

# BACKUS PROPERTIES

A California Corporation

831-455-2052, FAX: 831-455-2087

[www.backuspm.com](http://www.backuspm.com) Lic. #01481140



## 420 Estrella #B, Monterey, CA 93940

**Rent:** \$ TBD based on income

**Deposit:** \$TBD must be paid in full at lease signing

**Lease:** one year

**Non-refundable Application fee:** \$45/per adult

**Available:** now

**HUD:** **YES**

**Size:** Two bedrooms, one bath, approximately 1000 sq. ft.

**Restrictions:** No Pets. No smoking allowed inside the apartments or common area. **Proof of tenant insurance, with Backus Properties listed as additional insured, is required prior to move in.** Each unit has one assigned garage space in common garage. This unit is Garage #1.

**Appliances:** stove, range hood, refrigerator, and dishwasher

**Description:** Great lower level unit in gated community, Casa de la Estrella. Courtyard with picnic tables and barbeques. Coin op washer/dryers. Lots of light and newly remodeled unit. New stainless steel appliances, LVP flooring, and paint throughout.

**Tenant paid utilities:** electricity, gas, and internet/ phone if desired

**Owner pays:** water, garbage, sewer

**Directions:** From Del Monte Blvd, go south on Casa Verde, Right on Encina, left on Del Robles and L on Estrella. Apartments are at the end of the culdesac. **PM: MB**



**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.**

Thank you for your interest in 420 Estrella, a part of the HOME program. This apartment building was bought and renovated by the City of Monterey with funding from the federal HOME program for the purpose of providing low-cost housing for people who currently work or live in Monterey. Applicants who meet the criteria will be given precedence.

This property requires some additional information. Here are the requirements:

1. At least one of the applicants must currently work or live in Monterey
2. It is for a minimum of two persons, maximum of two adults and three children.
3. If there are two persons in the household, the total verifiable income must be no more than \$77,100 a year.
4. If there are five occupants, the income must be no more than \$104,100.
5. Proof of income including tax returns & pay stubs are required with the application.
6. A criminal background check will be done
7. No pets or smoking on the property are allowed.
8. It may take up to two weeks to process your application.
9. Only those persons who pass the initial qualification will be scheduled to see the apartment
10. Applications will not be processed if all information is not completed.
11. Non-refundable application fee of \$45 to accompany application(s) (cashier's check, money order or paypal paypal@backuspm.com only; NO CASH accepted.

Please let us know any additional information that will clarify your application:

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**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:** **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 PREFERANCE

**credit report**

**alternative information**

such as 12 months proof of installment loans, car payments, cell phone, bank statements, 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](mailto: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.

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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	<input type="checkbox"/>	no	<input type="checkbox"/>
Do you need to see the property again prior to lease signing?	yes	<input type="checkbox"/>	no	<input type="checkbox"/>
Do you have a copy of / read the Procedures and Application Criteria? (Required)	yes	<input type="checkbox"/>	no	<input type="checkbox"/>

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](mailto:info@backuspm.com)

# ***Backus Properties Application Procedures and Qualification Criteria***

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

1. View inside of property 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](mailto:paypal@backuspm.com)), money order or cashier's check only (NO CASH OR PERSONAL CHECKS), payable to Backus Properties). Applications from all co-applicants 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. 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.**

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