



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.

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- 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. 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.)