



Specializing in 'Residential' Properties

If you feel you are qualified to apply for the property after reading the attached Rental/Lease Policies, please follow this checklist:

Your application will **not** be processed and will be returned to you without the correct funds and all documentation attached.

- ❑ **Fill Out the Attached Application Completely and Legibly** — Each person 18 years of age or older must submit a separate application. Emancipated minors must fill out an application. One person per application, please.
- ❑ **Include a Check for \$35.00 for Each Applicant** — Each person 18 years or older that will be residing in the property needs to fill out an application. Including married and unmarried people. **This fee is non-refundable!** (Refundable only if application is not processed).
- ❑ **Include a separate check for \$200.00** — This is an initial deposit, and is required to hold your place in line during processing. We will continue to advertise and show the unit until you are approved and sign a lease. **This must be a separate check from the application fee.** If multiple people are applying only one \$200 check is necessary.
- ❑ **Attach Employment Documentation** —
  - If employed, you will need to submit a copy of your last year's W-2, or your 2 (two) most recent pay stubs (or 1 (one) if it includes YTD income).
  - If self-employed, you will need to submit your most recent tax return and 3 months bank *statements*. Name and Account number must be printed on the statements. *All income documentation must be verifiable in writing, and must include valid telephone numbers to verbally verify all income.*
- ❑ **Attach a Copy of a Government Issued Photo ID** — ID must be provided after acceptance. Acceptable forms of ID include Driver's License, Military ID, etc.

You may stop by our office to turn in your completed application with your checks and supporting documentation. Or, you may fax/email your application to our office, or apply via our website. If you choose to fax or email your application you must submit all application and holding fees in person or online by visiting [www.prandiprop.com](http://www.prandiprop.com) for your application to be complete.

*If you have any questions, please feel free to call us at (415) 482-9988.*

*Thank you for your Application!*

[www.prandiprop.com](http://www.prandiprop.com)

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