

BACKUS PROPERTIES

Application for property address:

Application date _____ Date lease to begin _____
LEGAL Name _____
Current address _____ City _____ Zip _____
Cell phone _____ Home phone _____
Email address _____ Birth date _____
Social Security #: _____ **Name on ID** _____

Residency verification (Must be provided within two business days of request)

Name of current Housing Provider _____
Email address _____ phone _____
Amount of current rent _____

If current residency less than two years, information on previous residency:

Address of previous rental property _____
Name of Housing Provider _____
Email address _____ phone _____

Employment information (Must be confirmed within two business days of request)

Name of employer _____
Address _____
Phone number _____ Contact person _____
Length of employment _____ Net Monthly income _____
Additional Income information _____

Other income: **ONLY If housing assistance is provided by Government subsidy**, you may choose to provide alternative forms of payment history instead of a credit report, to be provided within two business days. PLEASE CHECK PREFERENCE

☐ **credit report** ☐ **alternative information**
such as 12 months proof of installment loans, car payments, cell phone, etc.

Have you ever been a defendant in an unlawful detainer? (Eviction)

☐ yes ☐ no

Have you ever filed suit against a Housing Provider?

☐ yes ☐ no

Please explain any "yes" answers _____

A non-refundable application fee of \$45 to accompany each application (cashier's check, money order or paypal paypal@backuspm.com only; NO CASH accepted.) If multiple people are applying together, all applications and fees must be received before processing begins. Notify Backus Properties if you would like a copy of your credit report. Of the application fee, \$20 if for a credit report from Equifax, and \$25 is a fee to Backus Properties. Please check if you would like a copy of your application fee receipt emailed to you. ☐

Backus Properties is an equal opportunity provider of housing. It does not discriminate on the basis of race, color, ancestry/ national origin, religion, sex, pregnancy, gender identification or expression, mental and/or physical disability, familial or marital status, age, military or veteran status, and genetic information, or any other basis protected by federal, state or local laws.



List all persons under the age of 18 who will be living with you

Name	age	name	age

List any animals that will be living on the property permanently or occasionally, including visiting or babysitting. Make sure you have submitted the pet screening required.

Name	Type	Breed	pounds	neutered?	Licensed?	Picture attached?

List your vehicles that will be parked at the property. Include boats or RVs. Do not list co-applicants

Type	Manufacturer	Model	year	license number	color

Are there any repairs or changes you are expecting on the property?

Do you have any questions or concerns that should be answered prior to your signing the lease agreement? _____

Are you comfortable reading and comprehending the lease and other paperwork in English? If not, we strongly recommend to bring with you to all appointments an interpreter over the age of 18.

Name of interpreter: _____ Phone #: _____

Have all applicants seen the property? (Required for processing of application)

☐

yes

☐

no

Do you need to see the property again prior to lease signing?

☐

yes

☐

no

Do you have a copy of / read the Procedures and Application Criteria? (Required)

☐

yes

☐

no

The undersigned applicant affirms the information contained in this application is true and correct, and I authorize Backus Properties to verify all information in this application. Misstatements, either false or incorrect, shall be deemed reason for denial of occupancy. I also understand if I rent from Backus Properties and fail to fulfill my obligations, a negative credit report reflecting my credit may be submitted to a credit reporting agency.

Signature _____

Date _____

Fax to: 831-455-2087 Office phone: 831-455-2052

Deliver in person: 19000 Portola Dr, Suite 107, Salinas, CA 93908 Hours M-F 9:00-4:30

Mail: PO Box 1089, Salinas, CA 93902

Email: info@backuspm.com

Backus Properties Application Procedures and Qualification Criteria

Process to rent this house: **READ CAREFULLY**

1. View inside of property in person BEFORE submitting any applications.
2. Submit application, completely filled out with confirming documentation. With application, submit non-refundable fee (\$45 per adult, PayPal (paypal@backuspm.com), money order or cashier's check only (NO CASH OR PERSONAL CHECKS), payable to Backus Properties). Applications from all co-applicants, application fees, all required documents and copies of proof of income, must be received before processing will be started. **Incomplete applications will not be accepted.** Co-signers not accepted.
3. Applications will be processed on a first come-first served basis. Incomplete applications will not continue to be processed and the next application considered. The first complete application that meets all criteria will be accepted.
4. Approval or denial to be within 5 days of receipt of all required information on application. If information cannot be confirmed within 5 days, application may be denied. Declined applications will be notified by mail.

Requirements

1. **An application to be filled out completely** and signed by every occupant age 18 and older.
2. **Each applicant must have seen the property** and reviewed pertinent information.
3. **All applicants to have a credit score over 600.**
4. **Total verifiable net income** (after taxes) to be twice the amount of the monthly rent. Verification may be through pay stubs (at least three month's proof of income), bank statements, tax returns, or similar documents. If **self-employed** you must include current year's tax returns and last 6 months of banks statements. **Copies of this information must be provided by each applicant.** If income varies throughout the year, annual income divided by 12 will be considered. All verifiable income will be considered. If information is in lieu of credit report, one years documents required.
5. **Verification of current employment- (employed for a minimum of six months),** verification can be through pay stubs, letter on company letterhead (to be verified by phone call), or similar information. **Job history less than six months may be acceptable with an additional deposit. Copies of this information must be provided by applicant.**
6. A lawful background check will be obtained. An **eviction** on any report will result in denial of the application.
7. **Favorable verification of two years rental history** with non-family member, person or company.
8. **Total number of vehicles** to be appropriate for property. Generally allowable: number of cars to fit in carport or garage assigned to unit or house and also in front of those assigned spaces if not interfering with other residents. Regular parking on street not allowed. Garage/carport must always have space for vehicle and cannot to be used only for storage.
9. **Animals:** We use a third-party pet/animal policy and screening service. All approved applicants should go to this link: <https://backuspm.petscreening.com/> whether or not they have an animal. Favorable report is required within 48 hours of approval. If you do not have a pet/animal there is no cost for this screening.
10. **No smoking** is allowed on the property, that includes cigarette butts or smoke odor.
11. **Security deposit:** to be paid within 48 hours of conditional acceptance of application. Deposit to be paid (money order or cashier's check, payable to Backus Properties.) Signing of lease by all applicants to be completed within two business days of conditional acceptance, including watching of video. Photo ID to be presented at that time to verify information.
12. **Acceptance:** Lease will be considered accepted when security deposit has been paid, the lease signed by all parties and any other requirements completed. The property will be considered available until these requirements are met. **Applications will be accepted and processed until that time, but not after.**
13. **Lease (payment of rent)** to begin within 14 days of the approval of the application. Proof of utility transfer and insurance to be presented.
14. **If application is not processed,** application fee may be picked up within two weeks of notification. After that time, fee will be charged.
15. **Total occupants:** Backus Properties adheres to the suggested HUD guidelines of **two persons per bedroom plus one.**
16. **For all HUD applicants housing voucher and signed RTA (Request for Tenancy Approval) forms must be included with applications.**

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