



MISSION PROPERTY MANAGEMENT COMPANY, INC.
39180 LIBERTY STREET, SUITE 202 FREMONT, CA 94538

WWW.MISSIONPM.COM

OFFICE: (510) 792-9800 FAX: (510) 792-1035

RENTAL SCREENING REQUIREMENTS

A Tenant Screening fee of \$25.00 (**CASH ONLY! No personal checks**) per applicant must be paid before verification of credit can begin. If applicants(s) are not accepted for any reason, fees paid are nonrefundable.

APPLICATION FEES

Single applicant.....	\$25.00	Two applicants'.....	\$45.00
Three applicant's.....	\$65.00	Four applicants.....	\$85.00

A photo ID (drivers' license, military, or any other governmental ID) must be submitted. Each person 18 years of age and older must complete and sign an application, and only the applicants can reside in the property. Your application will not be processed without the correct funds and all documentation attached. Derogatory information that may result in denial of your application may include but is not limited to: prior evictions, criminal convictions, bankruptcy, bad credit reports, unfavorable landlord references, inconsistent rent payment history and insufficient income to qualify. We do not take co-signers.

- 1. Application Process:** All applicants must fill out their application completely, legibly, and accurately. Incomplete or falsified applications will be denied. All copies provided must be legible and readable.
- 2. Credit Report:** Credit Reports are ran on **all** applicants. Each applicant must have a good credit and bill paying history. We do not accept credit reports from other companies or applicant supplied reports.
- 3. Rental History:** Rental will be verified with current and previous landlords in writing by us. Each applicant must have good rental history and no unlawful detainer (eviction) filings. In the event there is an unlawful detainer on the report, and is disputed by the applicant, it is the responsibility of the applicant to prove it's accuracy. If you have not rented recently, and have owned or recently sold your home, please provide proof of ownership, ie last mortgage statement or escrow closing statement.
- 4. Employment:** Present income and employment of each applicant will be verified in writing by us. Continuous employment of at least 2 years is required. We require gross income to be three times the amount of rent as a minimum in order to qualify. Copies of the last months pay stubs are required for verification. Self-employed applicants must provide two years tax returns, all schedules, and showing required amount of income. Bank statements and other documents alone are not acceptable. Applicants with retirement, child support, government, and any income not verified by us are required to supply proof of said income. All income sources must be verifiable.
- 5. Additional Verification:** An additional form of current or previous address is required. Please provide a copy of a utility bill, any kind of telephone bill, or bank or credit card billing statement indicating your current address.
- 6. Occupants:** All applicants 18 years of age and over must submit applications, and if approved, sign the rental agreement. All potential occupants must be named regardless of age. A copy of state or federal issued photo identification must be included with application.
- 7. Pets:** Pets are not accepted except with a written pet agreement only in specific properties where pets are an option. An additional security deposit will be required and an additional 'Pet Application' must be filled out and submitted along with Rental Application.
- 8. Acceptance:** All applicants are processed once a complete and signed application, supporting documentation, rental verification, and employment verification of **all** applicants must be submitted before final approval. Aggressive or uncooperative behavior is cause for rejection of application. Failure to comply may result in the selection of another applicant. Applications are processed as quickly as possible. **THE MORE COMPLETE YOUR APPLICATION, THE FASTER WE CAN PROCESS IT.** All requested documentation must be provided within 72 hours of submission of application. Failure to do so is grounds for rejection of the application. If one or more applicants do not qualify, we will not rent to the remaining applicant(s).
- 9. FAX:** Do not fax applications. You may fax additional information or documents once fees have been paid.



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NON-DISCRIMINATION POLICY

It is the policy of Mission Property Management, not to discriminate against anyone in any aspect of the rental because of the race, color, religion, sex, sexual orientation, marital status, national origin, ancestry, family status, source of income, or disability or any other personal/arbitrary characteristics, such as age. This policy means, among other things, that all agents or employees of with the responsibility for showing, renting, or managing any dwelling unit(s) must:

- A. Treat all qualified applicants equally regardless of race, color, religion, sex, sexual orientation, marital status, national origin, ancestry, family status, source of income, or disability or any other personal/arbitrary characteristics, such as age and treat all tenants equally regardless of race, color, religion, sex, sexual orientation, marital status, national origin, ancestry, family status, source of income, or disability or any other personal/arbitrary characteristics, such as age.
- B. Any employee or agent of Mission Property Management, with the responsibility for showing, renting, or managing any dwelling unit(s) who does not comply with the policy set forth in this document may be subject to disciplinary action.

A Completed Application Set Includes:

- Application Form (enclosed)
- Credit Check Application Fee \$25.00 (per applicant)
Cash ONLY – No Personal Checks
- Rental Verification Form (enclosed)
- Employment Verification Form (enclosed)
- Copy of Pay Stubs for 1 month
- Copy of Utility Bill or Statement
- Copy of Drivers License or ID Card
- Copy of Social Security Card

Please provide all of the above when submitting your application set.

SIGNED: x _____ x _____

DATED: x _____ x _____

Signatures designates that the above has been read and understood by the applicant.



APPLICANT'S INFORMATION

I/We Are Applying for Property At: _____

I/We Are Asking for a Move In Date of: _____

(Spouses of less than One Year or Unmarried Applicants must use a Separate Application.)

Full Name:		Birth date	Drivers License No:	Social Security No:
Spouse:		Birth date	Drivers License No:	Social Security No:
Present Address:		Home Phone No:		Work Phone No:
		Cell Phone No:		Email Address:
Landlord / Owner / Agent / Property Management Company:			Move In Date:	Estimated Move Out Date:
Landlord Email Address:		Landlord Phone Num:		Landlord Fax:
How Long?	Reason for Moving:		Current Rent \$ / Month	
Previous Address:*				
Landlord / Owner / Agent / Property Management Company:			Move In Date:	Move Out Date:
Landlord Email Address:		Landlord Phone Num:		Landlord Fax:
How Long?	Reason for Moving:		Current Rent \$ / Month	
Next Previous Address:				
Landlord / Owner / Agent / Property Management Company:			Move In Date:	Move Out Date:
Landlord Email Address:		Landlord Phone Num:		Landlord Fax:
How Long?	Reason for Moving:		Current Rent \$ / Month	

List Of Other Occupants. *Age is for Occupants Under 18	Name	Age	Name	Age

Will you have pets?	If yes please describe: (Size and Types or Breeds)	ADDITIONAL DEPOSIT MAY BE REQUIRED
Will you have Liquid filled furniture?	If yes please describe: (ie: Water Bed, Fish Tank)	

Car Make:	Year:	Model:	License Plate No:
Car Make:	Year:	Model:	License Plate No:
Car Make:	Year:	Model:	License Plate No:



APPLICANT'S INFORMATION

OCCUPATION

	Present Occupation*	Prior Occupation*
Employer or d.b.a. Self-Employed? yes no		
Business Address		
Your Direct Phone Line		
Your Title or Occupation		
Human Resource Phone # or Supervisor's Name & #		
Employment Date		
Monthly Gross Income		
Other Income & Source (alimony, Child Support, or other) Please explain:		

*If employed **less than two years**, give same information on prior occupation.

SPOUSE'S OCCUPATION

	Present Occupation*	Prior Occupation*
Employer or d.b.a. Self-Employed? yes no		
Business Address		
Your Direct Phone Line		
Your Title or Occupation		
Human Resource Phone # or Supervisor's Name & #		
Employment Date		
Monthly Gross Income		
Other Income & Source (alimony, Child Support, or other) Please explain:		

If employed **less than two years**, give same information on prior occupation.

REFERENCES

Bank Reference:	Account #	Telephone		
Credit Reference	Account Numbers	Highest Owed/Limit	Purpose for Credit	Date Opened or Date Closed
Personal Reference	Address	Telephone Number	Know For How Long?	Occupation
Nearest Relative	Address	Telephone Number	City & State	Relationship



RENTAL VERIFICATION

THE FOLLOWING NAMED PERSON(S) HAS MADE APPLICATION FOR ONE OF OUR RENTALS AND HAS LISTED YOU AS A REFERENCE. PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION REGARDING THEIR TENANCY.

Return to: _____ of Mission Property Management Co., Inc. **FAX #510/792-1035**

DATE: _____

TENANT(S) NAME _____

REFERENCE PROPERTY: _____

I/We, the undersigned authorize any person or company to release any pertinent information concerning verification of our tenancy to Mission Property Management

Signature

Date

Signature

Date

Printed Name

Printed Name

Applicant's application is pending. A prompt reply is appreciated. Thank you.

Date of Move in: _____ Move out Date _____

Rent Amount: _____ Any Rent/Damage Still Owing: _____ How many occupants _____

Any Late Payments or NSF Check? _____ How many: (a) Lates _____ (b) NSF _____

Was proper Notice given? _____

Condition of Property? _____

History of Complaints? _____

History of Contract Violations? _____

History of Violence or Harassment? _____

History of Unauthorized Persons Living at property? _____

Any Pets _____ Any Problem with Pets? _____

Any Funds Held from Their Deposit: _____

Would you rent to tenant again? _____

Information Provided by _____ Complex Name: _____



EMPLOYMENT VERIFICATION FORM

Confidential Fax

To: _____ Fax Number: _____

From: Mission Property Management Fax Back to: (510) 792-1035

Re: Employment Verification for Rental Verification Pages: _____

Date: _____ Employee's Name: _____

THE ABOVE NAMED INDIVIDUAL HAS APPLIED FOR A RENTAL PROPERTY WITH OUR COMPANY. WE MUST VERIFY THE EMPLOYMENT INFORMATION THAT WAS GIVEN. YOUR FIRM WAS LISTED AS HAVING CURRENTLY AND/OR FORMERLY EMPLOYED THIS PERSON. THE APPLICANT BY THEIR SIGNATURE HAS AUTHORIZED YOU TO RELEASE THEIR EMPLOYMENT INFORMATION. YOUR ASSISTANCE IN PROVIDING EMPLOYMENT INFORMATION WILL BE SINCERELY APPRECIATED. PLEASE RETURN BY FAX TO (510) 792-1035 AS SOON AS POSSIBLE. THANK-YOU IN ADVANCE FOR YOUR COOPERATION.

APPLICANT INFORMATION	
EMPLOYEE NAME	LAST FIRST
EMPLOYEE ADDRESS, CITY, STATE	
SOCIAL SECURITY NUMBER	DEPARTMENT OR POSITION

EMPLOYER COMPANY INFORMATION	
EMPLOYER OR COMPANY	EMPLOYER PHONE NO.
EMPLOYER ADDRESS, CITY, STATE	EMPLOYER FAX NO.
SUPERVISOR NAME AND TITLE	SUPERVISOR PHONE NO.
SUPERVISOR EMAIL ADDRESS	DATES OF EMPLOYMENT TO

I, the undersigned authorize my current and/or previous employers to release any pertinent information requested below. I will hold any and/or previous employers harmless from any and all liability for verbal and/or written information provided to Mission Property Management.

Signature

Date

APPLICANT: Do Not Write Below – FOR EMPLOYERS ONLY

JOB DESCRIPTION AND POSITION	
DATES OF EMPLOYMENT	GROSS SALARY OR WAGES / MONTH
CONTINUING EMPLOYMENT (EXPLAIN IF EMPLOYEE WILL NOT BE HAVING LONG TERM EMPLOYMENT, INCLUDING LENGTH OF TIME)	
NAME OF PERSON SUPPLYING INFORMATION	POSITION OR TITLE

Employer or Supervisor Signature

Date