



RENTAL APPLICATION – CHECKLIST & POLICIES

Incomplete applications will not be considered. For your application to be considered, please complete ALL sections. Provide additional documentation and application fees as described below.

- View the Property**—Each applicant must view the inside of the property before their application will be considered for processing. If there are any special requests related to the property, please submit them in writing with the completed application(s) before processing begins.
- Complete an Application**—Each person, age 18 years or older, who will be residing in the property must complete a separate application. Married or unmarried persons and emancipated minors must complete their own application. The acceptance of a **Co-Signer** is subject to approval by the individual property owner. Co-Signers must be local (residing in the Bay Area) and are required to complete an application, submit the applicable fee, provide proof of verifiable income, and will be subject to the same policies as all other applicants.
- Payment of \$40.00 for Each Applicant**—Each applicant must submit a non-refundable processing fee of \$40.00 (via check or PayPal™). If more than one person is applying for the same property, the application fees may be combined into one payment. If your application is NOT processed, the application fee will be refunded. Once processing begins, the fee is non-refundable.
- Attach Government Issued I.D. & Employment Documentation**—Applicant(s) must submit copies of government issued Photo I.D. (driver's license, identification card, passport, etc.) and employment information. Your (combined)(pre-tax) gross monthly verifiable income must be 3 (three) times the amount of monthly rent. Unverifiable income will NOT be considered.
 - If employed, submit a copy of 2 (two) most recent pay stubs. 1 (one) pay stub may be acceptable if it shows year-to-date (YTD) income.
 - If self-employed, submit a copy of most recent tax return and 3 (three) recent bankstatements. Name and account number must be printed on these bankstatements.
 - Please note: *all income must be verifiable in writing, and will be verbally verified during processing.*
- Pet/Assistive Animal Screening**—(applicable if pets/assistive animals are being considered). There is a \$20 pet application fee and \$15 fee for additional pets. Assistive animals are screened at no charge. Start screening process here: <https://www.petscreening.com/referral/LdofSoUnri0w>

Additional Significant Application & Move-In Policies:

- Credit Report: PRANDI Property Management, Inc., CRMC® will obtain a credit report for each applicant. Reports submitted by applicant(s) will not be accepted. In order to protect financial and credit information, PRANDI does not release copies of applicant's credit report to anyone other than the applicant. A copy of your credit report may also be obtained by contacting the credit agency, Experian, directly. Discharged bankruptcies, short sales and foreclosures are considered on a case-by-case basis, with approval of the individual property owner.
- Lease Documents: **Lease Documents MUST be signed within 48 hours of application approval.** The property will remain on the advertising market until all documents are signed. Documents may be signed via DocuSign, or may also be signed in our office (by appointment only) during the hours of 9 a.m. until 4:30 p.m. Monday through Friday. 50% of the security deposit will be required to be paid at the time of the lease signing.
- **All Move-In Funds must be paid in the form of a cashier's check or money order before keys are provided.**
- **Final Move-In/Key Pick-Up Appointment will be held in PRANDI office only at 1321 Third Street in San Rafael.**
- **All rental properties are non-smoking.** Some properties do not allow pets—please refer to advertising for details.
- Please submit your application online, or to our office (use the drop slot in the front door when the office is closed), after viewing the property. The first fully complete application received for a property will be considered “first in line” to be processed, whether the submission was online or in person.
- PRANDI complies with Fair Housing; these policies are established to ensure all applicants are treated equally.





HOUSING REFERENCES

**If you currently or previously owned your home please provide property address and length of ownership. All fields must be completed.*

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

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

CREDIT REFERENCES

Bank Name:	Checking <input type="checkbox"/> Savings <input type="checkbox"/>
Phone Number:	Account Number(s): last 4 digits only 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:	Email and Phone:	Years Known:

Emergency Contact Name:	Address:	Email and Phone:	Relationship:

Yes <input type="checkbox"/>	No <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

- Have you ever filed a petition of bankruptcy?
- Have you ever been evicted from any tenancy or had an eviction notice served on you? Have you ever willfully and intentionally refused to pay any rent when due?
- Have you ever been convicted of a misdemeanor or felony other than traffic or parking violations? Are you a current illegal abuser or addict of a controlled substance?
- 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:** _____