



## Information and Instructions for Applicants

1. Bay Property Management Inc. is an equal opportunity provider of housing. To comply with federal and state fair housing laws, all persons 18 years of age or older who intend to reside in the rental property must complete and sign a rental application. All applications will begin processing within 24 to 48 hours after processing fee has been paid. If there are any special requests related to the property, please submit them in writing with the completed application(s) before processing begins.
2. Please complete application- all lines must be filled in. Incorrect, missing information or misinformation will disqualify you as a prospective renter. **Please print clearly.** Return pages 1-8.
3. Applicants will be assisted without regard to race, color, creed, sex, religion, national origin, familial status, military service status, sexual orientation, source of income, age, gender identity, or any other classification protected by applicable federal, state, or local law, or any other arbitrary reason.
4. Bay Property Management does not select residents on a "first-come, first-served" basis. We may receive multiple applications for a property. We do not necessarily select the first application submitted. Selection of a resident is based on a best-qualified basis and based on the landlords' needs.
5. All applications will be processed within 3-5 days, excluding weekends and holidays once processing fees have been received. Delays in obtaining information from outside sources may extend the process. The following must be submitted in order to process your application:
  - a. Application pages 1-8. Completely filled out and legible.
  - b. Processing fee of **\$40.00** per adult applicant which is non-refundable. Fee covers \$17.00 for the actual cost of the credit report and \$23.00 for the cost of verifying the information in the application. Exact payment in the form of **Cashier's Check, Cash, or Money Order** are accepted as payment. If your application is **NOT** processed, the application fee will be refunded. Once processing begins, the fee is non-refundable. Applicants should retain a copy of this page as a receipt for the application fee.
  - c. Proof of income.  
Applicants must submit proof of income, such as: copies of your last 4 paycheck stubs; a letter of hire from your employer if newly hired; current W2s; tax returns; bank statements showing direct deposits; LES; or other documents. All income must be verifiable in writing, and will be verified during processing. Unverifiable income will **NOT** be considered.
  - d. Government Issued Photo ID such as drivers license, military ID or state ID.
6. Your application will be scored according to the criteria listed on page 7. Applicants with a score less than 14 and/or an eviction will be declined. Applicants must show evidence that applicants have the financial ability to pay the rent along with their other obligations. Credit reports must demonstrate a willingness to pay financial obligations in a timely manner. You will be given a copy of the credit report upon request.

### Possible Cures for Less than Standard Qualifications (on an individual basis at property owner's discretion)

- a) Additional security deposit - If an applicant does not meet our standard methods of qualifications, detailed on page 7, on a property-by-property basis the owner may accept an increase in the security deposit to compensate for additional risk assumed. Increased deposits, if approved by the owner range from 1.5 to 2.0 times the monthly rent.
- b) Co-signer or Guarantor - a guarantor may cure qualifications issues regarding negative credit, insufficient income or lack of rental history. The guarantor must be an immediate family member living in the State of

California, must submit an application, must have a minimum income of 3 times the monthly rent and an excellent credit history (no late payments, liens, judgments or bankruptcy in the last 7 years).

7. Upon acceptance, you must be prepared to pay security deposit within 48 hours. Payment of security deposit must be paid by cashier's check or money order. Property will not be taken off the market until security deposit is received. For delayed move-ins, lease documents must be signed by all adults within 7 days of acceptance.
8. *If accepted applicants withdraw their application after the security deposit is paid, but before move-in, a cancellation fee of \$800 is charged and the remainder of the deposit is refunded within 24 hours.*
9. Security deposit and first month's rent must be paid by cashier's check or money order. Bay Property Management does not accept cash at any time. After move-in, tenant may pay with a personal check, cashier's check, money order or electronically through our secure portal.
10. All adults must sign the Rental or Lease Agreement before keys are given out. (Government Issued Photo ID must be provided by the time of lease agreement is signed.) Rent will be charged from the day keys are given to tenant.
11. If you do not read or understand English, you must bring an interpreter over the age of 18 to the lease signing appointment. Bay Property Management does not provide this service.
12. Bay Property Management Inc. complies with Fair Housing: these policies are established to ensure all applicants are treated equally.
13. Bay Property Management does not deny people housing because of race, color, ancestry, national origin, religion, sex, marital status, age, status, creed, familial status, physical or mental disability, medical condition, citizenship status, military service status, sexual orientation, or source of income.
14. Bay Property Management abides by HUD, DFEH and any local occupancy regulations. Bay Property generally follows the HUD occupancy standard of two (2) persons per bedroom plus 1, relative to all tenant application decisions.
15. Our properties are for residential use only. Business and commercial use is prohibited on most properties. Car repairs and storage of vehicles is severely restricted or not allowed on most of our properties.
16. Bay Property Management has a zero tolerance policy for illegal behavior from residents or their guests.
17. Pets are considered at specific properties only. An additional deposit will be required and pets must be screened through PetScreening.com prior to their application being accepted. Bay Property Management does not accept dogs in the "vicious breed" category (i.e.: Pit Bulls, Dobermans, etc) **NO EXCEPTIONS**
18. Privacy Notice- Your privacy is important to us. We take precautions to protect your information.  
Information furnished in this application is considered private and your right to keep it confidential is respected. It will not be shared with any other entities unless authorized by you although the right to report past due accounts to credit reporting agencies is hereby reserved. All information will be stored and disposed of as prescribed by law.
19. Agency Disclosure: Bay Property Management is hired and acts as agent for Owner of the property and may exercise the right to share any and all pertinent application records and documents with the owner of the rental property.
20. **SMOKING** of any type (cigarettes, cigars, e-cigs, marijuana, or any other type) is not allowed in any house or garage.
21. **Evidence of a current Renter's Insurance Policy is required prior to move in.** A minimum of \$500,000 liability coverage and \$25,000 contents coverage is required, with Bay Property Management named as additional insured.  
**Ongoing renter's insurance coverage will be a requirement of your lease agreement.**

If this application is approved, Applicant acknowledges and accepts that they will be required to show evidence of current Renter Insurance Policy (prior to moving in) with adequate liability coverage and, if a pet is approved, coverage must be provided for any pet damages or injury. Contacts and referrals are available if you need a resource for renter's insurance.

\_\_\_\_\_  
Applicant (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Name (Printed)

\_\_\_\_\_  
Phone #





**Please fill out completely.**

## APPLICATION TO RENT

### RESIDENTIAL PROPERTY

Today's Date: \_\_\_\_\_

I hereby make application to rent the property located at : \_\_\_\_\_ (address)

Requested Move-In Date: \_\_\_\_\_

Length of Lease Requested: \_\_\_\_\_

Applicant Name (as it appears on legal documents)		Home Phone#:	Cell Phone #:
Social Security Number:		Driver's License #:	Expiration Date:
Birth Date:		Email:	
<p><b>Names of all persons (Including Applicant) Who will live in the property, and their relationship to applicant:</b></p> <p>Note: All occupants aged 18 yrs. or older must complete a separate rental application and pay the processing fee of \$40. It is our policy to include all adults as parties to the lease individually and jointly. Please attach list, if necessary.</p>		<b>Full Name</b>	<b>Relationship</b>
			<b>Ages (Optional)</b>
Do you have any pets?		How many pets?	
What kind(s) of pets?		Age of pet(s)?	
Weight of pet(s) in pounds:		Each pet must be screened at: <a href="https://www.petscreening.com/referral/tLl0j9VasO2E">https://www.petscreening.com/referral/tLl0j9VasO2E</a>	
Present Address:	City/State/Zip:	From/To:	
Reason for moving :		Monthly Rent:	
Landlord's Name:	Landlord's Address:	Landlord's Phone:	





<u>Previous Address:</u>	City/State/Zip:	From/To:
Reason for moving:		Monthly Rent:
Landlord's Name:	Landlord's Address:	Landlord's Phone:
<u>Previous Address:</u>	City/State/Zip:	From/To:
Reason for moving:		Monthly Rent:
Landlord's Name:	Landlord's Address:	Landlord's Phone:
<u>Employer Name:</u>	Type of Business:	Job Title:
How long have you worked here?	Monthly Gross Pay: (proof must be provided)	
Employer phone:	Employer Address:	
<u>Previous Employer:</u>	Type of Business:	Job Title:
How long did you work here?	Monthly Pay:	Reason for leaving:
Other Income: \$	Source:	
Other Income: \$	Source:	
Auto make/model/year:	Auto make/model/year:	
Emergency Contact Name:	Telephone:	
Address:	City/State/Zip:	

Please check here if there will be a co-signer application attached to this package.



**Bay Property Management Inc.** 140 John Street, Salinas, CA. 93901  
 \* 831-422-5614 \* Fax 831-422-6007 \* [www.baypropertymgmt.com](http://www.baypropertymgmt.com) [info@baypropertymgmt.com](mailto:info@baypropertymgmt.com)

Please answer questions below:	If answer is yes for any question please explain here:
Have you ever declared bankruptcy?	When & in what state?
Have you ever willfully and intentionally refused to pay rent when due?	If yes, explain:
Have you ever been evicted or asked to vacate a property for any reason?	If yes, explain:
Have you ever been served a Three-Day Notice for any reason?	If yes, explain:
Have you ever broken a rental agreement or a lease?	If yes, explain:
Do you know of anything which may interrupt your income or ability to pay rent?	If yes, explain:
Have you ever refused to pay rent when due?	If yes, explain:
Have you ever been sued for damage to rental property?	If yes, explain:
Have you ever filed suit against a landlord?	If yes, explain:
Have you or anyone in the household ever been convicted of a felony or had adjudication withheld or deferred for a felony offence other than traffic or parking violations?	When & where & explain:
Have you or anyone in the household ever sold or manufactured illegal drugs?	If yes, explain:
Have you or anyone in the household ever been convicted of the illegal manufacture or distribution of a controlled substance?	If yes, explain:
Are you obligated to pay child support or alimony?	How much?
Do you plan on conducting any commercial business out of the residence?	
Do you smoke?	If so please be aware smoking is NOT allowed inside any of our properties. No Exceptions.

Please attach any additional information you believe will assist us in reviewing your application. You may attach as many pages as you wish.





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## APPLICANT AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION

Application for Residency at \_\_\_\_\_  
 Property Address

This release and authorization acknowledges that Bay Property Management Inc. may now, or any time while I am renting, conduct a verification of my current and previous tenant history, current and previous employment, credit history, contact personal reference, and to receive any criminal history information pertaining to me which may be in the file of any Federal, State or Local criminal justice agency, and to verify any other information deemed necessary to fulfill the Tenant requirements. The results of the verification process will be used to determine tenant eligibility under the tenant policies of Bay Property Management Inc.

I have read and understand this release and consent, and I authorize background verification. I authorize persons, schools, current and former employers, current and former landlords and other organizations and Agencies to provide Bay Property Management Inc. with all information that may be requested. I hereby release all of the persons and agencies providing such information from any and all claims and damages connected with their release of any requested information. I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees from and against all claims, damages, losses and expenses, including reasonable attorney's fees arising out of or by reason of complying with this request. I agree that any copy of the document is valid as the original.

\_\_\_\_\_  
 Applicant (Signature)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Applicant Name (Printed)

\_\_\_\_\_  
 Phone #

### IF PROPERTY IS A LEASE UP

**PROPERTY IS MANAGED BY OWNER**

The undersigned acknowledges that Bay Property Management Inc. is a LEASING AGENT for the owner. Bay Property Management Inc. will NOT be your property manager. The undersigned hereby releases Bay Property Management Inc. from any and all liability and agrees to defend and hold harmless Bay Property Management Inc. from any and all claims concerning any property presented to the undersigned for consideration by Bay Property Management Inc. without regard as to whether the undersigned actually enters into a lease for such property.

\_\_\_\_\_  
 Applicant Signature





**RENTAL APPLICATION PROCESSING**

Name of Applicant: \_\_\_\_\_

Property Address: \_\_\_\_\_

**To be completed by Property Manager.  
 This is how we will score your application.**

<b>RATING CATEGORY</b>	0	1	2	3
Length in field of employment	0-12 mo	12-24 mo	24-36 mo	36+ mo
Rent to income ratio	0 40%	1 33%	2 28-32%	3 <28%
Credit (F.I.C.O.) Score	0 None or Below 600	1 600-649	2 650-699	3 700+
Payment History	0 Utilities or Rent Delinquency	1 Existing Revolving Debt Delinquency	2 Discharged Bankruptcy w/ Post BK credit established	3 All current, except Foreclosure or Short sale
NSF Checks / Criminal History	0 2+ NSF and / or conviction	1 2 NSF / No conviction	2 1 NSF / No Conviction	3 NONE
Length of Residency (avg. last 5 yrs.)	0 <12 mo	1 12-18 mo	2 18mo - 2yr	3 >24mo
Late Rent (Last 12 mo)	0 3 times	1 2 times	2 1 time	3 0

Eviction w/i last 5 years: \_\_\_\_\_ Yes \_\_\_\_\_ No (If "Yes," automatic denial of application)

**Maximum points: 21 points**  
**Minimum points to qualify: 14 points**

Property Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Notified Applicant: \_\_\_\_\_ Date: \_\_\_\_\_ FCRA Letter Date: \_\_\_\_\_





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**Please take a few minutes to give us your opinion:**

How did you find information on this property?

- Called Bay Property Mgmt       Rent sign on property       Visit to office   
 Newspaper ad       Bay Property web site       Craig's List   
 Other web site \_\_\_\_\_ Referral from \_\_\_\_\_

**How would you rate our customer service?**

- Communication by phone: excellent     good     fair     poor   
 Communication by e-mail: excellent     good     fair     poor   
 Ease and convenience of setting appointment to see property: excellent     good     fair     poor   
 Was the person showing the house on time for the appointment? Yes     No   
 Did the person showing the property give you info on the house and answer all your questions?  
 Yes     No

Overall how would you rate your experience with Bay Property Management staff?

- Excellent     good     fair     poor

Your comments are appreciated:

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