

# Valley Management Group

Office: (408) 286-4200 | Email: [vmg@usa.net](mailto:vmg@usa.net) | Fax: (408) 286-4242

All persons 18 and older must fill out an application and be screened for credit acceptance.

**You will be required to pay a processing fee of:**

**\$30.00, for each application.**

*We accept cash, check, cards, money orders, and cashier's checks.*

**If you are selected as the new tenant:**

**First month's RENT & DEPOSIT must be paid with a CASHIER'S CHECK or MONEY ORDER.**

**All fees are payable to:**

**"Valley Management Group."**

There are no exceptions!

*Thank you for your understanding.*

Our office address is:

1625 The Alameda Suite 707, San Jose, CA 95126

**Applicant Initials:** \_\_\_\_\_

OFFICE USE ONLY

Status: ( ) A ( ) D ( ) C

Date \_\_\_\_\_ Time \_\_\_\_\_

Pd. \_\_\_\_\_ App. # \_\_\_\_\_

Job Verified \_\_\_\_\_

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## Rental Application

Revised 10/31/22

Property address you're applying for: \_\_\_\_\_ Desired Move In Date: \_\_\_\_\_  
Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_  
Social Security \_\_\_\_\_ Date of Birth \_\_\_\_\_ Driver's License Number \_\_\_\_\_  
Cell # \_\_\_\_\_ Home # \_\_\_\_\_ Email Address \_\_\_\_\_

Present Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Date In \_\_\_\_\_ Date Out \_\_\_\_\_ Reason for moving \_\_\_\_\_  
Owner/Manager \_\_\_\_\_ Owner/Manager Phone Number \_\_\_\_\_

Previous Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Date In \_\_\_\_\_ Date Out \_\_\_\_\_ Reason for moving \_\_\_\_\_  
Owner/Manager \_\_\_\_\_ Owner/Manager Phone Number \_\_\_\_\_

Current Total Gross Income \$ \_\_\_\_\_ per (*Week, Month or Year – circle one*) for ALL applicants.

Present occupation \_\_\_\_\_ Employer name \_\_\_\_\_  
How long \_\_\_\_\_ Phone number \_\_\_\_\_ Employer address \_\_\_\_\_  
Name of supervisor \_\_\_\_\_ City, State \_\_\_\_\_  
Previous occupation \_\_\_\_\_ Employer name \_\_\_\_\_  
How long \_\_\_\_\_ Phone number \_\_\_\_\_ Employer Address \_\_\_\_\_  
Name of supervisor \_\_\_\_\_ City, State \_\_\_\_\_

### List All Occupants, Including Yourself:

Name: \_\_\_\_\_ Age \_\_\_\_\_ Name: \_\_\_\_\_ Age \_\_\_\_\_  
Name: \_\_\_\_\_ Age \_\_\_\_\_ Name: \_\_\_\_\_ Age \_\_\_\_\_  
Name: \_\_\_\_\_ Age \_\_\_\_\_ Name: \_\_\_\_\_ Age \_\_\_\_\_

Have you ever been convicted for selling, possessing, distributing or manufacturing illegal drugs or convicted of any other crime? Yes or No

Will you have pets? \_\_\_\_\_ If yes, what kind? \_\_\_\_\_ Will you have liquid filled furniture? \_\_\_\_\_

Ever been evicted or asked to move? \_\_\_\_\_ Have you ever filed for bankruptcy? \_\_\_\_\_

In case of emergency, notify: \_\_\_\_\_ Phone # \_\_\_\_\_

Personal References: \_\_\_\_\_

Address \_\_\_\_\_ Phone number \_\_\_\_\_

Automobile: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License # \_\_\_\_\_

Automobile: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License # \_\_\_\_\_

Applicant represents that all of the above statements are true and correct and hereby authorizes verification of the above items including, but not limited to, the obtaining of a credit report and agrees to furnish additional credit references upon request.

Date: \_\_\_\_\_ Applicant Signature \_\_\_\_\_



# Valley Management Group

## RENTAL QUALIFICATIONS

Welcome to Valley Management Group! The following are company requirements for applicant acceptance. We are happy to have you tour all units available to show. Valley Management Group properties are considered “RESTRICTED SMOKING”. If applying for a multiple unit property you are not allowed to smoke within 30 feet of the building. Rent prices, deposits, and length of lease terms quoted or listed on applications are subject to change.

Applications are accepted on a “FIRST COME, FIRST QUALIFY, FIRST SERVE” basis. **Applications will not be considered complete unless ALL documents are turned in for ALL applicants.**

All persons 18 years of age and older, must submit a Valley Management Group application and will be subject to credit and reference screening. **The \$30 screening fee per application is non-refundable processed.**

When 2 or more applicants apply to live in the same unit, ALL applicants 18 and over must meet qualifications to be accepted. When one or more applicants are denied, all are denied.

Established occupancy limits cannot be waived. Occupancy limits are; 2 persons per bedroom, plus one additional person. All persons, regardless of age, are counted when determining occupancy.

Applicants must be at their current place of employment for at least 6 months, **three of your most recent paycheck stubs must be submitted with your application.** If you do not have three of your most recent paycheck stubs, submit what you do have plus banks statements for the last three months to prove sufficient funds. **Applicants who are self-employed or unemployed must provide banks statements for the last three months to prove sufficient funds. The bank account must be in the applicant’s name. Self-employed applicants must also provide previous year’s income tax return.**

New hires must provide an offer letter from their employer on company letterhead verifying income and employment plus banks statements for the last three months to prove sufficient funds.

If you are denied because of income/financial considerations, you may use a qualified co-signer (the co-signer must pass credit check and have verifiable income).

**Government issued identification must be presented at time application is submitted.** A copy of the identification will be taken during the lease signing.

## INCOME, RENTAL HISTORY AND CREDIT QUALIFICATIONS

### INCOME:

1. Monthly household income must be legal, verifiable and be paid directly to applicant(s). Income must equal at least two (2) times the monthly rent.
2. Please note, some home owners may require additional income verification, such as bank statements, and/or higher income.

### SECURITY DEPOSIT REQUIREMENT:

1. Security deposit on the unit must be paid in its entirety within 24 hours after acceptance. In addition, a pro-rated 1<sup>st</sup> months’ rent will be due on the day of move in.

### RENTAL HISTORY:

1. Each applicant must have positive rental references from prior landlords, (references from family members or friends will not be considered). Negative rental history will result in denial.
2. Applicant must have no prior eviction record, or request from prior landlord to vacate premises for breach of contract.

### CREDIT REQUIREMENTS: All persons 18 and older must fill out an application and be screened for credit acceptance.

Acceptance is with the following guidelines.

1. No more than (2) 30 day or (1) 60 day late payment within the last 24 months. All accounts must show positive, current and paid as agreed.
2. No collection accounts, bankruptcies or charge-offs within the last 24 months.
3. At least two (2) open trade accounts in good standing, and paid as agreed, for three (3) months running within the last year.



**EQUAL HOUSING  
OPPORTUNITY**

**We Do Business in Accordance With the Federal Fair  
Housing Law**

(The Fair Housing Amendments Act of 1988)

**It is Illegal to Discriminate Against Any Person  
Because of Race, Color, Religion, Sex,  
Handicap, Familial Status, or National Origin**

In the sale or rental of housing or  
residential lots

In the provision of real estate  
brokerage services

In advertising the sale or rental  
of housing

In the appraisal of housing

In the financing of housing

Blockbusting is also illegal

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Anyone who feels he or she has been  
discriminated against may file a complaint of  
housing discrimination:

1-800-669-9777 (Toll Free)

1-800-927-9275 (TTY)

[www.hud.gov/fairhousing](http://www.hud.gov/fairhousing)

**U.S. Department of Housing and  
Urban Development  
Assistant Secretary for Fair Housing and  
Equal Opportunity  
Washington, D.C. 20410**