

SAN FRANCISCO REAL ESTATE SERVICES
RENTAL OFFER AND APPLICATION PROCEDURE

Phone: (415) 788-4488 Fax: (415) 421-2846

Please complete the following and return with completed application.

Property Address _____

Start Date _____ Length of Lease _____ Pets? _____

Rent \$ _____ Other Requests _____

❖ **CREDIT REPORT**

- 1) A \$20 credit processing fee will be required for each applicant.
Please fill out the **Cal Coast Credit Report** form and turn in with application.
- 2) Please provide a photocopy of your driver's license, passport, or other acceptable I.D.

❖ **APPLICATION**

Complete the application form.

❖ **DEPOSIT**

A deposit of \$1000.00 is required to begin the application process. This amount will be credited to the security deposit upon acceptance of the applicant. The amount of the deposit is as follows:

- Unfurnished units – 1 to 2 months at owner's discretion.
- Furnished units – 1 to 3 months at owner's discretion.

❖ **VERIFICATION OF INCOME**

- 1) One year at current employment, please provide the following:
 - a. YTD pay stub
 - b. Supervisor's Name or Human Resource Contact
- 2) Employed under one year, please provide the following:
 - a. YTD pay stub
 - b. Prior year end pay stub or prior year W-9
 - c. Letter of employment
 - d. Current supervisor or Human Resource contact
- 3) Self-employed, please provide the following:
 - a. Proof of income
 - b. Bank statements verifying monthly income
 - c. Investments/Savings statements

PLEASE NOTE THE FOLLOWING INFORMATION:

- Security deposit and First month's rent check must be made payable to **San Francisco Real Estate Services** and **submitted 10 days prior to move-in via a cashier's check or money order.**
- Most units are non-smoking; please inquire.
- Applications are not processed until the checks for the credit report and deposit have been received.
- Other applications may be accepted until both parties have signed the lease.
- Tenant may be required to pay a move-in/move-out fee by the Building Management; **please inquire.**
- Daily rental prorations are based on a 30-day month regardless of the number of days in the month.

Name _____ Signature _____

SAN FRANCISCO REAL ESTATE SERVICES- RENTAL APPLICATION

Property Address _____ Rent Price per month _____

Lease Start Date _____ Lease End Date _____

Name		Phone Number		Birth Date	
Present Address					
City/State/Zip					
Social Security Number			Drivers License Number		
Home Phone Number					
Name of other occupants?		Number	Relationship		Phone Number
Animals?		Number	Type		
Car Make		Year	Model	Color	License #
EMPLOYMENT INFORMATION					
Current Employment					
Present Occupation/Title		Work Phone #		Monthly Gross Income	
Employer		HR/Supervisor		HR/Supervisor Phone #	
Address			Employment start date		
Previous Employment					
Previous Employer			Monthly Gross Income		
Address			Phone		
Length of Employment					
REFERENCES					
Housing					
Current Address		Rent ___	Own ___	From	To
Landlord/Agent			Phone		
Address					
Nearest Relative			Phone		
Address			Relationship		

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 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 of occurrence: _____

I DECLARE THAT THE FOREGOING IS TRUE AND CORRECT, AUTHORIZE ITS VERIFICATION AND THE OBTAINING OF A CREDIT REPORT. Should I fail to fulfill the terms of the rental agreement you or your agents are authorized to report the resulting credit information to a credit reporting agency. I understand that I am entitled to a copy of any consumer credit report obtained by the Landlord. You are authorized to obtain future credit reports as may become necessary for collection of my debt or for my relocating to another property that the Landlord owns or manages. I further agree that the Landlord may terminate any agreement entered into in reliance on any misrepresentation made above.

Signature: _____ Date: _____

***How did you hear about this rental property? _____