



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. Email your application to apply@rossmoyne.com. Or return the completed application to our office during regular business hours; through the drop slot in the front door if the office is closed.
- 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 (Exact) Cash, Money Order Payable to Rossmoyne **OR**
PayPal ([apply@rossmoyne.com](https://www.paypal.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. money order or deposit into Rossmoyne Resident portal.

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



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, all applications must be accompanied by the non-refundable \$40 processing fee.
- **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 3 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.

Under California law, **applicants with a government rent subsidy** have the option, at the applicant's discretion, of providing lawful, verifiable, alternative evidence of the applicant's reasonable ability to pay the portion of the rent to be paid by the tenant, including, but not limited to, government benefit payments, pay records, and bank statements.

- If an eligible applicant elects to submit such alternative evidence, Landlord will consider that alternative evidence instead of the applicant's credit history.

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. Please speak with your prior Landlord and ask them to respond to our requests for rental references. This is often a place where the approval process slows down.

IF YOUR APPLICATION IS APPROVED

- Security Deposit must be paid by cashier’s check, money order at our office/or/ deposit into Rossmoyne Resident Portal **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/condos) 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, money order or deposit into Rossmoyne Resident portal 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 Applicant wants further information, Applicant should obtain information directly from this website.)

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





Application to Rent

When completed e-mail to Apply@Rossmoyne.com

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

Date: _____

Property Information

Application to rent property at _____ "Premises"

Proposed Move-In 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

Total number of applicants _____

Name _____ Date of Birth _____

Driver's License # _____ State _____ Date of Expiration _____

Social Security Number/Tax Identification Number _____

Phone #s: Cell _____ Work _____ Other _____

E-mail _____

Current Address _____

How long at this address? _____ Name of Landlord/Manager _____

How much rent were you paying? _____ Phone # _____ Email: _____

Previous Address _____

How long at this address? _____ Name of Landlord/Manager _____

How much rent were you paying? _____ Phone # _____ Email: _____

Reason for leaving _____

Auto Make _____ Model _____ Year _____ License# _____ State _____ Color _____

Other vehicles Make _____ Model _____ Year _____ License# _____ State _____ Color _____



Application to Rent



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 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: _____ To be acceptable it must have been discharged more than one year from date to allow you to re-establish credit	<input type="checkbox"/>	<input type="checkbox"/>
If you answered 'Yes' to any of the above, please explain: _____		

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) _____

Proposed support animal _____

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 and/or support animal requested. Approval from petscreening.com is required to proceed with the application.

Employment information

Employer _____ Supervisor _____ Email _____

Address _____ Telephone _____

Length of employment _____ Position/Title _____ Gross income _____ per _____

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

Previous employer _____ Supervisor _____ Email _____

Address _____ 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 _____ Telephone _____ E-mail _____



Credit information

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.

Credit information: Applicants with a government rent subsidy

Under California law, **applicants with a government rent subsidy** have the option, at the applicant's discretion, of providing lawful, verifiable, alternative evidence of the applicant's reasonable ability to pay the portion of the rent to be paid by the tenant, including, but not limited to, government benefit payments, pay records, and bank statements.

- If an eligible applicant elects to submit such alternative evidence, Landlord will consider that alternative evidence instead of the applicant's credit history.

All applicants please read and initial the following

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

Initial _____

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

Initial _____

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.

Initial _____

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 Applicant history, employment history and criminal history.

Initial _____

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.

Initial _____

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.

Initial _____

IF Applicant is proposing a support animal Applicant asserts that the Applicant has a disability as defined by state and federal law and that the requested accommodation is related to that individual's disability and is necessary to allow the individual with a disability full use/enjoyment of the premises.

Applicant Signature: _____ Date _____

CALIFORNIA APARTMENT ASSOCIATION CODE FOR EQUAL HOUSING OPPORTUNITY

The California Apartment Association supports the spirit and intent of all local, state and federal fair housing laws for all residents without regard to color, race, religion, sex, marital status, mental or physical disability, age, familial status, sexual orientation, or national origin.

The California Apartment Association reaffirms its belief that equal opportunity can best be accomplished through effective leadership, education, and the mutual cooperation of owners, managers, and the public.

Therefore, as members of the California Apartment Association, we agree to abide by the following provisions of this Code for Equal Housing Opportunity:

- We agree that in the rental, lease, sale, purchase, or exchange of real property, owners and their employees have the responsibility to offer housing accommodations to all persons on an equal basis.
- We agree to set and implement fair and reasonable rental housing rules and guidelines and will provide equal and consistent services throughout our residents' tenancy.
- We agree that we have no right or responsibility to volunteer information regarding the racial, creed, or ethnic composition of any neighborhood, and we do not engage in any behavior or action that would result in "steering."
- We agree not to print, display, or circulate any statement or advertisement that indicates any preference, limitations, or discrimination in the rental or sale of housing



Application to rent property at _____ "Premises"