



BAYSIDE PROPERTY MANAGEMENT (BSM)

RENTAL/LEASE APPLICATION POLICIES & APPLICATION Page 1 of 4

RENTAL CRITERIA

In order to be considered for a rental, you must complete, sign and submit a Rental Application Form. Each person 18+ who intends to reside at the property must submit a separate application, regardless of the relationship to any other applicant for tenancy. A \$30.00 processing fee PER APPLICATION covers the costs of initially processing your application. Some properties, but not all, may consider a non-resident guarantor (aka "cosigner") if applicant has limited or no tenancy history. Guarantors are not considered for a lack of verifiable income or credit scores under 670. Guarantors must meet specific requirements to qualify. Guarantors are required to submit a complete application and pay the applicable \$30.00 fee. Guarantors more than 100 miles from Novato, CA will not be considered. Application fees must be paid by personal check, and are due upon submission of application. All applications and accompanying back-up documentation, including processing fees, must be submitted before processing begins. Processing fees are refundable if your application(s) is (are) not processed. In order for any applicant to be considered for tenancy, the applicant must meet the following minimum requirements:

1. **COMPLETE APPLICATION** – The application must be completed in its entirety. Failure to fill out the application properly and legibly may delay processing, increase security deposit or result in outright denial of application.
2. **RED FLAG COMPLIANCE** – Section 114 of the FACT Act of 2003 requires that we verify the accuracy of information or documentation provided on application(s) and ensure its consistency with any information derived from other sources, such as credit reports.
3. **DOCUMENTATION** – In order to qualify for any specific property, the combined gross income of all individuals applying must equal or exceed approximately two and one-half (2.5) times the monthly rent. At the time application is submitted:
 - If you are employed by someone else, the previous year's W-2 and one month of most recent paystubs must be provided for each applicant.
 - If you are self-employed or a sole proprietor, provide the first two pages of last years' tax return and three (3) months' complete bank statements. Should last years' tax return not be completed, we will accept the prior years' return. No earlier returns will be accepted.
 - If you are retired and/or will be depending on savings/investments for living expenses, provide three (3) months' complete investment/income statements. These accounts must total three times the amount of the rent for a full year.
 - After application is approved, a copy of a valid government-issued ID is required.

Applications will not be accepted or processed without required documentation.

4. **VERIFIABLE GOOD CREDIT REPORT & SCORE** – Credit report will be obtained from a national credit bureau. Credit scores above 670 are required. Credit reports supplied by applicant will not be accepted – BSM will run a credit report.
5. **SUFFICIENT EMPLOYMENT AND/OR INCOME HISTORY.**
6. **SUFFICIENT RENTAL HISTORY** – We require five years' residency history. BSM makes diligent efforts to verify present and prior landlord and/or lender information as submitted by Applicant; however, final responsibility for ensuring access to this data rests with Applicant.

The approval or denial of any application will be determined based upon multiple factors including credit, employment verification, residency references, stability in tenancy and employment, pets, bankruptcies and/or short sales. BSM may increase security deposit, require a guarantor, or decline applications if unable to verify references provided, or on the basis of derogatory information received. The property owner makes the final decision.

APPLICATION PROCESSING

BSM makes every effort to process applications within 3 business days of submission; however, processing time can be negatively influenced (or halted) due to Red Flag alerts, the inability to contact previous landlords, employers or other references. Applicants are encouraged to check on the status of an application, particularly if you have not received a response from BSM within 72 hours (3 business days) of submission. Applications with incomplete or falsified information may be rejected without further notice. **All applications submitted become property of BSM and will not be returned.**

Applications are processed on a first-come, first-served basis, and only one application (or set of applications) will be accepted at one time. If there are other applications ahead of yours, you will be asked to hold your applications. Once applications are approved, a signed lease and 50% of the security deposit are required within two business days. THE DEPOSIT AND MOVE-IN COSTS MUST BE PAID BY CASHIER'S CHECK OR MONEY ORDER. Properties will remain on the market and will continue to be shown until a lease is signed and a deposit is tendered.

PETS

Only select properties allow pets; permission to have pet(s) will result in a substantial increase to security deposit, typically equal to two months' rent. The presence of unauthorized pets in a dwelling unit is a material breach of the rental contract, and grounds for termination of tenancy under the standard rental agreement. Damages caused by pets, whether permitted or not, will be deducted from the security deposit.

Applicant Signature: _____

Date: _____

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MOVE-IN

Security Deposit and first month’s rent are to be paid by cashier’s check or money order before keys are provided. Daily rate will be charged if keys are delivered prior to date on lease/rental agreement

All utility accounts (e.g., PG&E, water and garbage), where applicable, must be transferred into the residents’ name as of the date of possession. Failure to do so is a material breach of the rental contract, and grounds for termination of tenancy under the standard rental agreement.

APPLICANT DISCLOSURE AND AUTHORIZATION

The undersigned applicant declares that the information contained in this rental application is true, complete and correct, and understands and agrees that any false statements or representations identified herein may result in rejection, without further notice, of this and any future applications for tenancy in housing managed or represented by Bayside. I, the undersigned specifically authorizes and directs any and all persons or entities named by me herein to receive, provide, and exchange with BSM, its principals, agents and employees, any information pertaining to me, including but not limited to confidential information pertaining to my credit and payment history, the opinions and recommendations of my employment and personal references, and my rental history. I hereby waive any right of action now or hereafter accruing against any person or entity as a consequence of the release or exchange of such confidential information. By my signature below, I authorize investigation and release of any and all information pertaining to the representations and statements contained herein, including but not limited to release of my confidential credit report to BSM, its principals and/or the owner(s) of any property which I am applying to occupy, to the extent permitted or restricted by law.

I further understand and agree that BSM will rely upon this application as an inducement for entering into a rental agreement or lease of real property and I warrant that the facts, matters and information contained in this application are true, complete and correct to the best of my knowledge and belief. If any facts subsequently prove to be untrue or inaccurate in the sole discretion and determination of BSM, BSM may terminate my tenancy immediately and collect from me any damages incurred. The application and Third Party Guarantor are an integral part of the rental agreement and will be used in conjunction with all legally binding documents and/or agreements.

I understand that BSM reserves the right, in its sole discretion, to report to national credit reporting agencies my failure to fulfill any of the terms of any rental agreement subsequently executed by me, including any amendments, renewals or extensions thereof. Subsequent consumer credit reports may be obtained and utilized under this authorization in connection with any update, renewal, modification, or extension of any Rental Agreement including any amendments thereto or regarding any collection matter pertaining to, arising from or in conjunction with, the rental or lease of a residence for which application was made.

Beginning at the time that I tender a deposit for a property which I intend to lease, and BSM accepts such deposit, I agree to lease the property according to the terms and conditions of the lease agreement for that property, although at the time a written lease may not be signed. The starting date for my occupancy of the property will be the first day the property is made available for lease or an agreed upon date if different from that date. I agree that the lease agreement shall be in full force and effect from the time that my deposit is accepted, even if the initial occupancy date is after the date that the deposit is accepted.

BSM welcomes all applicants and supports the precepts of equal access and “Fair Housing.” BSM will not refuse access to any housing or otherwise discriminate against an applicant on the basis of age, sex, color, creed, race, physical/mental handicap, ethnicity, national origin, religion, sexual orientation, or marital/ familial status.

NOTICE OF RELATIONSHIP BETWEEN PARTIES

Bayside Property Management is the sole and exclusive agent of the Owner of the property(ies) listed for rent or lease and represents the Property Owner’s interest in any and all transactions related to the rental of said property.

APPLICATION PROCESSING FEES – RECEIPT & ACKNOWLEDGEMENT

Submission of this application signifies Applicants’ acknowledgement of the Fees Receipt. The Fee is used:

- 1) \$10.00 for credit report; and
- 2) \$20.00 for staff time spent verifying references.

Applicant Signature: _____

Date: _____

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Designated Property Address _____

Desired date for Lease/Rental _____

Personal Information

Name	Date of Birth	Social Security No.
Present address	Driver's License No.	
City / State / Zip	Contact Phone	E-mail address

General Information

Other Occupants	How many?	Relationship		
Pets: please complete a separate pet application and check here: <input type="checkbox"/>		Do you smoke? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Car Make	Year	Model	Color	License No.

Employment Information

If employed less than two years, please give same information on prior occupation

Present Occupation – Your Title	Supervisor/HR Dept Phone #
Employer	Supervisor Name
Self Employed d.b.a.	Title
Business Address	Employed From _____ To _____
Type of Business	Monthly Gross Income
Prior Occupation	Phone (Supervisor/HR Dept)
Employer	Supervisor
Self Employed d.b.a.	Title
Business Address	From _____ To _____
Type of Business	Monthly Gross Income

Do you plan to run a business in the residence? Yes No If yes, what type? _____
 Do you own any liquid filled furniture? (i.e. water bed) Yes No Describe _____
 Do you have a Section 8 Housing Voucher? Yes No If yes, what size/amt? _____

Applicant Signature: _____

Date: _____

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References

Housing (Five years' worth – use separate paper if necessary.)

Current Address	From	To
Landlord / Agent	Phone	
Address		
Reason For Moving	Rent you are paying	
Previous Address	From	To
Landlord / Agent	Phone	
Reason For Moving	Rent amount you paid	

Credit

Bank Address	Checking <input type="checkbox"/>	Savings <input type="checkbox"/>
Phone Number	Account Numbers	Account Numbers

Personal References

Name	Address	Phone	E-mail address
1.			
2.			
Emergency Contact - Name	Relationship		
Address	Phone		

Have you ever filed a petition of bankruptcy? _____

Have you ever been evicted from any tenancy or had an eviction notice served on you? _____

Have you ever willfully and intentionally refused to pay any rent when due? _____

Have you ever been convicted of a misdemeanor or felony other than a traffic or parking violation? _____

Are you a current illegal abuser or addict of a controlled substance? _____

Have you ever been convicted of the illegal manufacture or distribution of a controlled substance? _____

If yes to any of the above, please indicate date/circumstances: _____

I certify, by my signature below, that I have read, understood and agree to the policies and guidelines laid out in this Application, and that all information provided by me is true and accurate to the best of my knowledge. My signature below authorizes Bayside Property Management the right to verify employment information provide.

Applicant Signature: _____ **Date:** _____

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