



**Real Estate Investment
Management, Leasing
& Brokerage Services**

BSM LEASING POLICY AND APPLICANT PROCEDURE

Dear Prospective Tenant:

We would like to first 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 checklist 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. Please take the time to do the following:

- 1) Complete the application form carefully and make sure it is legible.
- 2) Attach a brief statement about yourself and why you are interested in the property.
- 3) If your application includes a pet, please describe your pet or pets and their routine
- 4) If you are self-employed, please provide copies of your last two years tax returns OR bank statements that reflect and verify a savings balance large enough to cover the rent for the term of the rental.
- 5) Please explain in your cover letter If you expect us to find derogatory information on your credit report or public record,
- 6) Make a copy of your driver's license.
- 7) Write two checks made payable to BSM: one for the credit check fee of \$30.00 for each person on the lease, which is the amount charged by the credit service we use. The second check for \$250.00 is for the required deposit (this is a minimum deposit amount and is subject to changing depending on the landlords requirements). Your agent will properly advise you.
- 8) Please provide us with phone numbers and/or e-mail addresses so we can reach you when needed. 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.

If you have not identified a property prior to completing this package, please remember that pre-qualifying will help us present your package more quickly, which can be beneficial if you have chosen a property that is very desirable and producing a lot of interest. We cannot guarantee that you will not be in a multi-offer situation, but your chances are better if we are prepared.

POLICY:

- 1) Move-in charges can only be paid in the form of a cashiers check made payable to Bayside Management or BSM.
- 2) We will not accept cash, no exceptions.
- 3) A deposit is only deposited and applied upon receipt of acceptance from the landlord.
- 4) A deposit is not refundable if a tenant has signed a lease and decides not to take possession.
- 5) If an application has been accepted and a lease has been prepared for tenant signature and the tenant decides to withdraw their application, a flat fee of \$125.00 shall be charged to the applicant.
- 6) Credit check fees are not refundable. Copies of credit check results are available upon request.
- 7) Tenants are responsible for arranging for utility service, garbage service, and key pickup. If these are not done prior to move in, the property you are renting may not have power on move-in day.
- 8) BSM will provide a full copy of the rental agreement upon receiving all signatures, plus further instructions regarding the arrangement for moving in.
- 9) Each property address has a managing agent who manages the property after the lease is signed. The leasing agent may or may not be the managing agent/property manager of 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.
- 10) If Bayside Management is the leasing agent only of the property you are renting, please remember to forward all calls and inquiries to the appropriate party after the rental application has been completed. It is the tenant's responsibility to pay attention to this information. 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 of the lease.

ACKNOWLEDGEMENT:

NAME

DATE

NAME

DATE

RENTAL APPLICATION

Please fax completed application to: 415-331-3727
 OR return via mail: Bayside Management
 180 Harbor Drive, Suite 100, Sausalito, CA 94965

(PLEASE PRINT)

Last Name	First Name	Mi	Home Phone (include Area Code) ()		
Social Security Number	Birthdate	Driver's Lic. #	Work Phone (include Area Code) ()		
Present Street Address	City	State	Zip	How Long?	Rent Amount? \$
Landlord's Name (Current)	Landlord's Day #	Reason for Leaving			
	Landlord's Eve #	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 Day #	Reason for Leaving			
	Prior Landlord's Eve #	Was 30 Day Notice Given? Yes No			
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 No	RV/Motorcycle etc.	License Plate #	
Number of Children	Ages	Pets	Types of Pets		
Bank	Branch	Checking Acct. No.	Branch Phone # ()		
Credit Ref (Chg Card, Loan, etc)	Acct. No	Credit Ref (Chg Card, Loan, etc)	Acct. No		
Nearest Relative	Address (include City, State, Zip)			Day & Eve Phone #	
Personal Reference	Address (include City, State, Zip)			Day & Eve Phone #	

Have you ever filed a petition for bankruptcy?_____ Have you ever been evicted from any tenancy or had an eviction notice served on you and/or been a part of an unlawful detainer?_____ Have you willfully and intentionally refused to pay and rent when due?_____

Have you ever been convicted of a misdemeanor or felony other than a traffic or parking violation?_____ Have you ever been convicted of the illegal manufacture or distribution of a controlled substance?_____ Are you a smoker of tobacco products?_____

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 \$_____

Signature_____ Date_____