

Applicant Requirements

In an effort to be consistent and serve all applicants fairly, we have set forth the following guidelines:

How to Apply

Applications will be reviewed on a first come, first served basis. Every adult, 18 years of age or older, who will be living at the property is required to submit an application. Do not leave any blank fields on the application. If a field is not applicable, put "n/a." If the application is not signed, or requested information is missing, the application will not be processed. Below is a step by step guide to completing your application.

Step 1 – Collecting Required Documentation

All adults 18 years of age or older who will be living at the property are required to submit a completed application as instructed above. Attached to the application must be the rental reference form provided, verifiable income documentation and the \$40 application fee. Verifiable income documentation would include one of the following:

- two of the most recent paycheck stubs
- self-employed applicants must submit three of your most recent personal bank statements or two most recent tax returns.
- Housing tenants must provide documentation of a current housing voucher

Step 2 – Turning In Your Application

Applications can be submitted by email, face, mail, or directly to the office. If you choose to drop the application off at the office, please call ahead to make sure someone is in the office to receive your paperwork. You can email the application to info@presidentialpm.com or fax to 408-412-8661. If you come into the office, the application fee can be paid in cash, personal check, cashier's check, or money order. Please make out any checks to Presidential Property Management. You may also pay online using PayPal by visiting our website www.presidentialpm.com and clicking the "Application Fee" icon at the bottom of the "Home" page.

Step 3 – Processing Your Application

Each completed application will be processed within 48 hours from the time the application is submitted.

- All applicants are required to have a satisfactory credit history
- Applicants must make a verifiable combined gross income of at least three times the rent
- Applicants must have a satisfactory rental history

Step 4 – Signing the Lease and Moving In

Once you have been notified your application is approved, we will hold the property for up to 24 hours in which you are required to sign the lease and pay the deposit which will hold the property until your future move in date. The deposit and first month's rent is payable in the form of cashier's check or money order only. Prior to move-in, all applicants will be asked to show a government issued photo I.D., such as a driver's license or passport.

Rental Application

All occupants who are 18 years of age or older must complete an application

Application to Rent

Property Location:

Rent	Deposit
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Applicant Information

Name (Last)	(First)	(Middle)
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Date of birth	SSN or TIN #	Cell Phone
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Email	Work Phone	Ext.
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Driver's License #	Issued by	Exp. Date
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Or Other Photo ID

Resident History

Current address

City	State	ZIP Code
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Own Rent (Please circle)	Monthly payment	From To
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Owner/Agent Name	Owner/Agent Phone
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Reason for moving

Previous address:

City	State	ZIP Code
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Owner/Agent Name	Owner/Agent Phone
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Owned Rented (Please circle)	Monthly payment	From To
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Employment Information

Current employer

Employer address	From To
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Phone	E-mail	Fax
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Position	Supervisor	Monthly income
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Other income source

Previous employer	From To
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Employer address

Phone	E-mail	Fax
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Position	Supervisor
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Names of Occupants

Animals

Will you have animals?	Type	Describe
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Vehicles

Make/Model	Year	Color	License #
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Make/Model	Year	Color	License #
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Make/Model	Year	Color	License #
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Additional Information

Have you filed for bankruptcy in the past 5 years?	Have you ever been asked to move?
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If you answered yes to either of the above, explain

Have you ever been evicted?

Have you ever been convicted of manufacturing, selling or distributing illegal drugs?

Emergency Contact		
Name	Address	Phone
Name	Address	Phone
References		
Name	Address	Phone
Name	Address	Phone
Application Fee		
<p>Applicant agrees to pay an application fee in the amount of \$ <u>40.00</u>.</p> <p>The application fee required will be used to cover the actual costs incurred by Owner/Agent as follow:</p> <p>1) To pay the actual cost of screening and/or credit reports \$ <u>0</u>.</p> <p>2) To pay the actual cost of time spent processing and verifying information provided \$ <u>40.00</u>.</p>		
<p>Applicant declares that all statements made above are true and accurate. Owner/Agent intends to request an investigative consumer report. Applicant authorizes Owner/Agent to verify the information provided on this form, which may include background information, resident history, employment history, credit history, searches for unlawful detainers, social security number verification and references. Upon request, Applicant agrees to provide additional information, if needed, to support any statements provided. Applicant grants permission to Owner/Agent to share information with previous or future Owner/Agents.</p> <p><input type="checkbox"/> I would like to receive a copy of my report(s).</p> <p>By checking the box above Owner/Agent will provide a copy of your report(s) within three business days from the date the report is generated or received by Owner/Agent. Any inquiries about the information provided should be directed towards the reporting agency identified in the report(s).</p> <p><input type="checkbox"/> If you are a participant of Section 8, check this box to allow us the ability to process your credit.</p>		
Signature of applicant		Date

Owner/Agent does business in accordance with the State & Federal Fair Housing Law. Under this law it is illegal to discriminate against any person because of Race, Color, Religion, Sex, Handicap, Familial Status, National Origin, Source of Income, Sexual Orientation or Arbitrary Discrimination.

RENTAL APPLICANT REFERENCE FORM

- This form is used to obtain information regarding the rental history of Applicants for rental housing. The information provided by the current or former Owner/Agent may be used solely for the purpose of evaluating the application for rental housing.
- The Owner/Agent requesting this information must receive authorization from the Applicant before obtaining the information. Such authorization is granted if Applicant's signature is provided in Section 2. Copies of this form and of the Applicant's signature are acceptable. The Applicant may be contacted to verify the authenticity of this request. Please mail or fax this form to the person listed in section 2 as soon as possible (within 24-48 hours)

TO BE COMPLETED BY APPLICANT

1. Authorization by rental Applicant for the release of information

I hereby authorize the release of the information requested on this Rental Applicant Reference Request to the Owner/Agent listed below. I hereby acknowledge that the Owner/Agent can make copies of this executed page in order to obtain the information requested.

Name _____ Phone number (_____) _____

Signature _____ Date _____

TO BE COMPLETED BY OWNER/AGENT

2. Person requesting the rental reference

Name of Owner/Agent Presidential Property Management

Address _____ Unit # _____

City _____ State _____ Zip _____

Phone number (408) 829-8155 Fax number (408) 412-8661

3. Applicant's rental information

Name of rental community (if any) _____

Address of rental unit _____ Unit # _____

City _____ State _____ Zip _____

Name of Owner/Agent _____

Phone number (_____) _____ Fax number (_____) _____

Move-in date: Month _____ Year _____ Move-out date: Month _____ Year _____ or ☐ current resident

TO BE COMPLETED BY FORMER OR CURRENT OWNER/AGENT

4. Rental reference information

Did Applicant live at your property during the period indicated above? ☐ Yes ☐ No

If no, what were the dates of occupancy? From (month/year): _____ / _____ To (month/year): _____ / _____

How many times during the past 12 months did Applicant pay the rent late? ☐ 0 ☐ 1-2 ☐ 3-5 ☐ 6 or more

Was any check from Applicant returned due to non-sufficient funds (NSF)? ☐ Yes ☐ No

Did you ever file for an unlawful detainer against Applicant for unpaid rent? ☐ Yes ☐ No

If yes, what was the result? _____

Does Applicant owe any amount for delinquent rent, utilities or damage to unit? ☐ Yes ☐ No

Did Applicant provide notice for ending tenancy according to the terms of the rental agreement? ☐ Yes ☐ No
☐ Not applicable because Applicant still resides at unit

Did you ever serve a Three Day Notice to Applicant ☐ Yes ☐ No

If yes, please explain: _____

Information provided by: Name _____ Phone number (_____) _____

Information obtained by: ☐ Phone ☐ Mail ☐ Fax



California Apartment Association Approved Form
www.caanet.org
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Fair Housing Notice

Presidential Property Management does business in accordance with the Local, State & Federal Fair Housing Laws. Under these laws it is illegal to discriminate against any person because of Race, Color, Religion, Sex, Gender, Gender Identity, Gender Expression, Marital Status, Disability, Medical Condition, Genetic Information, Familial Status, National Origin, Source of Income, Age, Sexual Orientation or Arbitrary Discrimination.