

## BACKUS PROPERTIES

**Application for property address:** \_\_\_\_\_

Application date \_\_\_\_\_ Date lease to begin \_\_\_\_\_

Name \_\_\_\_\_

Current address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Cell phone \_\_\_\_\_ Home phone \_\_\_\_\_

Email address \_\_\_\_\_ Birth date \_\_\_\_\_

**Social Security number or Tax ID:** \_\_\_\_\_ **or Federal government issue ID#:**

Name on ID \_\_\_\_\_ Date of issue \_\_\_\_\_

Date of expiration \_\_\_\_\_ Name of issuing agency \_\_\_\_\_

Identification # \_\_\_\_\_

### **Tenancy verification**

Name of current landlord \_\_\_\_\_

Email address \_\_\_\_\_ phone \_\_\_\_\_

Amount of current rent \_\_\_\_\_

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

Address of previous rental property \_\_\_\_\_

Name of landlord \_\_\_\_\_

Email address \_\_\_\_\_ phone \_\_\_\_\_

### **Employment information, proof of income**

Name of employer \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_ Contact person \_\_\_\_\_

Length of employment \_\_\_\_\_ Net Monthly income \_\_\_\_\_

Additional Income information \_\_\_\_\_

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

yes  no

**Have you ever been convicted of a crime?**

yes  no

**Have you ever filed suit against a landlord?**

yes  no

Please explain any "yes" answers

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Do you smoke or use vaping device?**

yes  no

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.



EQUAL HOUSING  
OPPORTUNITY

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](mailto:info@backuspm.com)

**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.**

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

### **Process to rent this house:**

1. View inside of property
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-tenants must be received before processing will be initiated. Incomplete applications will not be accepted. **Co-signers not accepted.**
3. Approval or denial to be within five days of receipt of all required information on application. If unable to confirm information within five days, application may be denied. All 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.** If more than one person is applying, an applicant with a credit score under 600 may be considered to be an "allowed occupant" but that person's income will not be counted towards required income amount.
4. **Total verifiable net income** (after taxes) to be twice the amount of the monthly rent. Verification may be through last two pay stubs (at least one month's proof of income), bank statements, tax returns, or similar documents. This information must be provided by applicant. Applicants with a HUD voucher may have different requirements. If income varies throughout the year, annual income divided by 12 will be considered.
5. **Verification of current employment** 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. **Certain felonies** may result in denial of application. An **eviction** on a credit 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 occupants:** Backus Properties adheres to the HUD guidelines of two persons per bedroom plus one. As an example, using those guidelines, a three bedroom house would be appropriate for seven persons.
9. **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.
10. **If Property Information Sheet indicates a pet is possible**, it is important to include a picture of any pets with your application. Certain dogs are not allowed by insurance companies. We will refund your application fee if picture of the dog indicates it is not allowed. We use a third-party pet/animal policy and screening service. Applicants should go to this link: <https://backuspm.petscreening.com/> before submitting their application.
11. **If the Property Information Sheet indicates no smoking on the property**, the application will be declined if the applicant smokes or uses vaping devise. If "No" is checked under smoking and later there is found to be cigarettes or vaping or smoke odor on the property, the lease may be voided and the lessee be responsible for the "early termination of lease" costs.
12. **Security deposit** and signing of lease by all co-tenants to be paid within 48 hours of acceptance of application. Deposit to be paid (money order or cashier's check, payable to Backus Properties) and lease signed within two business days of acceptance, including watching of video. Photo ID to be presented at that time to verify information. If accepted application includes animals, copies of current shots, neutering and licensing to be presented.
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.



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