

# Hill & Co. Realtors®

**700 S. Bernardo Avenue Suite #101, Sunnyvale, CA 94087**

Phone: (408) 736-5900 Fax: (408) 733-3084

[www.hillandcorealtors.com](http://www.hillandcorealtors.com)

[contactus@hillandcorealtors.com](mailto:contactus@hillandcorealtors.com)

## Application to Rent

ADDRESS OF PROPERTY DESIRED:		RENT	DEPOSIT	AGREES TO MOVE IN BY:
		\$	\$	DATE: <span style="background-color: yellow;">          </span>
LAST NAME	FIRST NAME	MI INITIAL	DATE OF BIRTH	SOCIAL SECURITY NUMBER
CELL PHONE NUMBER	HOME PHONE NUMBER	WORK PHONE NUMBER	DRIVER'S LICENSE NO.	STATE      EXPIRATION

### RESIDENTIAL HISTORY

MONTHLY RENT	CURRENT ADDRESS INCLUDING APT. #	DATE MOVE-IN	DATE MOVE-OUT
REASON FOR LEAVING		LANDLORD'S NAME, CONTACT NUMBER, AND EMAIL ADDRESS	
MONTHLY RENT	PREVIOUS ADDRESS INCLUDING APT. #	DATE MOVE-IN	DATE MOVE-OUT
REASON FOR LEAVING		LANDLORD'S NAME, CONTACT NUMBER, AND EMAIL ADDRESS	
MONTHLY RENT	NEXT PREVIOUS ADDRESS INCLUDING APT. #	DATE MOVE-IN	DATE MOVE-OUT
REASON FOR LEAVING		LANDLORD'S NAME, CONTACT NUMBER, AND EMAIL ADDRESS	

### PROPOSED OCCUPANTS INCLUDING YOURSELF

NAME	AGE	NAME	AGE

WILL YOU HAVE PETS? YES <input type="checkbox"/> NO <input type="checkbox"/>	IF YES, DESCRIBE:	WILL YOU HAVE A WATER BED? YES <input type="checkbox"/> NO <input type="checkbox"/>
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### EMPLOYMENT HISTORY

EMPLOYER NAME	TITLE	HOW LONG
EMPLOYER ADDRESS	SUPERVISOR NAME AND PHONE NUMBER	
IF SELF EMPLOYED PLEASE PROVE FORM 1040S		

IF CURRENT EMPLOYMENT IS LESS THAN 2 YRS – PREVIOUS EMPLOYMENT IS NEEDED

EMPLOYER NAME	TITLE	HOW LONG
EMPLOYER ADDRESS	SUPERVISOR NAME AND PHONE NUMBER	
IF SELF EMPLOYED PLEASE PROVE FORM 1040S		

### INCOME

CURRENT NET INCOME	CIRCLE ONE	OTHER NET INCOME	CIRCLE ONE
\$ _____ PER	WEEK    MONTH    YEAR	\$ _____ PER	WEEK    MONTH    YEAR

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## SCREENING CRITERIA AND APPLICATION PROCESS

### A NON-REFUNDABLE FEE OF \$40.00 PER APPLICANT IS REQUIRED TO PROCESS APPLICATION(S).

(Application fee must be paid by money order or personal check only)

1. A completed and signed application is required for each person 18 years or older who will occupy the unit.
2. We require a **net income of 2.5 times the rent.**  
*Example: you need \$4,500 income to qualify for \$1800.00 rent.*
3. The credit score of each applicant must be 680 and above to qualify. \*
4. If the credit report has unpaid judgments, tax liens, unpaid rental collection accounts, and/or bankruptcies that are not discharged or dismissed, the application will be denied.
5. The eviction report must be free of evictions or any eviction data within the last seven years.
6. We will contact your past landlords for a reference.
7. Rental property is designated a "No Smoking" property and PETS are\_\_ are not \_\_ Negotiable.
8. **Renter's Insurance is required** on all rental properties for the duration of tenancy!
9. Security Deposit and First month's rent must be paid by money order or cashier's check - NO CASH or personal check. First month's rent will be a full month. Second month will be pro-rated
10. Upon turning in application, **photo I.D. must be presented** to verify identity.
11. No property will be rented to a company for its revolving employees.
12. No property will be for sublet (all or any part of Premises) or short-term rental such as, but not limited to, those arranged through AIRBNB, VRBO, HOME AWAY, ETC.
13. You must view the property in person before we can rent to you.
14. A \$100 Change of Occupancy Fee will be charged any time the rental agreement paperwork has to be changed for a vacating or incoming tenant.

#### \* PLEASE NOTE:

If you do not have a credit score or current credit accounts that are active/open or you are self-employed\*, the following additional documents may be needed:

- a. Copies of your last three months of bank statements.
- b. Copies of last two years of Income Tax Returns.
- c. Copies of last three months of utility bills and cell phone bills.

**Submit application(s) with 4 most recent paystubs\* that show year-to-date totals and \$40 for each application to Hill & Co. Realtors.**

**Incomplete applications will not be processed.**

**It is the responsibility of the applicant to provide complete application and documents.**

**Please allow up to 5 business days for application to be processed.**

*Applicant authorizes verification of information supplied by Applicant via tenant screening, credit check, and employment verification. I have read the above information and understand and agree to the terms, requirements and criteria as stated above.*

\_\_\_\_\_  
Applicant Name (Please print)