

BACKUS PROPERTIES

Application for property address:

Application date _____ Date lease to begin _____

Name _____

Current address _____ City _____ Zip _____

Cell phone _____ Home phone _____

Email address _____ Birth date _____

Social Security number or Tax ID: _____ or Federal government issue ID#:

Name on ID _____ Date of issue _____

Date of expiration _____ Name of issuing agency _____

Identification # _____

Tenancy verification

Name of current landlord _____

Email address _____ phone _____

Amount of current rent _____

If current tenancy less than two years, information on previous tenancy:

Address of previous rental property _____

Name of landlord _____

Email address _____ phone _____

Employment information, proof of income

Name of employer _____

Address _____

Phone number _____ Contact person _____

Length of employment _____ Net Monthly income _____

Additional Income information _____

Have you ever been a defendant in an unlawful detainer? (Eviction)

yes no

Have you ever been convicted of a crime?

yes no

Have you ever filed suit against a landlord?

yes no

Please explain any "yes" answers

Do you smoke or use vaping device?

yes no

Backus Properties is an equal opportunity provider of housing. It does not discriminate on the basis of race, color, ancestry/ national origin, religion, sex, pregnancy, gender identification or expression, mental and/or physical disability, familial or marital status, age, military or veteran status, and genetic information, or any other basis protected by federal, state or local laws.



EQUAL HOUSING
OPPORTUNITY

List all persons under the age of 18 who will be living with you

Name	age	name	age

List any animals that will be living on the property permanently or occasionally, including visiting or babysitting. Make sure you have submitted the pet screening required.

Name	Type	Breed	pounds	neutered?	Licensed?	Picture attached?

List your vehicles that will be parked at the property. Include boats or RVs. Do not list co-applicants

Type	Manufacturer	Model	year	license number	color

Are there any repairs or changes you are expecting on the property?

Do you have any questions or concerns that should be answered prior to your signing the lease agreement? _____

Are you comfortable reading and comprehending the lease and other paperwork in English? If not, we strongly recommend to bring with you to all appointments an interpreter over the age of 18.

Name of interpreter: _____ Phone #: _____

Have all applicants seen the property? (Required for processing of application) yes no
Do you need to see the property again prior to lease signing? yes no
Do you have a copy of / read the Procedures and Application Criteria? (Required) yes no

The undersigned applicant affirms the information contained in this application is true and correct, and I authorize Backus Properties to verify all information in this application. Misstatements, either false or incorrect, shall be deemed reason for denial of occupancy. I also understand if I rent from Backus Properties and fail to fulfill my obligations, a negative credit report reflecting my credit may be submitted to a credit reporting agency.

Signature _____ Date _____

Fax to: 831-455-2087 Office phone: 831-455-2052

Deliver in person: 19000 Portola Dr, Suite 107, Salinas, CA 93908 Hours M-F 9:00-4:30

Mail: PO Box 1089, Salinas, CA 93902

Email: info@backuspm.com

Non-refundable application fee of \$45 to accompany each application (cashier's check, money order or paypal paypal@backuspm.com only; NO CASH accepted. If multiple people are applying together, all applications and fees must be received before processing begins. Notify Backus Properties if you would like a copy of your credit report.

Backus Properties Application Procedures and Qualification Criteria

Process to rent this house:

1. Complete, sign and return the COVID 19 property entry release form available on line or in front of office.
2. View inside of property
3. Submit application, completely filled out with confirming documentation. With application, submit non-refundable fee (\$45 per adult, PayPal (paypal@backuspm.com), money order or cashier's check only (NO CASH OR PERSONAL CHECKS), payable to Backus Properties). Applications from all co-tenants **must** be received before processing will be initiated. Incomplete applications will not be accepted. **Co-signers not accepted.**
4. Approval or denial to be within five days of receipt of all required information on application. If unable to confirm information within five days, application may be denied. All declined applications will be notified by mail.

Requirements

1. **An application to be filled out completely** and signed by every occupant age 18 and older.
2. **Each applicant must have seen the property** and reviewed pertinent information.
3. **All applicants to have a credit score over 600.** If more than one person is applying, an applicant with a credit score under 600 may be considered to be an "allowed occupant" but that person's income will not be counted towards required income amount.
4. **Total verifiable net income** (after taxes) to be twice the amount of the monthly rent. Verification may be through last two pay stubs (at least one month's proof of income), bank statements, tax returns, or similar documents. This information must be provided by applicant. Applicants with a HUD voucher may have different requirements. If income varies throughout the year, annual income divided by 12 will be considered.
5. **Verification of current employment** for a minimum of six months. Verification can be through pay stubs, letter on company letterhead (to be verified by phone call), or similar information. Job history less than six months may be acceptable with an additional deposit. **Copies of this information must be provided by applicant.**
6. **Certain felonies** may result in denial of application. An **eviction** on a credit report will result in denial of the application.
7. **Favorable verification of two years rental history** with non-family member, person or company.
8. **Total occupants:** Backus Properties adheres to the HUD guidelines of two persons per bedroom plus one. As an example, using those guidelines, a three bedroom house would be appropriate for seven persons.
9. **Total number of vehicles** to be appropriate for property.
10. **If Property Information Sheet indicates a pet is possible**, it is important to include a picture of any pets with your application. Certain dogs are not allowed by insurance companies. We will refund your application fee if picture of the dog indicates it is not allowed. We use a third-party pet/animal policy and screening service. Applicants should go to this link: <https://backuspm.petscreening.com/> before submitting their application.
11. **If the Property Information Sheet indicates no smoking on the property**, the application will be declined if the applicant smokes or uses vaping device. If "No" is checked under smoking and later there is found to be cigarettes or vaping or smoke odor on the property, the lease may be voided and the lessee be responsible for the "early termination of lease" costs.
12. **Security deposit** and signing of lease by all co-tenants to be paid within 48 hours of acceptance of application. Deposit to be paid (money order or cashier's check, payable to Backus Properties) and lease signed within two business days of acceptance, including watching of video. Photo ID to be presented at that time to verify information. If accepted application includes animals, copies of current shots, neutering and licensing to be presented.
13. **Lease (payment of rent)** to begin within 14 days of the approval of the application. Proof of utility transfer and insurance to be presented.



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