



APPLICATION REQUIREMENTS

Please fill out the application completely and submit it to the office with the following requirements:

1. A \$35.00 per adult application processing fee is required and is non-refundable under any circumstances.
2. Renters' insurance is required. Must provide proof of it within 30 days after move-in date.
3. Bring a valid Driver's License/ID, passport, or other government issued proof of identity with your application.
4. Verification of income such as a current pay stub, a letter from employer stating income (on company letterhead), or a recent bank statement showing direct deposit is required.
-Gross monthly minimum income standard must be twice the rent.
5. Must have a good tenant history (present/previous).
6. Security deposit is 1.5x the monthly rent. Double security deposit if using guarantor.
7. No pets.
8. We will reject all applications that have incomplete applications or have any evictions and/or bad credit history.

These standards are applied to all applicants regardless of race, ethnicity, religion, gender, and/or sexual orientation under the laws governing fair housing.

RENTAL APPLICANT REFERENCE FORM

- This form is used to obtain information regarding the rental history of Applicants for rental housing. The information provided by the current or former Owner/Agent may be used solely for the purpose of evaluating the application for rental housing.
- The Owner/Agent requesting this information must receive authorization from the Applicant before obtaining the information. Such authorization is granted if Applicant's signature is provided in Section 1. Copies of this form and of the Applicant's signature are acceptable. The Applicant may be contacted to verify the authenticity of this request. Please mail or fax this form to the person listed in section 2 as soon as possible (within 24-48 hours)

TO BE COMPLETED BY APPLICANT

1. Authorization by rental Applicant for the release of information

I hereby authorize the release of the information requested on this Rental Applicant Reference Request to the Owner/Agent listed above. I hereby acknowledge that the Owner/Agent can make copies of this executed page in order to obtain the information requested.

Name _____ Phone number (_____) _____

Signature _____ Date _____

TO BE COMPLETED BY OWNER/AGENT

2. Person requesting the rental reference

Name of Owner/Agent _____

Address _____ Unit # _____

City _____ State _____ Zip _____

Phone number (_____) _____ Fax number (_____) _____

3. Applicant's rental information

Name of rental community (if any) _____

Address of rental unit _____ Unit # _____

City _____ State _____ Zip _____

Name of Owner/Agent _____

Phone number (_____) _____ Fax number (_____) _____

Move-in date: Month _____ Year _____ Move-out date: Month _____ Year _____ or current resident

TO BE COMPLETED BY FORMER OR CURRENT OWNER/AGENT

4. Rental reference information

Did Applicant live at your property during the period indicated above? Yes No

If no, what were the dates of occupancy? From (month/year): _____ / _____ To (month/year): _____ / _____

How many times during the past 12 months did Applicant pay the rent late? 0 1-2 3-5 6 or more

Was any check from Applicant returned due to non-sufficient funds (NSF)? Yes No

Did you ever file for an unlawful detainer against Applicant for unpaid rent? Yes No

If yes, what was the result? _____

Does Applicant owe any amount for delinquent rent, utilities or damage to unit? Yes No

Did Applicant provide notice for ending tenancy according to the terms of the rental agreement? Yes No

Not applicable because Applicant still resides at unit

Did you ever serve a Three Day Notice to Applicant Yes No

If yes, please explain: _____

Information provided by: Name _____ Phone number (_____) _____

Information obtained by: Phone Mail Fax



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I hereby authorize the release of the information requested on this Rental Applicant Reference Request to the Owner/Agent listed above. I hereby acknowledge that the Owner/Agent can make copies of this executed page in order to obtain the information requested.

Name _____ Phone number (____) _____

Signature _____ Date _____

TO BE COMPLETED BY OWNER/AGENT

2. Person requesting the rental reference

Name of Owner/Agent _____

Address _____ Unit # _____

City _____ State _____ Zip _____

Phone number (____) _____ Fax number (____) _____

3. Applicant's rental information

Name of rental community (if any) _____

Address of rental unit _____ Unit # _____

City _____ State _____ Zip _____

Name of Owner/Agent _____

Phone number (____) _____ Fax number (____) _____

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Not applicable because Applicant still resides at unit

Did you ever serve a Three Day Notice to Applicant Yes No

If yes, please explain: _____

Information provided by: Name _____ Phone number (____) _____

Information obtained by: Phone Mail Fax



EMPLOYMENT VERIFICATION FORM

- This form is used to obtain information regarding the employment history of Applicants for rental housing. The information provided by the current or former Employer may be used solely for the purpose of evaluating the application for rental housing.
- The Owner/Agent requesting this information must receive authorization from the Applicant before obtaining the information. Such authorization is granted if Applicant's signature is provided in Section 1. Copies of this form and of the Applicant's signature are acceptable. The Applicant may be contacted to verify the authenticity of this request. **Please mail or fax this form to the person listed in section 2 as soon as possible (within 24-48 hours)**

TO BE COMPLETED BY APPLICANT

1. Authorization by rental Applicant for the release of information

I hereby authorize the release of the information requested on this Employment Verification Request to the Owner/Agent listed above. I hereby acknowledge that the Owner/Agent can make copies of this executed page in order to obtain the information requested.

Name _____ Phone number (_____) _____

Signature _____ Date _____

TO BE COMPLETED BY OWNER/AGENT

2. Person requesting the employment reference

Name of Owner/Agent _____

Address _____ Unit # _____

City _____ State _____ Zip _____

Phone number (_____) _____ Fax number (_____) _____

3. Applicant's employment information:

Present **OR** Prior Occupation (check one)

Employer Name _____

Employer Address _____

City _____ State _____ Zip _____

Supervisor's/HR Manager's Name _____ Employer/HR Phone number (_____) _____

Beginning and Ending Dates of Employment _____

Current Gross Income (if applicable) \$ _____

TO BE VERIFIED BY CURRENT OR FORMER EMPLOYER

4. Employment information verification

Is the information provided in Section 3 above correct?

Employer Name	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employer Address	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Supervisor's/HR Manager's Name	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employer/HR Phone Number	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Beginning and Ending Dates of Employment	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current Gross Income (if applicable)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Verification provided by:

Name: _____

Title: _____

Phone: (_____) _____

If No, please explain: _____

Verification obtained by:

Phone Mail Fax



**Unauthorized Reproduction
of Blank Forms is Illegal.**



MOSSER COMPANIES
 350 Turk Street
 San Francisco, California 94102
 (415) 673-1608
 Fax (415) 673-9192

Residential Rental Application

Leasing Agent: Alex Truong, 415-622-5190, alext@mossierco.com

FOR OFFICE USE ONLY. Date _____ Agent _____
 Property Address _____ Unit No. _____ Rent \$ _____

TO THE APPLICANT: We sincerely thank you for your application. Please help us promptly process this application by clearly completing all of the required information.

Date of Application _____ Desired Move-In Date _____
 Type and Size of Unit Wanted (No. of Bedrooms, etc.) _____
 How Did You Hear About Our Property? _____

PERSONAL INFORMATION

Applicant's Full Name _____ Date of Birth _____
 Social Security No. _____ Home Phone _____
 Driver's License No. & State _____ Work Phone _____
 E-mail Address _____ Cell Phone _____

Full Names of All Other Residents	Relationship to You	Date of Birth

RESIDENCE HISTORY

PRESENT ADDRESS _____

Telephone _____ At Present Address/Date From: _____ To: _____

Present Landlord or Mortgage Co. _____ Telephone _____

Monthly Payment \$ _____ Reason for Moving _____

PREVIOUS ADDRESS _____

At Previous Address / Date From: _____ To: _____

Previous Landlord or Mortgage Co. _____ Telephone _____

Monthly Payment \$ _____ Reason for Moving _____

EMPLOYMENT INFORMATION

PRESENT STATUS: Employed Full-Time Part-Time Not Employed Retired Student

PRESENT EMPLOYER: (or most recent) _____

Employer's Address _____

Telephone _____ Dates Employed / From: _____ To: _____

Position Held _____ Department _____

Supervisor _____ Gross Monthly Income \$ _____

PREVIOUS EMPLOYER: _____

Previous Employer's Address _____

Telephone _____ Supervisor _____ Dates Employed / From: _____ To: _____

IF STUDENT, LIST SCHOOL _____ School Telephone _____

Present Grade Level _____ Expected Date of Graduation _____

BANKING AND CREDIT REFERENCES

BANK NAME & BRANCH _____ Telephone _____

Checking Account No. _____ Savings Account No. _____

Loan Account No. _____ Monthly Payment \$ _____

BANK NAME & BRANCH _____ Telephone _____

Checking Account No. _____ Savings Account No. _____

Loan Account No. _____ Monthly Payment \$ _____

CREDIT REFERENCE _____ Telephone _____

Address _____ Account No. _____

CREDIT REFERENCE _____ Telephone _____

Address _____ Account No. _____

CREDIT REFERENCE _____ Telephone _____

Address _____ Account No. _____

OTHER REFERENCE _____ Telephone _____

Address _____

CO-APPLICANT INFORMATION

Co-Applicant's Full Name _____ Date of Birth _____
Social Security Number _____ Driver's License No. & State _____
CO-APPLICANT'S EMPLOYMENT: Employed Full-Time Part-Time Not Employed Retired Student
CO-APPLICANT'S EMPLOYER: (or most recent) _____
Employer's Address _____
Telephone _____ Dates Employed / From: _____ To: _____
Position Held _____ Supervisor _____ Gross Monthly Income \$ _____

OTHER INFORMATION

TOTAL NUMBER OF VEHICLES (Including Company Vehicles) _____
Make / Model _____ Year _____ Color _____ Tag No. /State _____
Make / Model _____ Year _____ Color _____ Tag No. /State _____
Other Car, Motorcycle, etc. _____

HOW MANY PETS DO YOU OR OTHER OCCUPANTS OWN? _____
Kind of Pet, Breed, Weight, and Age _____

HAVE YOU OR CO-APPLICANT EVER: Been sued for non-payment of rent? Yes No
Been evicted or asked to move out? Yes No Broken a Rental Agreement or Lease? Yes No
Been sued for damage to rental property? Yes No Declared Bankruptcy? Yes No
Comments / Explanation _____

If there are other sources of income you would like us to consider, please list income, source and person (Banker, Employer, etc.) who we could contact for confirmation, You do NOT have to reveal alimony, child support or spouse's annual income unless you want us to consider it in this application.

Amount \$ _____ Per _____ Source _____ Telephone _____
Amount \$ _____ Per _____ Source _____ Telephone _____

IN CASE OF PERSONAL EMERGENCY, NOTIFY _____
Relationship _____ Address _____
Home Phone _____ Work Phone _____

AUTHORIZATION

PLEASE READ CAREFULLY BEFORE SIGNING:

In considering this application from you, management will rely heavily on the information which you have supplied. It is important that the information be accurate and complete. By signing this application, you represent and warrant the accuracy of the information, and you authorize management to verify any references that you have listed. In addition, you authorize management to obtain a consumer credit report. A credit check will appear on your consumer credit report as an inquiry.

Signed _____ Date _____
Signed _____ Date _____

Date Application Received _____ Received By _____

RECORD OF DEPOSITS/ADVANCE PAYMENTS:		
Date	Description	Amount

REFERENCE VERIFICATION:			
Reference	Remarks	Spoke With	By
<input type="checkbox"/> Present Landlord			
<input type="checkbox"/> Previous Landlord			
<input type="checkbox"/> Employer			
<input type="checkbox"/> Previous Employer			
<input type="checkbox"/> Co-Res. Employer			
<input type="checkbox"/> Bank (I)			
<input type="checkbox"/> Bank (II)			
<input type="checkbox"/> Credit			
<input type="checkbox"/> Credit			
<input type="checkbox"/> Credit			
<input type="checkbox"/> Other			
<input type="checkbox"/> Credit Bureau			

DISPOSITION OF APPLICATION:	
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
By _____	Date _____
IF NOT APPROVED, INDICATE REASON(S):	
<input type="checkbox"/> Unfavorable Credit Report	<input type="checkbox"/> Unfavorable Employment Reference
<input type="checkbox"/> Unfavorable Report From Landlord	<input type="checkbox"/> Size or Number of Pets
<input type="checkbox"/> Other (Specify): _____	
Applicant Notified By (Name) _____	Date Notified _____
Notified Via: <input type="checkbox"/> Letter or Form (Attach Copy)	<input type="checkbox"/> Telephone
<input type="checkbox"/> In-Person	<input type="checkbox"/> Fax
Name of Person Notified _____	Notes _____

MOVE-IN INFORMATION:	ITEMIZED CHARGES	
Unit Number/Address _____	Rental Rate	\$
	Security Deposit	\$
Lease Term From _____ To _____		
Date of Expected Move-In _____		
Notes _____		