



Instructions 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 or by depositing it through the drop slot in our door.
3. Include **cash or money order only** in the amount of \$35.00 per person 18 or over. This fee is nonrefundable! **(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 immediately. 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.

If you have any questions, please feel free to call us at (408) 997-9592.

Return Application To:

Metro Property Management
C/O ASAP
6501 Crown Blvd., Suite 106, A14
San Jose, CA 95120

Please call us when you have dropped off your application

Mike Sarvis.
408-997-9592

**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 METRO PROPERTY MANAGEMENT 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. Applications will be processed in the order received. An incomplete application will not be considered.

FAIR HOUSING

Metro Property Management adheres strictly to all requirements of the Fair Housing Laws. We do not discriminate against any applicant for reasons of race, color, creed, national origin, sex, age, and marital status, physical or mental disability.

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. The database is updated frequently and is the best source of information about the presence of these individuals in any neighborhood. They have set up a Sex Offender Identification Line at 1-900-463-0400. There is a charge of \$10.00 for information on up to two individuals.

APPLICANTS

Each person over 18 years of age or emancipated minors must fill out and sign an application; only applicants and their minor children may reside in the property.

If a co-signer is necessary, the co-signer must also fill out and sign an application. The acceptance of a co-signer is not normal policy and is subject to individual approval or denial by Metro Property Management solely.

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: \$35.00 for each applicant and co-signer and NON-REFUNDABLE if credit report is run.

CREDIT CRITERIA

Metro Property Management 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.

- Any collections with an outstanding balance that has not been paid in full and proof provided
- Unsatisfied judgments or liens
- Unlawful detainers within last three years.
- Non-discharged bankruptcies.
- Being more than 60 days late on any account opened or closed within the last 3 years.
- Criminal history including but not limited to burglary or assault.

INCOME CRITERIA

- Applicant's **gross monthly income** must be **(3) 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 tax return and 3 months bank statements to verify income.
- 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 is required upon signing a lease.

CONDITION OF MOVE IN

- Lease/Rental Agreement must be signed within (2) two business days of Metro Property Management offer to applicant to rent. Hours for lease signing are Monday through Friday between 9:00AM and 4:00 PM.
- All utility and garbage accounts must be transferred into residents' name as of date of possession.
- Possession will be offered when Metro Property Management determines the property is ready for rental unless prospective tenant is provided written instructions otherwise.
- Walk through of the property will be done prior to move in.
- 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).
- Some properties do allow pets. Picture of pet must accompany application.

CODE FOR EQUAL OPPORTUNITY



Metro Property Management conforms to a 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, Metro Property Management follows Equal Opportunity provisions as stated by law.

I. Owners and Metro Property Management 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. Metro Property Management enters into owner/resident relationships to show housing accommodations to all equally.

III. Metro Property Management 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. Metro Property Management 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.