

Stepwise Property Management

www.StepwisePM.com

Service@StepwisePM.com

707-364-8125

415-577-1160

Policy and Disclaimer on Rental Property

All rental property is subject to other/prior rental and/or applications. Delivery of an application does not create a tenancy. All rental applications are subject to verification of rental history, income, credit worthiness, employment, references, etc.

Rental Application Requirements:

1. A complete and separate application is required for each tenant 18 years or older.
2. Each applicant 18 years or older must see apartment prior to submitting application.
3. A non-refundable processing fee of \$30.00 must be submitted with each application.
4. Income verification (pay-stub, offer letter, tax return, etc.) must be supplied with application.
5. A copy of a valid Driver's License or legal Identification must be provided with application.

Please be as forthright as possible with all of your information. The more support you provide the better your chances of a positive outcome. Thank You.

Stepwise Rental Application

Applicant Information

Name:	E-mail:
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Home Phone:	Cell Phone:
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Date of birth:	SSN:	DL#/ID#:
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Current address:

City:	State:	ZIP Code:
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Own	Rent (Pls circle)	Monthly pmt or rent:	How long? From (mo/yr):	To (mo/yr):
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Owner/Manager:	Phone:	E-mail:
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Reason for Leaving:

Previous address:

City:	State:	ZIP Code:
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Own	Rent (Pls circle)	Monthly pmt or rent:	How long? From (mo/yr):	To (mo/yr):
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Owner/Manager:	Phone:	E-mail:
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Reason for Leaving:

Previous address:

City:	State:	ZIP Code:
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Own	Rent (Pls circle)	Monthly pmt or rent:	How long? From (mo/yr):	To (mo/yr):
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Owner/Manager:	Phone:	E-mail:
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Reason for Leaving:

Employment Information

Current employer:	Address:
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City:	State:	ZIP Code:
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Phone:	E-mail:	Fax:
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Title/Position:	Hourly Salary (Please circle)
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How long? From (mo/yr):	To (mo/yr):	Monthly salary:
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Name of Supervisor:	Phone:	E-mail:
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Reason for Leaving:

Previous employer:	Address:
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City:	State:	ZIP Code:
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Phone:	E-mail:	Fax:
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Title/Position:	Hourly Salary (Please circle)
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How long? From (mo/yr):	To (mo/yr):	Monthly salary:
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Name of Supervisor:	Phone:	E-mail:
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Reason for Leaving:

Previous employer:	Address:
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City:	State:	ZIP Code:
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Phone:	E-mail:	Fax:
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Title/Position:	Hourly Salary (Please circle)
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How long? From (mo/yr):	To (mo/yr):	Monthly salary:
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Name of Supervisor:	Phone:	E-mail:
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Reason for Leaving:

Emergency Contact

Name of a person not residing with you:

Address:

City:	State:	ZIP Code:	Phone:
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Relationship:	E-mail:
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Additional Information					
Have you ever had any credit problems? Yes No					
Have you ever had an unlawful detainer filed against you? Yes No					
Have you ever been evicted for non-payment of rent or for any other reason? Yes No					
Have you ever filed for bankruptcy? Yes No					
Have you ever been convicted for selling, possessing, distributing or manufacturing illegal drugs? Yes No					
Do you have any pets? Yes No If Yes, How many and please describe?					
Will you be using any water-filled furniture in your residence? Yes No If Yes, insurance coverage may be required.					
Do you have any musical instruments? Yes No If Yes, what kind?					
Please explain any Yes answers...					
Credit/Banking Information					
Name of Bank/S&L/Credit Union:					
Address:					
City:		State:		ZIP Code:	
Checking account #:			Approximate balance:		
Savings account #:			Approximate balance:		
Name of Bank/S&L/Credit Union:					
Address:					
City:		State:		ZIP Code:	
Checking account #:			Approximate balance:		
Savings account #:			Approximate balance:		
Credit References (Credit Cards/Car Payments/Other Loans)					
Company name:			Address/City:		
Account #:		Present balance:		Monthly Payment:	
Company name:			Address/City:		
Account #:		Present balance:		Monthly Payment:	
Company name:			Address/City:		
Account #:		Present balance:		Monthly Payment:	
Other References					
Name:		Address:		Phone:	
Please List All Additional Adults Who Will Occupy Unit					
Name:		Address:		Phone:	
Vehicles (Operable including cars, trucks, vans, motorcycles, etc.)					
Are you the registered owner? Yes No (Please circle)			If not, who?		
Year:	Make:	Model:	Color:	License#:	State:
Year:	Make:	Model:	Color:	License#:	State:
Signature					
I represent the information provided on this form is true and correct and authorize periodic verification of such information as it relates to my proposed tenancy. In addition, I agree to pay for said verification via check made payable to Stepwise Property Management, which check shall accompany this Application. Such non-refundable payment is a part of the application process and is a charge for the administrative costs of application consideration. If the check is returned for insufficient funds, applicant shall be liable for the charge on demand.					
Signature of applicant:				Date:	