



## **Instructions For Submitting An Application**

If you feel you are qualified for the property after reading the attached Rental/Lease Policies, please follow these instructions:

1. Fill out the entire application completely and legibly (be sure to sign it!).
2. Return it in person, by mail, or depositing it in the drop box located the right of the front glass doors.
3. Include **cash or money order only** in the amount of **\$35.00 per person 18 or over**. This fee is non-refundable! **(NO PERSONAL CHECKS WILL BE ACCEPTED)** Applications may also be submitted online [www.calwestrents.com](http://www.calwestrents.com)
4. **Current copies of your last 2 pay stubs** or if self employed then 2 years tax returns plus financial statements for the last quarter should be submitted with your application.
5. If your application is complete and accurate, your references return calls promptly, and you have included the correct amount of money with your application, it will be processed. If you qualify, you will be called to arrange an appointment to sign the Offer to Rent agreement. You must make arrangements to sign Offer to Rent agreement within 24 business hours after approval.
6. This application and fee do not guarantee approval.

If you have any questions, please feel free to call us at (408) 997-7100.

***Your Application Will Not Be Processed Without The  
Correct Funds Attached!***

# Rental /Lease Policies

THE FOLLOWING POLICIES ARE ESTABLISHED TO ENSURE THAT ALL PROSPECTIVE APPLICANTS MANAGED BY CAL WEST – H.M.S. PROPERTY MANAGEMENT WILL BE TREATED EQUALLY.

Please read the following policies. If you feel you meet the guidelines for qualifying, we encourage you to submit an application. Only one application will be processed at time. Applications will be processed in the order received. An incomplete application will not be considered.

## FAIR HOUSING

• Cal West - H.M.S. Property Management adheres strictly to all requirements of the Fair Housing Laws. We do not discriminate against any applicant for reasons of race, color, religion, Sex (gender), Sexual Orientation, Marital status, national origin (including language use restrictions), Ancestry, Familial status (households with children under age of 18) Source of income, physical or mental disability (including HIV or AIDS), Medical condition (cancer/genetic characteristics), Age.

## MEGAN’S LAW NOTICE

• The California Department of Justice and local law enforcement authorities maintains a database of the locations of registered sex offenders and will respond to consumer inquiries. Please refer to [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov).

## APPLICANTS

- Each person 18 years of age or over, or emancipated minors must fill out and sign an application; only applicants and their minor children may reside in the property.
- Acceptance of a co-signer is not normal policy and is subject to individual approval or denial by the owner.
- To be processed and considered; applications must be accompanied by a non- refundable processing fee.
- **The application will NOT be considered with missing or false information.**
- **Any applicants with past evictions.**

**PROCESSING FEES: \$35.00 non-refundable fee for each applicant and co-signer.**

## CREDIT CRITERIA

- Cal West - H.M.S. will obtain a credit report for each applicant and co-signer 18 years or older and emancipated minors. Reports supplied by applicants WILL NOT be accepted.
- **The following will cause an application to be denied. \*\*24 hrs. allowed to address disputed items on credit report\*\***
  - Any collections with an outstanding balance that has not been paid in full and proof provided
  - Unsatisfied judgments or liens
  - Unlawful detainers within last 5 years.
  - Non discharged bankruptcies or bankruptcies less than 3 years old.
  - Having more than 2 - 60 days lates on any account opened or closed within the last 3 years.

If applicant has late payments that are isolated to a mortgage and all other credit is satisfactory, then owner approval will be requested. Please explain circumstances of late mortgage payments when applying.

## INCOME CRITERIA

- Applicant’s **gross monthly** income must be **three times** the amount of monthly rent.
- Income will be verified from copies of the prior months pay stubs provided with the application (offer letters are acceptable).
- Self-employed applicants must provide most recent 2 years of tax returns, plus financial statements for the last quarter.
- Proof of earnings from social security, child support, alimony and /or spousal support must be documented.
- Unverifiable income will **NOT** be considered.
- Overtime earnings will not be considered unless proven earnings over a 2 year period is provided and is expected to continue.

## IDENTIFICATION

- **Photo ID not required until the actual signing of the lease.**

## CONDITION OF MOVE IN

- Offer To Rent Agreement to be signed within 24 business hours of Cal West – H.M.S. offer to applicant to rent. Hours for lease signing are Monday through Friday between 9:30AM and 4:00 PM.
- All utility and garbage accounts must be transferred into residents’ name as of date of possession (when applicable).
- Possession will be offered when Cal West – H.M.S. determines the property is ready for rental unless prospective tenant is provided written instructions otherwise.
- Holding funds in the amount of the security deposite is due at the signing of the Offer to Rent Agreement. First months rent is due at the time of lease signing which is usually the day of move in. Both monies need to be in the form of **cashiers checks or money orders**. If move in is less than 11 days prior to the end of the month then pro rated rent for the first month and rent for the second month is due at lease signing.

## Pet Policy

- Additional deposite may be required on all pets.



## ~ Application to Rent ~

*(All sections must be completed)*

**Applicant represents that all the following statements are true and correct and hereby authorizes verification of the following items including, but not limited to, the obtaining of a credit report and agrees to furnish additional credit references upon request.**

**This application is for qualification purposes only and does not in any way guarantee the applicant that he/she will be offered this property. Processing fees are non-refundable. Applicant understands that Cal West - H.M.S. can and will accept more than one application on this rental property and Cal West - H.M.S. in its sole discretion will select the best qualified tenant. Any application not fully filled out will be delayed or returned. Notice: Unless agreed otherwise in writing, the Property remains on the market until an Offer to Rent Agreement is signed and Landlord may continue to show the Property to other prospective tenants and accept another offer. Social Security Number or INS Number is required to verify credit and employment information. All information is kept confidential.**

**The undersigned makes application to rent housing accommodations designated as:**

**Property Address:** \_\_\_\_\_ **Apt. #.** \_\_\_\_\_

the rental for which is \$ \_\_\_\_\_ per month and upon approval of this application agrees to sign a rental or lease agreement and to pay all sums due, including required deposits, before occupancy. Any additional costs are listed on the Cal West - H.M.S. website in the property description.

**Requested Date to Start Lease/Rental** \_\_\_\_\_

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

\_\_\_\_\_  
Applicant's Signature

Do you plan to run a business in the residence? Y/N If "yes", what type? \_\_\_\_\_  
 Pets? Y/N Type: \_\_\_\_\_ Breed: \_\_\_\_\_ Liquid filled furniture? Y/N Describe: \_\_\_\_\_

**List all proposed occupants excluding yourself (include age if under 18):**

\_\_\_\_\_

\_\_\_\_\_

Last Name	First Name	Init.	Social Security Number	Date of Birth
Drivers License No./Gov ID	State/Country	Home phone number		Work phone number
Cell phone number		E-Mail address:		
<b>1</b>	Present address		City	State    Zip code
	Date in	Date out	Owner/Mgr name	Owner/Mgr phone no. (    )
	Amount of rent paid: \$ _____ Reason for moving:			
<b>2</b>	Previous address		City	State    Zip code
	Date in	Date out	Owner/Mgr name	Owner/Mgr phone no. (    )
	Amount of rent paid: \$ _____ Reason for moving:			
<b>3</b>	Next Previous address		City	State    Zip code
	Date in	Date out	Owner/Mgr name	Owner/Mgr phone no. (    )
	Amount of rent paid: \$ _____ Reason for moving:			

### Employment(s)

<b>A</b>	<b>Current Monthly Gross Income \$</b>		Name of Company/Employer
	Check one: Salary _____ Hourly _____ Self-Employed _____		
	Present occupation		
How long with this employer?		Name of supervisor	Phone Number to verify salary (    )
<b>B</b>	<b>Previous Monthly Gross Income \$</b>		Name of Company/Employer
	Check one: Salary _____ Hourly _____ Self-Employed _____		
	Previous occupation		
How long with this employer?		Name of supervisor	Phone Number to verify salary (    )

Name of your bank	Branch or address		
Other source of income	Address	Phone No.	Monthly Amount

In case of emergency, notify:	Address	Phone	City	Relationship
1.		( )		
2.		( )		
Personal References	Address	Phone	Length of acquaintance	Occupation
1.		( )		
2.		( )		

Automobile: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License # \_\_\_\_\_

Automobile: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License # \_\_\_\_\_

Motorcycles (other vehicles): \_\_\_\_\_

Are you subject to any pending bankruptcy proceedings?  Yes  No

Have you filed bankruptcy within the last seven (7) years?  Yes  No

If so, when? \_\_\_\_\_ Has it been discharged? \_\_\_\_\_

Have you ever been evicted or asked to move? \_\_\_\_\_ Explain: \_\_\_\_\_

### CODE FOR EQUAL OPPORTUNITY

Cal West - H.M.S. reaffirms the California Apartment Association policy that equal opportunity in the rental industry can best be accomplished through leadership, example, education and the mutual cooperation of the owners, managers, and the public. In the spirit of this endeavor, Cal West - H.M.S. follows Equal Opportunity provisions as stated by law.

- I. Owners and Cal West - H.M.S. have the responsibility to offer housing accommodations to all prospects without regard to color, race, religion, sex, marital status, physical handicaps, national origin or any unlawful discrimination, and including all other statutes applicable to equal opportunities.
- II. Cal west - H.M.S. enters into owner/resident relationships to show housing accommodations to all equally.
- III. Cal West - H.M.S. has no right or responsibility to volunteer information regarding the racial, creedal or ethnic composition of any neighborhood or any part thereof unless required by law.
- IV. Cal West - H.M.S. will not print, display or circulate any statement or advertisement with respect to the rental of a dwelling that indicates any preference, limitations or discrimination.



**Cal West - H. M. S. Property Management**  
5589 Winfield Blvd. #130  
San Jose, CA 95123  
Phone: (408) 997-7100  
Fax: (408) 912-1675

**For a complete available property listing and information about  
Cal West - H.M.S. Property Management, please visit: [www.calwestrents.com](http://www.calwestrents.com)**