

COMPASS

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www.SanFranciscoLeasing.com

Cover Sheet Application to Rent

To apply online go to: <https://SFLeasing.quickleasepro.com>

Thank you for your interest in submitting an application to rent this property. Please complete the application that follows this cover sheet. Separate applications must be completed for each applicant over 18 years of age who will be residing in the unit, including spouses and guarantors/co-signers (if any).

Items to submit with this application:

1. Short Bio: small paragraph about yourself
2. Proof of Verifiable Income:
 - a. Employment Letter or Paystubs: showing annual salary or one month of income
 - b. 2 Years of Tax Returns (1st pages only) & Schedule C: if self-employed
 - c. Private Banking or Brokerage Statement
3. Copy of Driver's License or Passport & (if applicable) Work VISA
4. Personal Check* for Credit, Criminal & Eviction Reports: \$35 each applicant
5. Separate Check* for a Good Faith Holding Deposit equal to 50% of One Month's Rent (will be applied toward security deposit, if accepted)

Send all paperwork to Mary Landeros: mary.landeros@compass.com, Clara: clara.laines-welch@compass.com and to Kristin: kristin.wilson@compass.com or faxed to 415-929-0427, Attn: Leasing Team.

*Both checks are to be made payable to Compass and delivered to:

Compass
Attn: Leasing Team
1699 Van Ness Avenue
San Francisco, CA 94109

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Application to Rent

Applicant is completing application as a (check one): tenant tenant w/co-tenant(s) guarantor/co-signer

Name(s) of all other proposed occupants and relationship to applicant:

Property Information

Property Address: _____ Desired Move-In Date: _____

Applicant Information

Full Name: _____

Social Security #: _____ Cell Phone #: _____

Email: _____

Animal(s): Type _____ Weight _____ Age _____ Name _____

Auto(s): Make _____ Model _____ Year _____ License No. _____

Residence History

Current Address: _____ City/St/Zip: _____

From: _____ to: _____ Reason for leaving: _____

Monthly Rent: _____ Landlord/Manager: _____ Phone: _____

Previous Address: _____ City/St/Zip: _____

From: _____ to: _____ Reason for leaving: _____

Monthly Rent: _____ Landlord/Manager: _____ Phone: _____

Employment & Income

Current Employer: _____ Position: _____

Length of Employment: _____ Supervisor: _____ Phone/Email: _____

Monthly Gross Income: _____ Other Monthly Income: _____ Source: _____

Previous Employer: _____ Position: _____

Length of Employment: _____ Supervisor: _____ Phone/Email: _____

Monthly Gross Income: _____

Emergency Contact / Nearest Relative

Name: _____ Address: _____

Phone: _____ Relationship to Applicant: _____

Applicant understands and agrees: (i) this is an application to rent only and does not guarantee that applicant will be offered the property; and (ii) Owner or Landlord may accept more than one application for the property and, using their sole discretion, will select the best qualified applicant.

If application is not fully completed, or if received without the screening fee: (i) the application will not be processed. (ii) Applicant understands that any discrepancy or lack of information may result in the rejection of this application.

Applicant represents the above information to be true and correct, and hereby authorizes Leasing Agent to: (i) verify the information provided; and (ii) obtain credit report on Applicant.

Applicant Printed Name: _____ Signature: _____ Date: _____