



Bay Property Management Inc. 140 John St. Salinas, CA 93901

DRE#00868442

*831-422-5614*Fax: 831-422-6007* www.baypropertymgmt.com info@baypropertymgmt.com

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 and older who intend to reside in the rental property must complete and sign a rental application. All applications will begin processing within 24 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. Application processing may take up to 5 business days to complete. Final decisions on tenant sections will be made once all groups of applicants have viewed the property. If applicant is not selected, they will be notified by a phone call or written notice.
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 1-10.
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, ancestry, marital status, status, physical or mental disability, medical condition, citizenship status or any other classification protected by applicable federal, state, or local law, or any other arbitrary reason.
4. 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 1-10 are completely filled out and legible.
 - b. Proof of income.
 - Applicants must submit proof of income, such as: copies of your last 6 months of paycheck stubs with year to date; a letter of hire from your employer if newly hired; current W2s; tax returns; bank statements showing direct deposits; leave or earnings statements; or other documents. All income must be verifiable in writing, and will be verified during processing. **Unverifiable or cash income will NOT be considered.**
 - c. A processing fee of \$55.00 per adult (age 18 and over) which is **non-refundable**. Fee covers \$35.00 for the cost of the credit report and \$20.00 for the cost of verifying the information on the application. Exact payment in the form of **Cashier's Check, Cash, or Money Order are accepted as payment.** **Once processing begins, the fee is non-refundable.**
5. Your application will be scored according to the criteria listed on page 9. Applicants with a score of less than 14 and/or an eviction will be declined. An open bankruptcy will disqualify the applicant. 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.
6. **Upon acceptance, you must be prepared to pay the 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. Government issued photo ID such as driver's license, military ID or state ID must be submitted before move-in.
7. **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.**
8. **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.



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9. 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 the lease agreement is signed.) Rent will be charged from the day keys are given to tenant.
10. 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.
11. Bay Property Management Inc. complies with Fair Housing: these policies are established to ensure all applicants are treated equally.
12. Bay Property Management abides by HUD, DFEH and any local regulations.
13. 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. Pets must be screened through <http://baypm.petscreening.com> prior to their application being accepted.
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, vaping, or any other type) is not allowed in any house or garage.
21. **All Bay Property Management residents are enrolled in the Resident Benefits Package (RBP) for \$48.95/month** which includes liability insurance, credit building to help boost the residents credit score with timely rent payments, up to \$1M Identity Theft Protections, HVAC air filter delivery (for applicable properties), move in concierge service making utility connection and home service setup a breeze during your move-in, our best-in-class resident rewards program, and much more!

If this application is approved, applicant acknowledges and accepts that they will be enrolled in the Residents Benefits Package for \$48.95/month. If tenant would like to provide their own renters insurance, you are 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. You will then be enrolled in the \$38.00/month Residents Benefit Package. Contacts and referrals are available if you need a resource for renters' insurance.

Applicant (signature)

Date

Applicant Name (printed)

Date



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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 #:	
Birth Date:	State:	Expiration Date:
Email:		
Names of all persons (including applicant who will live in the property, and their relationship to applicant: Note: All occupants aged 18 yrs. Or older must complete a separate rental application and pay the processing fee of \$55. It is our policy to include all adults as parties to the lease individually and jointly. Please attach list, if necessary.	Full Name	Relationship
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: http://baypm.petscreening.com	



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Present Address:	City/State/Zip:	From/To:
Reason for moving:		Monthly rent:
Landlord's Name:	Landlord's Address:	Landlord's Phone #:
Previous Address:	City/State/Zip:	From/To:
Reason for moving:		Monthly rent:
Landlord's Name:	Landlord's Address:	Landlord's Phone #:
Previous Address:	City/State/Zip:	From/To:
Reason for moving:		Monthly rent:
Landlord's Name:	Landlord's Address:	Landlord's Phone #:
Employer Name:	Type of Business:	Job Title:
How long have you worked there?		Monthly Gross Pay: (proof must be provided)
Employer Phone:		Employer Address:
Previous Employer:	Type of Business:	Job Title:
How long did you work there?	Monthly Pay:	Reason for leaving:



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Other Income: \$	Source:
Other Income: \$	Source:
Auto make/model/year: List all vehicles	Auto make/model/year:
Auto make/model/year:	Auto make/model/year:
Auto make/model/year:	Auto make/model/year:
Emergency Contact Name:	Phone Number:
Address:	City/State/Zip:



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Applicants with Subsidized Housing Vouchers only

As of January 1, 2024 applicants with subsidized housing vouchers may have the option to provide lawful, verifiable alternative evidence of their reasonable ability to pay the out-of-pockets portion of their rent in place of credit history reporting.

_____ I agree to have Bay Property Management run a credit history report

_____ I prefer, instead of having my credit history run, to provide alternative evidence of my ability to pay the out-of-pocket portion of my rent. Application fee is \$35 per adult.

At least 6 alternative forms of proof of payment are required to be provided:

- Copy of original bill & receipt of payment for 6 months of PG&E bills
- Copy of original bill & receipt of payment for 6 months of water bills
- Copy of original bill & receipt of payment for 6 months of garbage bills
- Copy of original bill & receipt of payment for 6 months of phone bills
- Copy of original bill & receipt of payment for 6 months of cable/internet bills
- Copy of original bill & receipt of payment for 6 months of car payment bills
- Copy of original bill & receipt of payment for 6 months of insurance bills
- Copy of original bill & receipt of payment for 6 months of credit card bills
- Copy of original bill & receipt of payment for 6 months of store credit bills
- Copy of original bill & receipt of payment for 6 months of jewelry store credit payments
- Copy of original bill & receipt of payment for 6 months of personal loan payments
- Current year tax return

Applicant will have 5 business days to submit information for consideration.

Applicant signature

Date



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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 moved before your lease expired?	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 a suit against a landlord?	If yes, 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?	If yes, explain:
Do you plan on conducting any commercial business out of the residence?	
Do you smoke/vape?	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.

☐ Check here if you would like a copy of your credit



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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



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RENTAL APPLICATION PROCESSING

Name of applicant: _____

Property address: _____

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

RATING CATEGORY	0	1	2	3
Lenth in field of employment	0-12 mo.	13-24 mo.	25-36 mo.	37+ 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 (Ave. last 5 yrs.)	0 <12 mo.	1 12-18 mo.	2 18mo. – 2 yr.	3 >24 mo.
Late Rent (last 12 mo.)	0 3 times	1 2 times	2 1 time	3 none

Eviction w/l last 5 years: ____ yes ____ no (if "yes" automatic denial of application)

Maximum points: 21 points

Minimum points to qualify: 14 points

Property Manager: _____

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 ☐

Bay Property website ☐

Visit to office ☐

Other website _____

Referral from _____

How would you rate our customer service?

Communication by phone: excellent ☐ good ☐ fair ☐ poor ☐

Communication by email: excellent ☐ good ☐ fair ☐ poor ☐

Ease and convenience of setting appointment to see the 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:
