



## Our Leasing Policy

Thank you for choosing K&S Company, Inc. as your property manager. K&S Company belongs to the California Apartment Association, an organization dedicated to ethical and professional management and comprised of over 50,000 members. In addition to being one of largest property management companies, we have been voted one of the best places to work in the Bay Area. We will give our best efforts to provide you with an enjoyable living experience.

Please review the following qualification standards.

### 1. Application Process:

- a. All applicants must be 18 years or older or have a qualified guarantor. All adult occupants must apply.
- b. The (non-refundable) screening fee of \$39.95 per applicant and the refundable security deposit are required to reserve any apartment. Once all applications and monies have been submitted, the apartment will be taken off the market.
- c. The entire application must be completed. Applications that do not have all areas completed or contain an explanation for omissions will be returned to the applicant.
- d. Faxes will not be accepted and exceptions will only be made if the Guarantor lives internationally.

### 2. Qualifications to Apply

- a. Upon signing the application, applicants will be authorizing K&S Co. to run credit reports on applicants' and any guarantors' credit history.
- b. Applicants should meet the following three requirements to be approved:
  - i. Verifiable, continuous full-time work history at your present job.
  - ii. A satisfactory credit score.
  - iii. A net income of three times the amount of the rent.
- c. If you do not meet one or more of these qualifications, you must have a qualified Cosigner/Guarantor on the Lease.
- d. Qualified Cosigners should meet the following two requirements:
  - i. Owns his/her own home or property.
  - ii. A satisfactory credit score.
- e. Cosigner forms must be stamped by a notary public, unless the Cosigner is living outside of the United States.
- f. K&S requires original Cosigner forms before the Lease can be executed. We can only accept faxed or scanned Cosigner/Guarantor forms from Cosigners living outside of the United States.

### 3. Identification

- a. We require at least one form of photo identification. (i.e. Passport, Driver's License, School ID etc.) If at all possible, government-issued forms of identification are preferred.

### 4. Rental and Work History from an Unbiased Source

- a. It is your responsibility to provide us with names, dates, and contact information of previous owners/managers/employers.
- b. Applicants who are related by blood or marriage to previous landlords/employers or do not have two years of verifiable rental/work history will be required to have a qualified guarantor.

### 5. Combined Gross Income of at Least Three (3) Times the Rent

- a. Please provide proof of ability to pay rent through sources such as an employer contact, pay stubs, tax records, government documents, or retirement/security statements. For those who are self-employed, business license, tax records, and/or bank statements can provide proof of income.
- b. Applicants who do meet this requirement will be required to have a qualified Guarantor.

An application may be denied for any of the following reasons:

- Incomplete or false information
- Inability to verify rental or work history or poor references from previous landlords
- Inadequate verifiable income to meet rental criteria
- Poor credit report or court judgments or filings for evictions or financial delinquency.

By signing below, I acknowledge and agree to the leasing policies and procedures listed above. I understand that if, upon approval of my application, I choose not to enter into the rental/lease agreement, K&S Company agents may deduct from the holding deposit "lost rental damages" to cover the lost opportunity to rent the premises in the amount of 1/5<sup>th</sup> of the monthly rent for the unit specified below.

Applicant Signature: \_\_\_\_\_

Entity, Unit, Rent : \_\_\_\_\_

(K & S use only.)

Applicant's Name (please print): \_\_\_\_\_

Date: \_\_\_\_\_

# APPLICATION TO RENT

Tenant  
 Guarantor

(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 or ITIN	
Other names used in the last 10 years				Work phone number ( )		Home phone number ( )	
Date of birth		E-mail address				Mobile/Cell phone number ( )	
Photo ID/Type		Number		Issuing government		Exp. date	Other ID
1.	Present address			City		State	Zip
	Date in	Date out	Owner/Agent Name			Owner/Agent Phone number	
	Reason for moving					Current rent \$ /Month	
2.	Previous address			City		State	Zip
	Date in	Date out	Owner/Agent Name			Owner/Agent Phone number	
	Reason for moving						
3.	Next previous address			City		State	Zip
	Date in	Date out	Owner/Agent Name			Owner/Agent Phone number	
	Reason for moving						
Proposed Occupants: List all in addition to yourself	Name			Name			
	Name			Name			
	Name			Name			
Will you have pets?	Describe			Will you have a waterbed?		Describe	
How did you hear about this rental?							
A.	Present occupation or source of income			Employer name			
	Dates of employment		Supervisor's phone number ( )		Employer address		
	Name of your supervisor			City, State, Zip			
B.	Prior occupation			Employer name			
	Dates of employment		Supervisor's phone number ( )		Employer address		
	Name of your supervisor			City, State, Zip			
Current gross income \$		Per	Check one <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year		Please list ALL of your financial obligations below.		
Name of your bank		Branch or address				Account Number	



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Name of Creditor	Address	Phone Number	Monthly Pymt. Amt.	
		( )		
		( )		
		( )		
		( )		
		( )		
		( )		
		( )		
<b>In case of emergency, notify:</b>	<b>Address: Street, City, State, Zip</b>	<b>Relationship</b>	<b>Phone</b>	
1.				
2.				
<b>Personal References:</b>	<b>Address: Street, City, State, Zip</b>	<b>Length of Acquaintance</b>	<b>Occupation</b>	<b>Phone</b>
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 of 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/Agent to disclose tenancy information to previous or subsequent Owners/Agents.**

Owner/Agent will require a payment of \$ \_\_\_\_\_, which is to be used to screen Applicant with respect 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 \$ \_\_\_\_\_

The undersigned is applying to rent the premises designated as:

Apt. No. \_\_\_\_\_ Located at \_\_\_\_\_

The rent for which is \$ \_\_\_\_\_ per \_\_\_\_\_. Upon approval of this application, and execution of a rental/lease agreement, the applicant shall 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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**K & S Company**  
Established in 1958

Real Estate  
Management

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www.kands.com

- The following forms are used to obtain information regarding rental and employment history of Applicants for rental housing. Information provided by the current or former Owner/Agent or Supervisor may be used solely for the purpose of evaluating the application.
- Owner/Agent (K&S Co., Inc) requesting this information must receive authorization from the Applicant before obtaining the information. Applicant's signature grants authorization. Copies of this form and of the Applicant's signature are acceptable.
- Applicant may be contacted to verify the authenticity of this request.

I hereby authorize the release of the information requested on these forms to the Owner/Agent, K&S Company Inc. I hereby acknowledge that the Owner/Agent can make copies of this executed page in order to obtain the information requested.

Name \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### RENTAL APPLICANT REFERENCE REQUEST

#### 1. THIS SECTION TO BE COMPLETED BY APPLICANT:

Name of Rental Community (if any): \_\_\_\_\_

Address of Rental Unit: \_\_\_\_\_

Name of Owner/Agent: \_\_\_\_\_ Tel: \_\_\_\_\_

Move-in Date: mm/yyyy \_\_\_\_\_ Move-out Date: mm/yyyy \_\_\_\_\_

I am a current resident: Yes  No

#### 2. For Former or Current Owner/Agent to verify: Is the above information correct? Please indicate.

Did applicant live at your property during the period indicated above? Yes  No

If no, what were dates of occupancy? Move-in: \_\_\_\_\_ Move-out: \_\_\_\_\_

How many times during the past 12 months was the Applicant late to pay rent? 1-2 / 3-4 / 5-6 / 6+

Were any checks denied due to non-sufficient funds (NSF)? Yes  No

Does Applicant owe any amount for delinquent rent, utilities or damage to the unit? Yes  No

Did Applicant provide notice for ending tenancy according to the terms of the rental agreement? Y  N

Did you ever serve a Three Day Notice to Applicant? Yes  No

### EMPLOYMENT VERIFICATION REQUEST

#### 3. THIS SECTION TO BE COMPLETED BY APPLICANT:

Employment (please check one): Present  Prior

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Tel: \_\_\_\_\_

Start Date: mm/yyyy \_\_\_\_\_ End Date: mm/yyyy \_\_\_\_\_

Current Gross Income (if applicable): \_\_\_\_\_

#### 4. For Former or Current Employer to verify: Is the above information correct? Please circle Yes or No.

Occupation:  Present or  Prior

Employer Name: Yes  No

Employer Address: Yes  No

Supervisors Name and Phone Number: Yes  No

Start and End Dates of Employment: Yes  No

Current Gross Income (if applicable): Yes  No

If No, please explain: \_\_\_\_\_

Please fax this form to K&S Company within 24-48 hours. Thank You!  
Tel: 510-528-1900 Fax: 510-528-1906