



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 by mail, e-mail, fax or depositing it through the drop slot in our door.
3. Include **cash or money order only** in the amount of **\$30.00 per person 18 or over**. This fee is non-refundable! **(NO PERSONAL CHECKS WILL BE ACCEPTED)**
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 in the order that it was recieved. If you qualify, you will be called to arrange an appointment to sign the lease. You must make arrangements to sign the lease within 2 business days.
6. **All complete applications are reviewed and processed on a first come basis.** This application and fee do not guarantee approval.

NOTE: Some properties do allow pets. Picture of pet must accompany application, and an additional deposit will be required.

If you have any questions, please feel free to call us: San Jose Office: (408) 997-7100 or Monterey Office (831)655-4884

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 HMS 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

• 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.

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.**

PROCESSING FEES: \$30.00 for each applicant and co-signer and NON-REFUNDABLE if credit is ran.

CREDIT CRITERIA

- 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 3 years.
 - Non discharged bankruptcies.
 - Being more than 60 days late on any account opened or closed within the last 3 years.
 - Unsatisfactory landlord rating.

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. An additional deposit maybe required.

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

- Lease/Rental Agreement to be signed within **3** business days of HMS offer to applicant to rent. Hours for lease signing are Monday through Friday between 9:30AM and 4:00 PM or electronically.
- All utility and garbage accounts must be transferred into residents' name as of date of possession.
- Possession will be offered when HMS determines the property is ready for rental unless prospective tenant is provided written instructions otherwise.
- Security deposit and first months rent (Pro Rated) are to be paid in **TWO** separate **cashiers checks or money orders** only at time of signing lease. **(Daily rental rate will be charged if keys are delivered prior to date on lease/rental agreement).**



~ 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 H.M.S. can and will accept more than one application on this rental property and 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 a lease 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 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:			
1	Present address			
	City	State	Zip code	
	Date in	Date out	Owner/Mgr name	Owner/Mgr phone no. ()
Amount of rent paid: \$ _____		Reason for moving:		
2	Previous address			
	City	State	Zip code	
	Date in	Date out	Owner/Mgr name	Owner/Mgr phone no. ()
Amount of rent paid: \$ _____		Reason for moving:		
3	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)

A	Current Monthly Gross Income \$			Name of Company/Employer
	Check one: Salary	Hourly	Self-Employed	
	Present occupation			Address
	How long with this employer?	Name of supervisor		Phone Number to verify salary ()
B	Previous Monthly Gross Income \$			Name of Company/Employer
	Check one: Salary	Hourly	Self-Employed	
	Previous occupation			Address
	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 # _____ Color _____
Automobile: Make _____ Model _____ Year _____ License # _____ Color _____
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: _____
Have you ever been convicted of a crime? Yes No Explain: _____
Have you ever filed suit against a landlord? Yes No Explain: _____

CODE FOR EQUAL OPPORTUNITY



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, H.M.S. follows Equal Opportunity provisions as stated by law.

- I. Owners and 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. H.M.S. enters into owner/resident relationships to show housing accommodations to all equally.
- III. 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. 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.



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For a complete available property listing, to apply online and for information about HMS, please visit: www.hms4rent.com