



## Instructions for Submitting an Application

Please read the front & back of these instructions and policies thoroughly.

**Incomplete applications will not be considered or processed.**

If you feel you meet the qualification guidelines, we encourage you to apply by submitting the following:

1. **APPLICATION:** Fill out the entire application completely and legibly (be sure to sign it). An individual application is required for every person 18 or over who will be living in the property. Return the completed application to our office during regular business hours; through the drop slot in the front door if the office is closed or email your application to [frontoffice@rossmoyne.com](mailto:frontoffice@rossmoyne.com).

2. **APPLICATION FEE:** \$40.00 per application is required for every person 18 or over who will be living in the property. **This fee is non-refundable once we process your application.**

We accept Cash or

PayPal ([frontoffice@rossmoyne.com](mailto:frontoffice@rossmoyne.com)- Put the property address in PayPal)

No Personal checks.

If we do not process your application we will return your fee through PayPal or will mail a check to the address shown on the application.

3. **PROOF OF INCOME:** Copies of your last 2 pay stubs. If self-employed, 2 years tax returns plus 3 months bank statements.

**The application is not considered complete until the applicant has viewed the property, and we will not process the application until ALL documentation has been received.**

Applications are processed in the order they are received: only one application is processed at a time. This application and fee do not guarantee approval. If you qualify after all investigative screening is completed we will contact you to arrange an appointment to bring in the Security Deposit in the form of a cashier's check or money order.

Rossmoyne Property Management is the agent for the property owners, and as such represents the owner's interest in all rental and leasing transactions.

### RECEIPT FOR TENANT SCREENING AND/OR CREDIT CHECK FEES

On the date below, Owner's Agent received a **non-refundable** screening fee of \$40.00 paid by

Cash  PayPal applied as follows

1.	Actual cost of credit report.....	\$12.40
2.	Cost to obtain, process and verify screening information.....	\$27.60
3.	Total Fee charged.....	\$40.00

Date

Rossmoyne Property Management, Owner's Agent  
California DRE License # 00659141



## Rental/Lease Policies

Rossmoyne Property Management adheres strictly to all requirements of the Fair Housing Laws. The leasing policies below are followed to ensure that all prospective applicants are treated equally.

### APPLICANTS

- Each person 18 years of age and over or emancipated minors must fill out and sign an application; only applicants and their minor children may reside in the property.
- To be processed and considered, applications must be accompanied by a non-refundable \$40 processing fee.
- Co-signers or guarantors may be considered in cases of insufficient income only.
- **Move-in date must be within 14 days of approval.**

### CREDIT CRITERIA

Rossmoyne Property Management will obtain a credit report for each applicant 18 years or older and emancipated minors. Credit reports supplied by applicants will not be accepted. **If you have placed a block on your credit please ensure that the block has been removed or we cannot run your credit.**

The following, are some of the reasons which may cause a denial:

- Any collections with an outstanding balance that has not been paid in full and proof provided.
- Unsatisfied judgments or liens.
- Unlawful detainers.
- Non-discharged bankruptcies / bankruptcies discharged less than one year prior to application.
- Being more than 60 days late on any account opened or closed within the last 3 years.

### INCOME CRITERIA

Applicant's gross monthly income must be 2 1/2 times the amount of monthly rent. Unverifiable income will not be considered.

- Income will be verified from copies of the prior month's pay stubs provided with the application (offer letters are acceptable).
- Self employed applicants must provide most recent 2 years tax return and 3 months bank statements to verify income.
- Proof of earnings from social security, child support, alimony and/or spousal support must be documented.
- Overtime earnings will not be considered unless proven earnings over a 2-year period is provided and is expected to continue.

### RENTAL HISTORY CRITERIA

Rossmoyne Property Management will contact prior landlord(s) listed on application to obtain a rental reference. A negative rental reference may cause an application to be denied.

## IF YOUR APPLICATION IS APPROVED

- Security Deposit must be paid by cashier's check or money order, at our office, **within 24 hours of approval, or we will move on to the next applicant in line.**
- Prior to receiving keys ALL properties require Tenant's Liability Insurance in the amount of \$300,000(apartments) or \$1,000,000(single family home) showing owner and property manager as additional **insured** (additional interest is not adequate- it must be additional insured )and proof of transfer of utilities into tenant's name. Copy of government issued photo ID to be provided and Lease/Rental Agreement to be signed in advance of move-in.
- **First month's rent is to be paid by cashier's check or money order prior to or at the time of the lease signing.**

## MEGAN'S LAW NOTICE

Pursuant to Section 290.46 of the Penal Code, information about specified registered sex offenders is made available to the public via an Internet Web site maintained by the Department of Justice at [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov). Depending on an offender's criminal history, this information will include either the address at which the offender resides or the community of residence and ZIP Code in which he or she resides. (Neither Landlord nor Brokers, if any, are required to check this website. If Tenant wants further information, Tenant should obtain information directly from this website.)



## Application to Rent

When completed e-mail to [Apply@Rossmoyne.com](mailto:Apply@Rossmoyne.com)

A SEPARATE APPLICATION TO RENT IS REQUIRED FOR EACH OCCUPANT 18 YEARS OF AGE OR OVER,  
OR AN EMANCIPATED MINOR

Date: [Enter Date](#)

### Property Information

Application to rent property at [Enter street address](#) | [Enter City, State, ZIP code](#) “Premises”

Proposed Move-In Date [Click or tap to enter a date](#)

(We do not usually hold a property off of the market longer than 14 days from approval)

Monthly Rent \$ \_\_\_\_\_ Security Deposit \$ \_\_\_\_\_

### How did you hear of this property?

Rossmoyne Website  Craigslist  Sign  Agent  Referred  Other: \_\_\_\_\_

### Applicant Information

Applicant is completing Application as a (check one):  Tenant  Co-Tenant  Guarantor

Total number of applicants \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Driver's License # \_\_\_\_\_ State \_\_\_\_\_ Date of Expiration \_\_\_\_\_

Social Security Number/Tax Identification Number \_\_\_\_\_

Phone #: Cell \_\_\_\_\_ Work \_\_\_\_\_ Other \_\_\_\_\_ E-mail \_\_\_\_\_

**Current Address** [Enter street address](#) | [Enter Apartment #](#) | [Enter City, State, ZIP code](#)

How long at this address? \_\_\_\_\_ How much rent were you paying? \_\_\_\_\_

Name of Landlord/Manager \_\_\_\_\_ Phone # \_\_\_\_\_

**Previous Address** [Enter street address](#) | [Enter Apartment #](#) | [Enter City, State, ZIP code](#)

How long at this address? \_\_\_\_\_ How much rent were you paying? \_\_\_\_\_

Name of Landlord/Manager \_\_\_\_\_ Phone # \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Auto make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License# \_\_\_\_\_ State \_\_\_\_\_ Color \_\_\_\_\_

Other vehicles \_\_\_\_\_



How would you rate your credit?  Excellent  Good  Fair  Bad  Unknown

Question	YES	NO
Have you placed a security freeze or fraud alert on your credit file?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been evicted or been a party to an unlawful detainer?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever broken a lease, been evicted, or been asked to move?	<input type="checkbox"/>	<input type="checkbox"/>
Have you filed bankruptcy within the _____ past seven years? If Yes, when was it discharged: <b>To be acceptable it must have been discharged more than one year from date to allow you to re-establish credit</b>	<input type="checkbox"/>	<input type="checkbox"/>
Have you or any proposed occupants ever been convicted of or pled 'nolo contendere' to a felony?	<input type="checkbox"/>	<input type="checkbox"/>
If you answered 'Yes' to any of the above, please explain: _____		

**After completing a credit review, Landlord may consider the nature of the felony and the length of time since it occurred. Drug Manufacture and/or Distribution and Drug Meth Manufacture are automatic denials.**

### Additional Occupants/Co-Tenants

Name of all other prospective Co-Tenants / Occupants (include Date of Birth ONLY if under 18):

Occupant	Co-Tenant	Minor	DOB (If Minor)
_____	_____	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	_____

Proposed pet(s) (if allowed at this property) \_\_\_\_\_

After your initial approval (income, credit, landlord references, investigative report) you will be required to go to <https://www.petscreening.com/> and follow the instructions for each pet requested.

### Employment information

Current employer \_\_\_\_\_ Supervisor \_\_\_\_\_

Address [Enter street address](#) | [Enter City, State, ZIP code](#) Telephone \_\_\_\_\_

Length of employment \_\_\_\_\_ Position/Title \_\_\_\_\_ Gross income \_\_\_\_\_ per \_\_\_\_\_

Application to Rent: Enter street address, Enter City, State, ZIP code



**If you held your current position for less than 2 years, please provide additional information**

Previous employer \_\_\_\_\_ Supervisor \_\_\_\_\_

Address Enter street address | Enter City, State, ZIP code Telephone \_\_\_\_\_

Length of employment \_\_\_\_\_ Position/Title \_\_\_\_\_ Gross income \_\_\_\_\_ per \_\_\_\_\_

Additional/Other Income: (stocks, bonus, income property, etc.) \$ \_\_\_\_\_ per \_\_\_\_\_ from \_\_\_\_\_

**In case of emergency, notify** (other than co-tenant) \_\_\_\_\_ Relationship \_\_\_\_\_

Address Enter street address | Enter City, State, ZIP code Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

**NOTICE REGARDING CALIFORNIA INVESTIGATIVE CONSUMER REPORTING AGENCIES ACT**

Landlord does not intend to request an investigative consumer report regarding the Applicant.

**Unless the box above is checked,** Landlord intends to request an investigative consumer report regarding the Applicant’s character, general reputation, personal characteristics, and mode of living. Under Section 1796.22 of the California Civil Code, the files maintained on you by the investigative consumer agency shall be made available to you during business hours and on reasonable notice, provided you furnish proper identification, as follows: 1) You may appear at the investigative consumer reporting agency identified below in person, (2) you may make written request for copies to be sent by certified mail to a specified addressee, or (3) you may make a written request for a summary of the file to be provided over the telephone. The agency may charge a fee, not to exceed the actual duplication costs, if you request a copy of your file. The agency is required to have personnel available to explain your file to you, and the agency must explain to you any coded information appearing in your file. If you appear in person, a person of your choice may accompany you, provided that this person furnishes proper identification. If you are accompanied by a person of your choosing the agency may require you to furnish a written statement granting permission to the investigative consumer reporting agency to discuss your file in the other person’s presence. The agency that will prepare the report(s) identified in this section is:

On-Site Manager, Inc., 307 Orchard City Drive, Suite 110, Campbell, CA 95008, (877) 222-0384.

If you would like a copy of the report(s) that is/are prepared, please check the box below:

I would like to receive a copy of the report(s) that is/are prepared.

If the box above is checked, landlord agrees to send the report to Applicant within three (3) business days of the date the report is provided to landlord. Landlord may contract with another entity to send a copy of the report.

**Tenant has inspected the property and accepts it AS-IS, with the following exceptions:** \_\_\_\_\_



**Applicant understand and agrees that** this is an application to rent and does not guarantee that applicant will be offered the premises.

**IF accepted, Applicant agrees to furnish a copy of a government issued photo ID.**

**Applicant represents that all above statements are true and correct, authorizes verification of the above information, and agrees to furnish additional credit references upon request.**

**Applicant authorizes Rossmoyne Property Management to obtain investigative reports which may include credit reports, unlawful detainer (eviction) reports, bad check searches, social security number verification, fraud warnings, previous tenant history, employment history and criminal history.**

**Applicant consents to allow Rossmoyne Property Management to disclose any of the information gathered, to the current and any future owner of the subject property.**

**Applicant understands that if accepted as a Tenant this Application becomes part of the rental agreement and any misstatement or concealment of facts in this application is grounds for termination of tenancy.**

Applicant Signature: \_\_\_\_\_

\_\_\_\_\_ Date

### Code of Ethics

We, the members of the California Apartment Association, recognize our ethical duties to the communities of which we are a part. Being ever mindful of the increasing role of the rental housing industry in providing homes, we have united ourselves for the purpose of improving the services and conditions of the rental housing industry. Therefore, we adopt this Code of Ethics as our guide in dealing with all people and encourage all members of the rental housing industry to abide by these ethical principles.

- We comply with all applicable law and regulations.
- We comply with the CAA Code of Equal Housing Opportunity.
- We comply with the CAA Resident Bill of Rights.
- We recognize the value of written contracts and endorse their use.
- We commit to honesty, integrity and fair dealing in our capacity as rental housing professionals.
- As rental housing professionals, we act to better the communities of which we are a part.
- We maintain an equitable and cooperative relationship among the members of this association.
- We promote the conservation of natural resources and preservation of the environment.
- We believe in and encourage ongoing education for all participants in the rental business