

Rental Application

Property:

Applicant information

Applicant name

First name

Last name

Applicant social security number

Applicant birth date

Applicant current address

Country

Street

City

State

Zip

Applicant email

Applicant home phone

Emergency contact name

First name

Last name

Emergency contact relationship

Emergency contact email

Emergency contact phone

BSM Leasing Policy

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 an application and only the applicants and declared minors may reside in the property.
- Current contact names and phone numbers are required to verify current/previous landlord and personal references.
- Email a brief letter to the Agent that showed you the property, telling he/she a little about yourself and why you are interested in the property. You can also include in the cover letter a brief explanation of any special or unusual circumstances. Also, please state 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 is **not** normal policy and is subject to individual approval or denial by Bayside Management and Owner.
- All properties we manage are **NON-SMOKING**, which means no smoking of any kind or type.

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

- A credit check fee of \$40 for **each applicant** over the age of 18 will be charged and paid through Buildium. The credit check fee is non-refundable.

Holding Deposit

- \$250 will be collected at the time of the submission of the application and is considered a good faith holding deposit. You can pay the deposit two different ways: (1) pay online through this site (there is a convenience fee of 2.95% of the transaction if a credit card is used); or \$2.95 if you use a debit card (EFT/eCheck); or (2) you can bring the deposit to the office. To get a full refund of the holding deposit, you have **three business days** to withdraw your application; after three business days you lose the deposit. If your application is denied, you will receive a full refund. If approved, the \$250 holding deposit will be subtracted from the security deposit owed at the time the lease is signed.

Conditions of Move-In

- 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 pickup.
- 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 contact information from the listing agent who prepared the lease.

- 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 inquires to the **OWNER** you are renting after the lease has been signed. An **OWNER** contact name and number will be given to you upon signing the lease.

Other comments (optional)

Employment

Employer name

Employer address (optional)

Country

Street

City

State

Zip

Employer phone number

Employer email (optional)

Position held

Employment dates

to

Monthly gross salary

Supervisor name

First name

Last name

Supervisor title

Employment 2

Employer name

Employer address (optional)

Country

Street

City

State

Zip

Employer phone number

Employer email (optional)

Position held

Employment dates

to

Monthly gross salary

Supervisor name

First name

Last name

Supervisor title

Employment 3

Employer name

Employer address (optional)

Country

Street

City

State

Zip

Employer phone number

Employer email (optional)

Position held

Employment dates

to

Monthly gross salary

Supervisor name

First name

Last name

Supervisor title

Terms and conditions

I understand that this is a routine application to establish credit, character, employment, and rental history. I also understand that this is NOT an agreement to rent and that all applications must be approved. I authorize verification of references given. I declare that the statements above are true and correct, and I agree that the landlord may terminate my agreement entered into in reliance on any misstatement made above.

☐ Agreed to

Agreed by

Rental history

Rental address

Country

Street

City

State

Zip

Rental dates

_____ to _____

Monthly rent

Reason for leaving

Landlord name

First name

Last name

Landlord phone number

Landlord email

Rental history 2**Rental address**

Country

Street

City

State

Zip

Rental dates

_____ to _____

Monthly rent

Reason for leaving

Landlord name

First name

Last name

Landlord phone number

Landlord email

Rental history 3

Rental addressCountry

Street

City

State

Zip

Rental datesto

Monthly rent

Reason for leaving

Landlord nameFirst name

Last name

Landlord phone number

Landlord email

Additional occupants

Occupant nameFirst name

Last name

Occupant relationship

Occupant birth date

Occupant email

Occupant phone number

Additional occupants 2

Occupant name

First name

Last name

Occupant relationship**Occupant birth date****Occupant email****Occupant phone number****Additional occupants 3**

Occupant name

First name

Last name

Occupant relationship**Occupant birth date****Occupant email****Occupant phone number****Cosigners**

If a co-signer or guarantor is necessary, the co-signer must also complete 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.

Cosigner name

First name

Last name

Cosigner relationship

Cosigner social security number

Cosigner phone number

Cosigner email

Pets

Pet type

Pet name (optional)

Pet age

Pet spayed or neutered (optional)

☐ Yes ☐ No

Pet license number (optional)

Pet weight (optional)

Pets 2

Pet type

Pet name (optional)

Pet age

Pet spayed or neutered (optional)

☐ Yes ☐ No

Pet license number (optional)

Pet weight (optional)

Vehicles

Vehicle make

Vehicle model

Vehicle color

Vehicle year (optional)

Vehicle license plate (optional)

Vehicles 2

Vehicle make

Vehicle model

Vehicle color

Vehicle year (optional)

Vehicle license plate (optional)

By submitting this application I am giving Bayside Mgmt - 180 Harbor Dr Ste 100 Sausalito, CA 94965 permission to run a background check on myself and any cosigners.

Application fee:	\$40.00
Total:	\$40.00

Send payment to:

Bayside Mgmt - 180 Harbor Dr Ste 100 Sausalito, CA 94965
180 Harbor Drive, Suite 100
Sausalito, CA 94965