact References: Contact personal and professional references identified in the rental application to verify relevant information concerning rental qualifications.

I/We authorize the individuals, employers, landlords, property managers, financial institutions, and other entities contacted by A to B Property Management to disclose relevant information reasonably necessary to verify my/our rental application, subject to applicable law and any additional authorization required by the information provider.
I/We understand that information obtained through this authorization will be used for evaluating my/our rental application and related lawful rental screening purposes.
I/We acknowledge that information contained in consumer reports may affect the rental application decision and that I/we have rights under applicable federal and California consumer reporting laws.
A photocopy or electronic copy of this signed authorization may be accepted as valid authorization to the extent permitted by applicable law.

By signing below, I/we acknowledge that I/we have read, understand, and voluntarily authorize the verification and screening procedures described above.

### APPLICANT SIGNATURES

**Applicant 1**

**Signature:** _____

**Printed Name:** _____

**Date:** _____

**Applicant 2**

**Signature:** _____

**Printed Name:** _____

**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** | | | | |
|---|---|---|---|---|
| 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 | Other ID |
| **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: $ | *(check one)* Per ❒ Week ❒ Month ❒ 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
❒Guarantor

| 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? ❒ No ❒ Yes
If yes, explain:

Have you ever been evicted or asked to move? ❒ No ❒ Yes
If yes, explain:

Do you have pets? ❒ No ❒ Yes
If yes, describe:

Do you have a waterbed? ❒ No ❒ Yes
If yes, describe:

How did you hear about this rental?



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❒Tenant
❒Guarantor

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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❒Guarantor

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 ONLY available to government rent subsidy recipients)*** |
|---|---|
| **If you either:**<br>• **Do NOT have a government rent subsidy OR**<br>• **Do have a government rent subsidy but are not choosing to submit alternative evidence of your ability to pay rent to be considered instead of credit history**<br><br>**Read and initial below.**<br><br>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.<br><br>Applicant's Initials: _____ | **If you both:**<br>• **DO have a government rent subsidy AND**<br>• **Are choosing to submit alternative evidence of your ability to pay rent to be considered instead of your credit history**<br><br>**Read and initial below.**<br><br>Applicant authorizes the Landlord to obtain reports other than credit reports, 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.<br><br>Application will not be considered complete until Applicant submits their verifiable alternative evidence of the ability to pay.<br><br>Applicant's Initials: _____ |

**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: | |
| **Total fee for applications subject to credit history review** *(Applicable for Applicants who selected **Option 1** in Part 8 of this Application)* | **Total fee for applications subject to review of alternative evidence of ability to pay** *(Applicable for Applicants who selected **Option 2** in Part 8 of this Application)* |
| $ | $ |

The amount charged is itemized as follows:

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

| **Actual cost for screening reports inclusive of credit history** *(Applicable for Applicants who selected **Option 1** in Part 8 of this Application)* | **Actual cost for screening reports NOT including credit history** *(Applicable for Applicants who selected **Option 2** in Part 8 of this Application)* |
|---|---|
| $ | $ |

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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❒Guarantor

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: _____

_____ ❒ by _____
***Landlord*** ***Individual Signing for Landlord***

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



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❒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.



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