

RENTAL APPLICATION

INSTRUCTIONS



TO AVOID A DELAY IN PROCESSING YOUR RENTAL APPLICATION, PLEASE MAKE SURE THAT THE APPLICATION IS COMPLETE & INCLUDES:

- Your signature.
- Your photo ID attached.
- 4 years of tenancy history (even if you lived at home, in a dorm, or internationally).
- Monthly income verification attached (Financial Aid, Student Loans, Paystubs showing year-to-date earnings & I-20s are all considered monthly income).
 - If your income is hard to verify or does not meet our minimum screening requirements, please provide liquidity (retirement funds, bank accounts, securities, etc.) statements.
 - If you are unable to meet the monthly income or liquidity requirements, you may also have a cosigner. Here is the link to the cosigner application: <https://secure.ncrcredit.com/applicants/PremiumProperties/cosign/form.php>.
- If you have a pet, please attach a brief description & photograph of the pet.

TIPS:

- Our Screening Policy is available on our website at <http://www.premiumpd.com/pdfs/screeningpolicy.pdf>. It describes how we qualify applicants & will answer most questions.
- Original documents are not required. Any additional supporting documents can either be emailed to screening@premiumpd.com or faxed to 510-594-3140.
- All applications & documents must be submitted by 11:00 am the next business day of our receiving the Offer To Rent or your application may be denied. Furthermore, expedited turnaround of documents will increase the chances of the applicant getting selected for the apartment in the event there is competition.
- Please note that we do not look at any rental applications until you complete an Offer To Rent & submit a holding deposit on a unit.
- If you have any questions, please feel free to call us at 510-594-7460.

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 \$44.51, 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.leginfo.ca.gov/cgi-bin/displaycode?section=civ&group=01001-02000&file=1940-1954.1>

COSIGNER AGREEMENT & CREDIT APPLICATION

INSTRUCTIONS



TO AVOID A DELAY IN PROCESSING YOUR RENTAL APPLICATION, PLEASE MAKE SURE THAT THE APPLICATION IS COMPLETE & INCLUDES:

- Your signature.
- Your photo ID attached.
- A selfie of yourself holding the signed application attached. We use this photo to verify that the name on the ID matches the name on the application & that you resemble your photo on your ID.
- Monthly income verification attached (recent paystub showing year-to-date earnings) or if self-employed, the top 2 pages of a recent federal tax return or your business; Schedule C.
- If your income is hard to verify or does not meet our minimum screening requirements, please provide liquidity (retirement funds, bank accounts, securities, etc.) statements.

TIPS:

- Our Screening Policy is available on our website at <http://www.premiumpd.com/pdfs/screeningpolicy.pdf>. It describes how we qualify applicants & will answer most questions.
- Original documents are not required. Any additional supporting documents can either be emailed to screening@premiumpd.com or faxed to 510-594-3140.
- All applications & documents must be submitted within 2 business days of our receiving the Offer To Rent ion or your application may be denied. Furthermore, expedited turnaround of documents will increase the chances of the applicant getting selected for the apartment in the event there is competition.
- Please note that we do not look at any applications until an applicant complete an Offer To Rent & submit a holding deposit on a unit.
- If you own a home & **only if it has no mortgage**, attach a recent property tax bill or deed of trust.
- If you have any questions, please feel free to call us at 510-594-7460.

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