

# COMMERCIAL CREDIT APPLICATION INSTRUCTIONS



**TO AVOID A DELAY IN PROCESSING YOUR APPLICATION & TO INCREASE YOUR CHANCES OF BEING APPROVED, PLEASE REVIEW THE FOLLOWING SCREENING POLICY & MAKE SURE THAT YOUR APPLICATION IS COMPLETE & INCLUDES:**

- ✓ Your signature.
- ✓ Your photo ID attached.
- ✓ Monthly income verification attached (Schedule C or top 2 pages of your tax return).
- ✓ Liquidity Statements, if your income is hard to verify or does not meet our minimum screening requirements.
- ✓ Top two pages of the company's tax returns & a financial statement only if the rent is over \$1,000 per month.

## **TIPS:**

- ✓ We do not begin processing any rental applications until a signed Offer To Rent & Holding Deposit & Screening Fees are received. The Holding Deposit is one-half of the 1<sup>st</sup> month's rent or \$500 (whichever is greater). The security deposit is 2 times the monthly rent or a minimum of \$2,500 (whichever is greater).
- ✓ Original documents are not required. Any additional supporting documents can either be emailed to [screening@premiumpd.com](mailto:screening@premiumpd.com) (preferred) or faxed to 510-594-3140.
- ✓ All requested supporting documents & follow up information must be submitted by 11:00 am the next business day or your application may be denied.
- ✓ Be prepared to sign your lease & pay your move-in funds ASAP. Typically, approved applicants who submit their completed offer & applications by Monday should expect to sign their lease & pay their move-in funds by Thursday or Friday of the same week. Failure to sign your lease & pay the move-in funds timely could result in being denied &/or forfeiture of your holding deposit.
- ✓ If you have any questions, please feel free to call us at 510-594-7460. We are here to help you.

## **WE THANK YOU FOR YOUR COOPERATION!**

*Pursuant to California law you have tenant screening fee rights, including the right to a copy of your consumer credit report if one is obtained with your screening fee, a refund of any unused portion of the fee & a receipt of the costs of the screening. This applies protection for the Applicant for any payment, including but not limited to fees, deposit or charge. The landlord may claim fees, deposit or charge only for those amounts as are reasonably necessary for the purposes specified by the subdivision with a maximum of \$46.67, which increases each year. Any fees, deposit or charge shall be held by the landlord for the tenant who is party to the lease agreement. For more information about your rights, please visit the following link: <http://www.legendinfo.ca.gov/cgi-bin/displaycode?section=civ&group=01001-02000&file=1940-1954.1>*

Premium Properties offers equal housing opportunities in accordance with local, state & federal housing laws. Applications submitted will neither be approved nor denied based on race, color, religion, ancestry, national origin, sex, sexual orientation, physical disability, mental condition, marital status or familial status.