

# sfrent.net

## Application Cover Memo

Application for unit # \_\_\_\_\_ at \_\_\_\_\_

Estimated move in date: \_\_\_\_\_

**\*\*\*COMPLETE APPLICATIONS ARE TIME SENSITIVE WITH PRIORITY GIVEN TO THOSE WITH EARNEST MONEY DEPOSITS. WE ACCEPT APPLICATIONS BY EMAIL, FAX, MAIL, DROP IN OR IN OUR AFTER HOURS DROP BOX.\*\*\***

### APPLICATION CHECKLIST: Is my application complete?

- Application fully completed
- Two most recent bank statements
- Two most recent paystubs (or circle on direct deposits on your bank statement)
- \$30 application fee per applicant/guarantor (pay via credit card or make check payable to PIP Inc.)
- EMAIL OR FAX** these time sensitive documents to [applications@sfrent.net](mailto:applications@sfrent.net); 415.931.4048 or 415.367.7689. You may also stop by our office. If office is closed, please leave in drop box.

### UNDERWRITING GUIDELINES: Do I qualify?

We look for applicants to meet all of the following criteria:

- Gross monthly income = 2.5 times the rent
- Verifiable funds (i.e. current bank balances) = 2.5 times the rent
- Good credit (FICO >600)
- Positive rental history
- NO evictions

*\*Co-signers accepted*

*\*Will work with international students*

### RENT SUMMARY

\$ \_\_\_\_\_ **Base Rent Amount (rent based on one year lease)**

- Short term lease: add \$50 for 6 month lease, \$75 for 3 month lease
- Pet rent: inquire about our current rates

\$ 500.00 **Security deposit**

- Pets: add \$300 refundable deposit per pet

### HOLDING DEPOSIT

*Studio = \$200; 1 bd= \$300; 2+ Bd=\$400*

A holding deposit puts you first in line for a specific unit while your application is being processed. Please submit a personal check in the amount as stated and make check payable to Tuscany Apartments. \*note: deposit is refundable if you are denied, however you forfeit the deposit if you revoke the application. Please see last page of application for more information

### TERMS & CONDITIONS

Typical application turnaround time is 24-48 hours (provided all info/documents are received in full). If all information is not received within 48 hours, your application may be considered withdrawn or revoked. Please also note that if approved, we require Electronic Funds Transfer (EFT) for your monthly rent payment.

### HAVE QUESTIONS? READY TO APPLY?

Please email [applications@sfrent.net](mailto:applications@sfrent.net) for fastest response or call 415-241-0100. Fax: 415-931-4048.

Mailing address: SFRENT.net, 1201 Fulton St., San Francisco, CA 94117.

**Thank you!**

**APPLICATION AND OFFER TO RENT/LEASE REAL PROPERTY**



1201 Fulton Street, San Francisco, CA 94117 • phone 415-241-0100 • fax 415-931-4048

The undersigned hereby offers to rent/lease the real property generally described as building \_\_\_\_\_, apt/unit # \_\_\_\_\_ in the city of \_\_\_\_\_, California at the rental rate of \$\_\_\_\_\_ per month, with starting date \_\_\_\_\_. It is understood that the Application is not a Rental Agreement/Lease and Applicant has no rights to said property until a written Rental Agreement/Lease is duly executed after the approval of this Application. Use Supplement Page if necessary.

**ALL INFORMATION REQUESTED HEREIN MUST BE PROVIDED**

**PERSONAL INFORMATION**

**Leasing Agent:** \_\_\_\_\_

<b>Name:</b>	<b>Mobile phone:</b>	<b>W phone:</b>
<b>Social Security #:</b>	<b>Date of birth:</b>	<b>Email:</b>
<b>Other names used:</b>	<b>Drivers License #</b>	<b>State:</b>
<b>Emergency contact:</b>	<b>Relationship:</b>	<b>Phone: Email:</b>

**OTHER PERSONS TO OCCUPY PREMISES** (Each adult occupant must submit a separate application)

First and Last Name	Age	Relationship to Applicant(s)

**HOUSING HISTORY**

<b>Current address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Landlord's phone:</b>	<b>Landlord's name:</b>		
<b>How long at this address?</b>	<b>Other occupants:</b>		
<b>Rent paid:</b>	<b>Move in date:</b>	<b>Move out date:</b>	
<b>Reason for leaving:</b>			

<b>Previous address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Landlord's phone:</b>	<b>Landlord's name:</b>		
<b>How long at this address?</b>	<b>Other occupants:</b>		
<b>Rent paid:</b>	<b>Move in date:</b>	<b>Move out date:</b>	
<b>Reason for leaving:</b>			

**EMPLOYMENT HISTORY**

**\*\*PROVIDE PAYSTUBS FROM LAST TWO PAY PERIODS \*\***

**If applicant is self-employed, then we will need the following:** if a sole proprietor, then Form 1040, pages 1 & 2, plus Schedule(s) C for the most recent year filed. If a corporation, a Limited Liability Company, a Partnership, a Limited Partnership or any other separate entity on which self-employment income is being evaluated, then the entire return for the most recent year filed. None of the documents provided will be returned, so you may wish to send copies. If currently a student, please complete Student Information Section below.

<b>Current Company Name:</b>	<b>Address:</b>
<b>Position:</b>	<b>Start Date: End Date:</b>
<b>Gross Monthly Salary:</b>	<b>Supervisor: Telephone #:</b>

<b>Prior Company Name and Address:</b>	
<b>Position:</b>	<b>Start Date: End Date:</b>
<b>Gross Monthly Salary:</b>	<b>Supervisor: Telephone #:</b>

**STUDENT INFORMATION SECTION (to be completed by unemployed or under-employed students)**

(Registered students must provide a letter, on institution letterhead, confirming registration)

<b>Name of Institution:</b>	<b>Start Date:</b>	<b>Expected End Date:</b>
<b>Address of Institution:</b>	<b>Degree sought:</b>	
<b>Course of Study:</b>	<b>Registrar Main Tel #:</b>	
<b>Registrar Contact Name, if any:</b>		

**VERIFICATIONS**

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- 1. Has any civil judgment been entered against you in the past ten (10) years?
- 2. Do you have any water filled furniture or do you intend to get any water filled furniture?
- 3. Do you have any pets or do you intend to get any pets?
  - If so, type of pet is  Cat  Dog
- 4. Have you filed for bankruptcy in the past ten (10) years?
- 5. Have you ever been evicted or have you ever refused to pay rent for any reason?
- 6. Have you, or do you intend to, possess, sell or use illicit drugs or narcotics in your residence?
- 7. Have you ever lived here before or do you know anyone living here now or in the past?

**8. If any question #1 through #7 is answered "yes", please explain on Supplement Page.**

- 9. If accepted, how long do you expect to stay? \_\_\_\_\_ years \_\_\_\_\_ months
- 10. How did you hear of this vacancy? \_\_\_\_\_
- 11. What made you decide to apply with us? \_\_\_\_\_

**AGREEMENT**

Earnest Money of \$\_\_\_\_\_ is hereby given as surety for Applicant’s promise to timely complete the Lease Application, and execute the Lease within 24 hours after notification of acceptance. It is specifically understood that the Earnest Money is fully refundable if Landlord/PIP/sfrent.net rejects the Application and Offer. Applicant understands and agrees that Landlord/PIP/sfrent.net will deposit the earnest money payment upon receipt, and that if the application is rejected, Landlord/PIP/sfrent.net will not issue the refund until ten (10) business days have elapsed from the date of Landlord/PIP/sfrent.net’s deposit of the Earnest Money payment. The Earnest Money may be applied to part of the security deposit at execution of the Lease and payment of the move-in money. If Landlord/PIP/sfrent.net has duly accepted this Application and Offer, it is then to be treated as a completed contract to rent/lease the above described property and Applicant’s attempted revocation shall be deemed a breach of contract. PLEASE NOTE: if this Application and Offer is revoked by Applicant for any reason, the Applicant shall forfeit the entire Earnest Money. Applicant and Landlord agree that the Earnest Money deposit represents a fair and reasonable estimate of the costs and damages that Landlord will sustain as a result of Applicant’s breach of promise to execute the Lease within 24 hours and pay the balance of move-in money, and that the Earnest Money payment represents a liquidated damage for breach of this promise, which shall be presumed to be the amount of costs and damages sustained by Landlord as a result of such breach of promise by Applicant. Failure to provide application details requested in this application within 48 hours of initial submission may be considered, at Landlord/PIP/sfrent.net’s discretion, as a revocation. Applicant further acknowledges that where a unit is available for immediate move-in, Applicant’s lease date will begin no later than twenty-four (24) hours from the time and date on which Applicant has been notified that Applicant’s application has been approved.

Applicant agrees that Applicant will participate in Landlord’s mandatory Electronic Funds Transfer (EFT) program for rent payment, and, before taking possession of the premises, will grant Landlord and/or his agent(s) the necessary authorization to enroll Applicant in the program.

Applicant represents all information contained in this APPLICATION to be true and accurate and understands that owner/manager will rely upon said information when accepting this Application. Applicant hereby authorizes the owner/manager and his employees and agents to verify said information and make independent investigations to determine Applicant’s credit, financial and character standing, which will include a credit and criminal background check. Applicant hereby releases owner/manager, his employees and agents and any firm or person supplying them with information from any liability whatsoever concerning the release or use of this information and will hold them all harmless from any suit or reprisal whatsoever. All holders of any such information are hereby authorized to release any and all such information they may have concerning Applicant.

I, \_\_\_\_\_, the Applicant herein, declare under penalty of perjury that the foregoing is true and correct and that this  
 (Applicant’s printed name)

application was executed on \_\_\_\_\_, at \_\_\_\_\_,  
 (date signed) (City, County and State where signed)

Applicant’s Signature: \_\_\_\_\_

**Use this space to provide any additional information we should know or that may help us make a decision about your application.**