

**DAVIS &
DAVIS**



PROPERTY MANAGEMENT

Instructions for Submitting An Application

If you feel you are qualified for the property after reading the attached Rental/Lease Policies, please follow these instructions:

1. Fill out the entire application completely and legibly (be sure to sign it).
2. Return it to our office during business hours or through the drop slot in our door with cash in the amount of \$25.00 per application (An individual application and fee is required for every person 18 or over who will be living in the property). This Fee is non-refundable. **NO PERSONAL CHECKS WILL BE ACCEPTED.**
4. Current copies of your last 2 pay stubs or if self employed then 2 years tax returns plus financial statements for the last quarter should be submitted with your application.
5. **If** your application is complete and accurate, your references return calls promptly and you have included the correct amount of money with your application, it will be processed immediately. If you qualify, you will be called to arrange an appointment to sign the lease. This appointment must be made within 2 business days. At the time of this appointment you will need to bring the security deposit and first month's rent in the form of a cashier's check or money order.
6. All complete applications are reviewed and processed on a first come basis. This application and fee do no guarantee approval.

If you have questions, please feel free to call us at (650) 361-1977

**Your Application Will Not Be Processed
Without The Correct Funds Attached**

See Reverse

Rental/Lease Policies

THE FOLOWING POLICIES ARE ESTABLISHED TO ENSURE THAT ALL PROSPECTIVE APPLICANTS ARE TREATED EQUALLY.

Please read the following policies. If you feel you meet the qualification guidelines we encourage you to submit an application.

Only one application will be processed at a time.

Applications will be processed in the order received.

An incomplete application will not be considered.

FAIR HOUSING

Davis and Davis adheres strictly to all requirements of the Fair Housing Laws.

MEGAN'S LAW NOTICE

Pursuant to Section 290.46 of the Penal Code, information about specified registered sex offenders is made available to the public via an Internet Web site maintained by the Department of Justice at www.meganslaw.ca.gov. Depending on an offender's criminal history, this information will include either the address at which the offender resides or the community of residence and ZIP Code in which he or she resides. (Neither Landlord nor Brokers, if any, are required to check this website. If Tenant wants further information, Tenant should obtain information directly from this website.)

APPLICANTS

Each person over 18 years of age or emancipated minors must fill out and sign an application; only applicants and their minor children may reside in the property.

To be processed and considered applications must be accompanied by a non-refundable processing fee.

We do not accept co-signers or guarantors.

PROCESSING FEES: \$25.00 for each applicant 18 years or older and emancipated minors. Reports supplied by applicants will not be accepted.

CREDIT CRITERIA

Davis and Davis will obtain a credit report for each applicant 18 years or older and emancipated minors.

The following will cause an application to be denied

Any collections with an outstanding balance that has not been paid in full and proof provided.

Unsatisfied judgments or liens

Unlawful detainers

Non discharged bankruptcies

Being more than 60 days late on any account opened or closed within the last 3 years.

INCOME CRITERIA

Applicant's gross monthly income must be three times the amount of monthly rent

Income will be verified from copies of the prior months pay stubs provided with the application (offer letters are acceptable)

Self employed applicants must provide most recent 2 years tax return and 3 months bank statements to verify income

Proof of earnings from social security, child support, alimony and/or spousal support must be documented.

Unverifiable income will not be considered

Overtime earnings will not be considered unless proven earnings over a 2 year period is provided and is expected to continue.

IDENTIFICATION

Photo ID is not required until the actual signing of the lease.

CONDITION OF MOVE-IN

Lease/Rental Agreement to be signed within 2 business days of acceptance of applicant. Hours for lease signing are Monday through Friday between 9:00 AM and 4:30 PM.

All utility and garbage accounts must be transferred into residents' name as of date of possession.

Security Deposit and first months rent is to be paid by cashier's check or money order **only at the time of signing lease**. A Daily rental rate will be charged if keys are delivered prior to date on lease/rental agreement.

Some properties accept pets. If there is an accepted pet a photo of the pet is to be provided at the time of signing lease.