# Valley Management Group

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

**It is the Applicants' responsibility to review and follow all instructions prior to applying. Incomplete applications will not be accepted, and it is your responsibility to complete and submit all required documents and application fees. Once you complete your application, you will need to call the office to pay for your application fee over the phone, or come in person.**

All persons 18 and older must fill out an application and be screened for credit and background 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_____

# Valley Management Group

## 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_____**

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## 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, your most recent paycheck stubs **must be submitted** with your application: **4 pay stubs if paid weekly, 3 pay stubs if paid bi-weekly, and 2 pay stubs if paid monthly.** If you do not have all 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 1st 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.

U. S. Department of Housing and Urban Development

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 advertising the sale or rental of housing

In the financing of housing

In the provision of real estate brokerage services

In the appraisal 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**

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

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Previous editions are obsolete

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