

RENTAL/LEASE POLICIES

THE FOLLOWING POLICIES ARE ESTABLISHED TO ENSURE THAT ALL PROSPECTIVE APPLICANTS PROCESSED BY PRANDI PROPERTY MANAGEMENT, INC., CRMC WILL BE TREATED EQUALLY.

An incomplete application will not be considered and you MUST view the property before applying!

Please read the following policies carefully. If you feel you meet the guidelines for qualifying, we encourage you to submit an application. Only one application will be processed at a time and applications will be processed in the order received.

APPLICANTS

- Each person 18 years of age or older must complete and sign a separate application.
- If a co-signer is necessary, the co-signer must also complete and sign an application. The acceptance of a co-signer is not normal policy and is subject to individual approval or denial by PRANDI Property Management, Inc., CRMC and the property owner.
- To be processed and considered, a \$35.00 non-refundable processing fee must accompany all applications. If your application is not processed, this \$35.00 processing fee will be refunded.
- The applications will not be considered with *missing or false information*.
- All property requests must be submitted with application in writing.

PROCESSING FEES

- **\$35.00 Processing Fee(s)** — per applicant 18 years of age or older.
- **\$200.00 Holding Deposit Check** — if approved, the holding deposit will be credited to the security deposit.

CREDIT CRITERIA

- PRANDI Property Management, Inc., CRMC will obtain a credit report for each applicant and co-signer 18 years of age or older.
- *Reports supplied by applicants **will not** be accepted.*
- Discharged bankruptcies are acceptable, on a case-by-case basis with property owner approval.
- In order to protect your private financial and credit information we do not release copies of credit reports.

INCOME CRITERIA

- Applicant's gross monthly income must be three times the amount of the monthly rent.
- Income will be verified from copies of the prior month's pay stubs provided with the application. (One pay stub if it shows year to date (YTD) income.)
- Self-employed applicants must provide their most recent tax return and 3 months bank statements. Name and Account number must be printed on the statements.
- Unverifiable income will NOT be considered.

IDENTIFICATION

- Government Issued Photo ID must be provided at the time lease/rental agreement is signed.

CONDITION OF MOVE-IN

- **Lease Documents MUST be signed within 48 hours of application approval.**
(Property will remain on the market until the documents are signed)
- 50% of the security deposit funds are required to be paid at lease signing.
- Hours for lease signing are Monday through Friday, between 9:00 A.M. and 4:30 P.M., and Saturday by appointment only.
- **All Move-In Funds** are to be paid in the form of **cashier's check or money order, payable to PRANDI Property Management, Inc., CRMC** before keys are provided. **No exceptions.**

*Note: *Some properties do not allow pets.*

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

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

- 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 by mail, in person, or online by visiting 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

1321 Third Street • San Rafael, CA 94901 • Since 1978 • ph: (415) 482-9988 • Fax: (415) 482-6633 • DRE #00980159



APPLICATION TO RENT OR LEASE

Please use a Separate Application for Each Person Over the Age of 18
All Sections Must Be Complete

Designated

Property Address: _____

Requested date for Lease/Rental: _____

How did you hear of this property?

PRANDI Web Site Craigslist Newspaper Sign Agent: _____ Other: _____

PERSONAL INFORMATION

Name:	Social Security / ITIN #:
Present Street Address:	Drivers License #:
City / State / Zip:	Phone # (Day / Night / Business): ()
Email address:	Date of Birth: / /

GENERAL INFORMATION

Other Occupants: Yes <input type="checkbox"/> No <input type="checkbox"/>	Number:	Relationship / Name(s):
Pets:	Number:	Type(s):
		Smoker?: Yes <input type="checkbox"/> No <input type="checkbox"/>
Car Make:	Year :	Color / License Plate #:

EMPLOYMENT REFERENCES

Present Occupation:	Supervisor or HR Dept. Contact Person:
Employer / Self Employed d.b.a.:	Supervisor or HR Dept. Phone #:
Business Address:	Employment Dates: From To
Type of Business:	Monthly Gross Income (Salary): \$

**If employed at present occupation for less than two years, please give same information for prior occupation:*

Prior Occupation:	Supervisor or HR Dept. Contact Person:
Employer / Self Employed d.b.a.:	Supervisor or HR Dept. Phone #:
Business Address:	Employment Dates: From To
Type of Business:	Monthly Gross Income (Salary): \$

Do you plan to run a business in the residence? Yes No If yes, what type? _____



HOUSING REFERENCES

**If you currently or previously owned your home please fill in property address and length of ownership*

Current Address:	City / State / Zip:	From	To
Landlord / Agent Name:	Phone:		
Reason For Moving:	Rent Amount:		\$

Previous Address:	City / State / Zip:	From	To
Landlord / Agent Name:	Phone:		
Reason For Moving:	Rent Amount:		\$

CREDIT REFERENCES

Bank Name:	Checking <input type="checkbox"/> Savings <input type="checkbox"/>
Phone Number:	Account Number(s): XXXXXXXXXX-XXXXXXXXXX-
Credit Reference / Lender / Bank:	Auto Loan <input type="checkbox"/> Line of Credit <input type="checkbox"/> Mortgage <input type="checkbox"/> Credit Card <input type="checkbox"/>

PERSONAL REFERENCES

Name:	Address:	Phone:	Length of Acquaintance:

Emergency Contact Name:	Address:	Relationship:	
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|--------------------------|--------------------------|--|
| Yes | No | |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever filed a petition of bankruptcy? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been evicted from any tenancy or had an eviction notice served on you? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever willfully and intentionally refused to pay any rent when due? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been convicted of a misdemeanor or felony other than traffic or parking violations? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you a current illegal abuser or addict of a controlled substance? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been convicted of the illegal manufacture or distribution of a controlled substance? |

If yes to any of the above, please indicate the date of occurrence & briefly explain: _____

Applicant represents that all the statements are true and correct and hereby authorizes verification of the following items including, but not limited to, obtaining a credit report and further agrees to furnish additional credit references upon request. By signing this document I give permission for PRANDI Property Management, Inc., CRMC to contact my previous landlord(s), and for those references to release my rental history information as well as my employer to release my employment information upon request.

This application is for qualification purposes only and does not in any way guarantee the applicant that he/she will be offered this property. Processing fees are non-refundable. Applicant understands that PRANDI Property Management, Inc., CRMC can and will accept more than one application on this rental property and in its sole discretion will select the best-qualified tenant. Any application with missing information will be returned. PRANDI Property Management, Inc., CRMC may exercise the right to share any and all pertinent application records and documents with the owner of the rental property.

Applicant Signature: _____ Date: _____