



## ***RENTAL POLICIES & APPLICATION***

Management and Professional Financial Investors, Inc. have the responsibility to consider equally all qualified applicants. We strive to provide accurate, complete information about available apartments and give equal treatment to all people who inquire. We consider all applicants on a business basis only. We will accept the first application which meets all of our normal rental application and credit check requirements. In the event any part of representation by the Tenant on the rental application is found to be false or fraudulent, the Owner shall have the right to terminate the lease.

### **APPLICATION REQUIREMENTS -**

- An application must be submitted for *each applicant* 18 years and older.
- A Credit check is conducted for *each applicant* 18 years and older.
- If report reflects charge offs, collections, repossessions, repeated late payments, judgments or bankruptcy the application may be denied.
- A photocopy of Driver's License/ Personal ID will be made of each applicant.
- A clear Unlawful Detainer (no evictions) report is required.
- Income verification required –example: copy of recent pay stub; current bank statement etc.
- Rental references are required. If at current residence for less than one year, prior reference required.
- No co-signers accepted.
- A cashier's check or money order is required for all initial move-in costs.

### **MEGAN'S LAW -**

Pursuant to section 290.46 of the penal code, information about specified registered sex offenders is made available to the public via an Internet website maintained by the Department of Justice at <http://www.meganslaw.ca.gov>. The Department of Justice also maintains a Sex Offender Identification Line through which inquiries about individuals may be made. This is a "900" telephone service. The number is 1-900-448-3000. Callers must have specific information about individuals on whom they are checking. Information regarding neighborhoods is not available through the "900" telephone service.

**NEIGHBORHOOD CONDITIONS** – Residents are advised to satisfy themselves as to neighborhood or area conditions, including schools, proximity and adequacy of law enforcement, crime statistics, registered felons or offenders, fire protection, other government services, proximity to commercial , industrial, or agricultural activities, existing and proposed transportation, construction and development that may affect noise, view or traffic, airport noise, noise or odor from any source, wild or domestic animals other nuisances, hazards or circumstances, facilities and condition of common areas, conditions and influences of significance to certain cultures, and/or religions, and personal needs, requirements and preferences of Tenants.



## *Professional Financial Investors, Inc.*

In cooperation, agreement and in compliance with Federal, State and County laws, Professional Financial Investors, Inc. states the following guidelines the Managers will use in determining a tenants' eligibility.

1. PFI prohibits discrimination based on race, color, religion, gender, national origin, sexual orientation, marital status, familial status, age, mental or physical handicap.
2. The Manager may not refuse to show or lease a unit which is on the market to one person while showing or leasing it to another if the decision to do so is based upon the applicants' race, religion, national origin, sex, marital status or physical disability
3. The Management cannot quote different terms to one person than to another.
4. The Management cannot charge a different amount for the rent, credit check or application fee to one person than to another.
5. PFI follows the Marin County Child Discrimination Ordinance which addresses occupancy limits, surcharges and other prohibitions regarding families with children. This follows the state guideline of two people per bedroom plus one extra person.

If you feel you have been discriminated against, or treated unfairly, for any reason, by any employee of PFI, we request you communicate with us, in writing.

- The nature of your complaint
- When the incident occurred
- The employee of PFI who is responsible
- Any other relevant information
- Your current address and telephone number so that Management may contact you.

This complaint should be promptly mailed to: Professional Financial Investors, Inc.  
350 Ignacio Blvd Suite 300  
Novato, Ca. 94949

FOR SECURITY AND PRIVACY PURPOSES, this complaint will be delivered only to Office Management Personnel at the main office. It will be kept strictly confidential and available only to the appropriate Senior Management.

For more information on Fair Housing write or call:

Federal: Housing & Urban Development, Region IX, 450 Golden Gate Ave, San Francisco, CA 1- 800-347-3739

State: Department of Fair Employment & Housing 1515 Clay Street, Suite 701, Oakland, CA, 94612 1- 800 233-3212

Local: Fair Housing of Marin, 615 B Street, San Rafael - 415-457-5025



# Professional Financial Investors, Inc.

## RENTAL APPLICATION

This application must be filled out by any and all persons who will be signing on a lease and financially and legally responsible for terms and conditions of the lease.

This application is for Management purposes only and will be kept **strictly** confidential.

Full Name:

Present Address:


Telephone #:

Work:

Cell/Home:

Email Address:


Social Security #:

Drivers License #:

State Issued:


I have received, read and signed the Rental Applicant Policies of Professional Financial Investors, Inc. and I have had sufficient opportunities to ask questions of PFI personnel regarding these policies and have been satisfied as to any questions I may have.

I consent to Professional Financial Investors, Inc. having permission to obtain information from public or private agencies to verify this application, and, in the event the application is approved and tenancy begins I consent to PFI obtaining information from public or private agencies required for collection efforts during a tenancy or after the termination of a tenancy.

I consent to the sum of Twenty Five (\$25) per individual/per person in the form of a Check/Money Order made payable to:

FOR TENANCY AT

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To cover all expenses incurred, while checking references and verifying this Rental application  
THIS FEE IS AGREED TO BE A NON-REFUNDABLE APPLICATION FEE

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



Please list other residents who will be named on the lease:

Other Residents

Please list any motor vehicles that will be parked on building premises:

Type of Motor Vehicle	Year

**EMPLOYMENT INFORMATION**

**Current Employer:**

Address:

Telephone #:

Current Position:


Name of company representative to speak to for an employment and character reference:

#1 Name:

Telephone:

#2 Name:

Telephone:


Current monthly income from this employer:

\$
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How long employed by this company:


How long do you expect to work for this company:



# Professional Financial Investors, Inc.

If employed by current employer less than one (1) year please provide:

**Prior Employer:**

Telephone:

Name of Company:

Company Representative:

How Long Employed By This Company:


## **INCOME INFORMATION**

Please fill out the applicable sections of the following schedule on a monthly basis:

	MONTHLY
Take Home Pay - Employer #1	\$
- Employer #2	
- Employer #3	
Interest Income - Bank Accounts	
- Other _____	
Dividend Income	
Social Security Income	
Pension and Annuity Income	
Self-Employment <u>Net</u> Income (After Business Expenses)	
Other Income: _____	
<b>Total Monthly Spendable Income Available</b>	\$

## **BANKING AND CREDIT INFORMATION**

	YES	NO
Checking Account		
Savings Account		
Credit Cards(s)		

	YES	NO
Auto Loan		
Student Loan		
Mortgage		



**RESIDENCE HISTORY**

**Present Address:**


Telephone #:

Person to contact for Tenant reference:

Name:


Telephone #:

Length of time at present address:

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Amount of rent:

\$
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Reason for moving:


If at current residence for less than one year, prior reference required.

**Prior Address:**


Telephone #:

Person to contact for Tenant reference:

Name:


Telephone #:

Length of time at prior address:

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Amount of rent:

\$
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Reason for moving:




**OTHER REFERENCES**

**Name of Relative:**

Address:

Telephone #:

**Name of Relative:**

Address:

Telephone #:

**Name of Non-Relative:**

Address:

Telephone #:


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**PERSON TO CONTACT IN CASE OF EMERGENCY**

Name:

Address:


Telephone #:

Work:	Home:
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Relationship:

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How did you hear about us? :
