

## **Instructions For Completing The Rental Application**

1. All occupants over the age of 18 must complete an application.
2. A \$40 non-refundable check for credit and background check is required with each application. Check to be made payable to Bay City Realty.
3. Make sure to complete all parts of the application thoroughly. Incomplete applications will be automatically denied.
4. One month worth of pay stubs for wage earners is required for each applicant.
5. One year tax returns for self employed applicants is required.
6. A valid photo ID or passport is required.
7. Only top part of the Verification of Rent and Verification of Employment Forms need to be completed and signed. **DO NOT COMPLETE THE BOTTOM PART, THAT WILL BE COMPLETED BY YOUR CURRENT LANDLORD AND EMPLOYER.**
8. Completed applications to be returned to our office at : 715 El Camino Real, Suite 208  
San Bruno, CA 94066. Email address: Hanikaileh@gmail.com
9. If there any questions; call our office at 650-589-5306, or Call Hani at 650-766-1452.