

Bay's Elite Management Group, Inc.

P.O. Box 3492 (Rent Mailing Only)
Oakland, CA 94609
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1196 Boulevard Way, Suite 16
Walnut Creek, Ca 94595



PLEASE SUBMIT 'ALL' DOCUMENTS BELOW 'SIMULTANEOUSLY' TO BE CONSIDERED FOR AN APARTMENT RENTAL

The application document may be filled out online and then printed for your convenience.

1. Please fill out and sign the **Application** below in its entirety for each adult 18 years or older. Current and previous landlords information, in addition to employment information with the respective telephone numbers, are essential.
2. Please present **income verification**. Two months of paystubs OR formal written verification from the employer of the reported income OR 1099/Sch. C showing gross income for the most recent year. (Monthly combined income of 2.5 X the rent is required to be considered). If you are a student, proof of financial aid may suffice or a co-signer may be necessary.
3. Please present a **photo ID** for each adult at the time of signing the lease (ie- driver's lic., CA ID, Passport.)
4. Please pay **\$30 Application/Credit Report Fee** for first adult, each additional adult pays \$25. (Paypal to pkarbass@yahoo.com OR check payable: Bay's Elite Management OR Cash is accepted.)
5. **Please submit items 1-3 from above via email (preferably) or fax and all at once for all applicants.**

Note: We accept Co-Signers in most cases. We may ask the co-signer to be placed on the lease. The Co-signer document will have to be notarized unless signed in the presence of the lessor. Also, all documents must be submitted before we begin reviewing applications.

ADDITIONAL POLICIES

- Bay's Elite Management Group, Inc. does rent units "sight unseen," however the prospective tenant is fully responsible if they decide they do not like the apartment and they shall forfeit their deposit and their first month's rent.
- We acknowledge and abide by all Fair Housing laws and regulations.
- If approved, a minimal deposit will be required immediately or we reserve the right to keep advertising the apartment for rent. A personal check is acceptable for a holding deposit.
- Any deposit or rent collected prior to a tenant's move-in must be in the form of money order or cashier's check.
- Applications will be processed in the order received. The first applicant(s) who submit all documents simultaneously and receive an approval will qualify to rent the apartment.
- If a tenant is approved prior to an existing tenant (who occupies the apartment) moves out, please note that the date the apartment may become available may be subject to change due to unforeseen circumstances.

THANK YOU FOR YOUR APPLICATION. WE LOOK FORWARD TO SERVING YOU.

APPLICATION TO RENT

(all sections must be completed)

Individual applications required from each occupant 18 years of age or older.

LAST NAME		FIRST NAME		MIDDLE NAME		SOCIAL SECURITY NUMBER		
OTHER NAMES USED IN THE LAST 10 YEARS				EMAIL		WORK PHONE NUMBER ()		
DATE OF BIRTH		DRIVER'S LICENSE NO.		EXPIRATION		STATE		
						HOME PHONE NUMBER ()		
1	PRESENT ADDRESS			CITY		STATE ZIP CODE		
	DATE IN		DATE OUT		OWNER/MGR NAME		OWNER/MGR PHONE NO. ()	
	REASON FOR MOVING							
2	PREVIOUS ADDRESS			CITY		STATE ZIP CODE		
	DATE IN		DATE OUT		OWNER/MGR NAME		OWNER/MGR PHONE NO. ()	
	REASON FOR MOVING							
3	NEXT PREVIOUS ADDRESS			CITY		STATE ZIP CODE		
	DATE IN		DATE OUT		OWNER/MGR NAME		OWNER/MGR PHONE NO. ()	
	REASON FOR MOVING							

PROPOSED OCCUPANTS	NAME	NAME
LIST ALL IN ADDITION TO YOURSELF		

WILL YOU have pets?	DESCRIBE	WILL YOU HAVE liquid filled furniture?	DESCRIBE
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A	Present occupation or source of income		Employer name
	How long with this employer	Supervisor's Phone # ()	Employer address
	Name of your supervisor		City, State ZIP
B	Prior occupation		Employer name
	How long with this employer	Supervisor's Phone # ()	Employer address
	Name of your supervisor		City, State ZIP

Current gross income \$	PER	<input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year	Check One
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Please list ALL of your financial obligations below

Name of your bank	Branch or Address	Account Number
		checking
		savings



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Name of creditor	Address	Phone Number	Mo. pymt. amt.
		()	
		()	
		()	
		()	
		()	
		()	

In case of emergency, notify:	Address	Phone	City	Relationship
1.		()		
2.		()		
Personal References:	Address	Phone	Length of Acquaintance	Occupation
1.		()		
2.		()		

Automobile: Make _____ Model _____ Year _____ License # _____

Automobile: Make _____ Model _____ Year _____ License # _____

Other motor vehicles: _____

Have you ever filed for bankruptcy? _____ Have you ever been evicted or asked to move? _____

Have you ever been convicted for selling, distributing or manufacturing illegal drugs? _____

Applicant represents that all the above statements are true and correct and hereby authorizes verification of the above items including, but not limited to, the obtaining of a credit report and agrees to furnish additional credit references upon request. Applicant consents to allow owner/manager to disclose tenancy information to previous or subsequent owners/managers.

Owner will require a payment of \$ _____, which is to be used to screen Applicant with regards to credit history and other background information. The amount charged is itemized as follows:

1. Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports \$ _____
2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) \$ _____
3. Total fee charged (cannot exceed \$30 per applicant, which may be adjusted annually with the CPI as of 1-1-98) \$ _____

The undersigned makes application to rent housing accommodations designated as:

Apt. No. _____ Located at _____

the rent for which is \$ _____ per _____ and upon approval of this application agrees to sign a rental or lease agreement and to pay all sums due, including required security deposit of \$ _____, before occupancy.

Date **Applicant (signature required)**

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.



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GUARANTEE OF RENTAL AGREEMENT

1. In consideration of the execution of the Rental Agreement, dated _____, for the premises located at:
_____, Unit # (if applicable) _____
(Street Address)
_____, CA _____
(City) (Zip)

by and between _____ "Owner" and
_____ "Resident."

and for valuable consideration, receipt of which is hereby acknowledged, the undersigned _____, herein referred to as Guarantor, does hereby guarantee unconditionally to Owner, Owner's agent, and/or including Owner's successor and assigns, the prompt payment by Resident of the rent or any other sums which become due pursuant to the Rental Agreement, a copy of which is attached hereto, including any and all court costs or attorneys' fees incurred in enforcing the Rental Agreement.

2. In the event of the breach of any terms of the Rental Agreement by Resident, Guarantor shall be liable for any damages, financial or physical, caused by Resident, including any and all legal fees incurred in enforcing the Rental Agreement.
3. This Guarantee may be immediately enforced by Owner or Owners' designated representative upon any default by Resident and an action against Guarantor may be brought at any time without first seeking recourse against Resident.
4. The insolvency of Resident or nonpayment of any sums due from Resident may be deemed a default giving rise to action by Owner against Guarantor.
5. If any legal actions or other proceedings are brought by any party to enforce any part of this Guarantee, the prevailing party shall be entitled to reasonable attorneys' fees and costs incurred.
6. This Guarantee does not confer a right to possession of the premises by Guarantor, and Owner is not required to serve Guarantor with any notices to terminate or to perform covenants, including any demand for payment of rent, prior to Owner proceeding against Guarantor for Guarantor's obligations under this Guarantee.
7. Unless released in writing by Owner, Guarantor shall remain obligated by the terms of this Guarantee for the entire period of the tenancy as provided by the Rental Agreement and for any extensions granted pursuant thereto.
8. In the event the terms of said Rental Agreement are modified by Resident and Owner, with or without the knowledge or consent of Guarantor, Guarantor waives any and all rights to be released from the provisions of this Guarantee and Guarantor shall remain obligated by said additional modifications and terms of the Rental Agreement.
9. Guarantor hereby consents in advance to any changes, modifications, additions, or deletions of the Rental Agreement made and agreed to by Owner and Resident during the entire period of the tenancy.

Guarantor's Signature _____ **Date** _____

Guarantor's Name (please print) _____

Guarantor's Address _____ City _____ State _____ Zip _____

Area Code _____ Home Phone _____

Area Code _____ Work Phone _____

