



# BAYSIDE PROPERTY MANAGEMENT

REAL ESTATE INVESTMENT MANAGEMENT,  
LEASING & BROKERAGE SERVICES

## BSM LEASING POLICY AND APPLICATION PROCEDURE

Dear Prospective Tenant:

We would like to thank you for the opportunity to work with you. It is our goal to do everything we can to keep the qualification process as hassle free as possible. In order to do this, we have developed a list of items that are necessary to include with your qualification package. A complete package will help us present you and your proposal to the landlord that will hopefully produce the positive outcome you are seeking. **You must view the property prior to submitting an application.**

### *Applicants*

- Each person 18 years or older must complete and sign the application and only the applicants and declared minors may reside in the property.
- **Fill out the application completely and legibly.**
- Current contact names and phone numbers are required to verify current/previous landlord and personal references. Please provide information for the past five (5) years.
- Each applicant must provide a **copy of his/her driver's license or other US approved valid identification.**
- **Attach a brief cover letter telling us a little about yourself and why you are interested in the property.** Special or unusual circumstances? Please feel free to include an explanation in the cover letter.
- If the property you are applying for accepts pets, describe your pet and his/her routine.
- Also, please state in your cover letter if you expect the credit or public record report to show unfavorable information and explain why.
- If a co-signer or guarantor is necessary, the co-signer must also complete and sign an application. The acceptance of a co-signer or guarantor is **not** normal policy and is subject to individual approval or denial by Bayside Management and Owner.
- All properties we manage are **NON-SMOKING.**

### *Credit Criteria*

- A Credit/FICO score of 670 or above unless there are extenuating circumstances that can be verified and explained.
- Discharged bankruptcies are considered on a case-by-case basis and with owner approval. Bankruptcies should be seasoned at least three years to qualify.

### *Income Criteria*

- Each applicant must provide copies of their two most recent paystubs, and, if requested, further employment records.
- Documented proof of monthly income equal to two and one half times the monthly rent.
- Unverifiable income will **NOT** be considered.

### ***Processing Fee***

- Write a **personal check, cashier's check or a money order** payable to Bayside Management in the amount of \$30.00 for **EACH applicant** for the credit processing fees. The credit check fee is non-refundable. If you have a lock on your credit and we send the application to our credit service and it is returned because of the lock, an additional charge of \$10.00 for each applicant is required to re-submit the application after the file is unlocked.

### ***Holding Deposit***

- When submitting the application, write a **personal** check payable to Bayside Management in the amount of \$250.00, which is considered a good faith holding deposit. These funds represent your intent to accept occupancy if your application is approved. If you are accepted for the apartment or home, the \$250.00 holding deposit will be applied toward your security deposit. **Cashier's checks are not accepted at this stage.**
- If you are **not** accepted for the home/apartment, the holding deposit is returned to you.
- If an application has been **accepted** by the Owner and a **lease has been prepared** for tenant signature and the applicant decides to withdraw his/her application, a flat fee of \$125.00 or half of the holding deposit will be charged to the applicant.
- The \$250.00 holding deposit is **not** refundable if a tenant has signed a lease.

### ***Conditions of Move-In***

- Please remember the leasing process moves quickly. In order to secure your position, we want to be able to move the process along without delay, especially if there is competitive interest in the property. Please arrange your schedule to be available to review the lease documents carefully.
- Lease must be signed by all parties involved and the security deposit and first month rental monies paid to Bayside Management by **CASHIER'S CHECK ONLY.**
- Bayside Management will provide a complete copy of the rental agreement and provide further instructions regarding moving arrangements.
- Tenants are responsible for arranging all utility service hookups, water and garbage service (if applicable), Internet, TV, etc., as well as setting up a time for apartment/home key pick-up.
- Each property has a **managing agent** who manages the property. This person may be different from the person who leased you the property. Please make sure you get the managing agent's **name, phone number and extension as he/she will be your point of contact if you have maintenance issues or have other questions or concerns.** A list of contact numbers is included in your rental package and is in the last two pages of the Tenancy Reference Guide.
- If Bayside Management is the leasing agent **ONLY** (we find tenant for owner and owner retains management of property), please remember to forward all calls and inquiries to the **OWNER** of the property you are renting after the lease has been signed. Bayside Management will not be able to assist tenant's needs if we are the leasing agents only. A contact name and number will be given to you upon signing the lease.

APPLICANT(S) SIGNATURE AND DATE:

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

# RENTAL APPLICATION

Please fax completed application to: 415-331-3727,  
return via mail to Bayside Management, 180 Harbor Drive, Ste. 100,  
Sausalito, CA 94965 or email to agent who showed you the property  
or to rentals@baysidemgmt.com.

Application for \_\_\_\_\_  
(Property Address)

**(PLEASE PRINT INFORMATION BELOW)**

Last Name		First Name		Mi. Int.		Home Phone (include Area Code) ( )	
<b>Email Address</b>							
Social Security Number		Birthdate		Driver's License No.		Work Phone (include Area Code) ( )	
Present Street Address		City		State	Zip	How Long?	
						Rent Amount? \$	
Current Landlord's Name		Landlord's Phone Number				Reason for Leaving	
		Has 30 Day Notice Been Given? Yes                      No					
Prior Street Address		City		State	Zip	How Long?	
						Rent Amount: \$	
Prior Landlord's Name		Prior Landlord's Phone Number				Reason for Leaving	
Current Employer		Street Address		State	Zip	Supervisor's Name	
						Phone ( )	
Position Held		How Long?		Salary \$		Human Resources or Main Ph #	
Prior Employer		Street Address		State	Zip	Supervisor's Name	
						Phone ( )	
Prior Position Held		How Long?		Salary \$		Human Resources or Main Ph #	
Auto Make	Year/Model	License Plate Number				RV/Motorcycle, etc. License Plate #	
Number of Children	Ages	Pets?	Yes	No	Type of Pets		
Credit History		Bank/Institution			Balance on Deposit or Balance Owed		
Checking Account							
Savings Account							
Credit Card							
Auto Loan							
Additional Debt							
Nearest Relative		Address (include City, State, Zip)			Day & Eve Phone #		
Personal Reference		Address (include City, State, Zip)			Day & Eve Phone #		
<p>General Information</p> <p>Have you ever been late or delinquent on rent?    <input type="checkbox"/> Yes   <input type="checkbox"/> No    Have you ever filed for bankruptcy?    <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>Have you ever been evicted?                      <input type="checkbox"/> Yes   <input type="checkbox"/> No    Have you ever been party to a lawsuit? <input type="checkbox"/> Yes   <input type="checkbox"/> No</p>							
<p>I declare that the foregoing information is true and correct and I authorize its verification and the obtaining of a credit report. I agree that the Landlord may terminate any agreement entered into in reliance on any misstatement made above. Should I fail to fulfill the terms of the rental agreement, you or your agents are authorized to report the resulting credit information to a credit reporting agency. You are authorized to obtain future credit reports as may become necessary for collection of my debt or for my relocation to another property that the Landlord owns or manages. I agree to pay the Landlord a non-refundable screening fee of \$_____</p> <p>Signature _____ Date _____</p>							

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Application for \_\_\_\_\_  
(Property Address)

**(PLEASE PRINT INFORMATION BELOW)**

Last Name		First Name		Mi. Int.		Home Phone (include Area Code) ( )	
<b>Email Address</b>							
Social Security Number		Birthdate		Driver's License No.		Work Phone (include Area Code) ( )	
Present Street Address		City		State	Zip	How Long? Rent Amount? \$	
Current Landlord's Name		Landlord's Phone Number				Reason for Leaving	
		Has 30 Day Notice Been Given? Yes                      No					
Prior Street Address		City		State	Zip	How Long? Rent Amount: \$	
Prior Landlord's Name		Prior Landlord's Phone Number				Reason for Leaving	
Current Employer		Street Address		State	Zip	Supervisor's Name	
						Phone ( )	
Position Held		How Long?		Salary \$		Human Resources or Main Ph #	
Prior Employer		Street Address		State	Zip	Supervisor's Name	
						Phone ( )	
Prior Position Held		How Long?		Salary \$		Human Resources or Main Ph #	
Auto Make	Year/Model	License Plate Number				RV/Motorcycle, etc. License Plate #	
Number of Children	Ages	Pets?	Yes	No	Type of Pets		
Credit History		Bank/Institution			Balance on Deposit or Balance Owed		
Checking Account							
Savings Account							
Credit Card							
Auto Loan							
Additional Debt							
Nearest Relative		Address (include City, State, Zip)			Day & Eve Phone #		
Personal Reference		Address (include City, State, Zip)			Day & Eve Phone #		
<p>General Information</p> <p>Have you ever been late or delinquent on rent?    <input type="checkbox"/> Yes   <input type="checkbox"/> No    Have you ever filed for bankruptcy?    <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>Have you ever been evicted?                            <input type="checkbox"/> Yes   <input type="checkbox"/> No    Have you ever been party to a lawsuit? <input type="checkbox"/> Yes   <input type="checkbox"/> No</p>							
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Signature _____				Date _____			