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www.SanFranciscoLeasing.com

Cover Sheet Application to Rent

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. Employment Letter or Paystubs: showing annual salary or one month of income
3. Schedule C & 1st page of tax returns: if self-employed
4. Copy of Driver's License or Passport
5. Personal Check* for Credit, Criminal & Eviction Reports: \$30 each applicant
6. Separate Check* for a Good Faith Deposit equal to 50% of One Month's Rent (will be applied toward security deposit, if accepted)

The paperwork can either be emailed to Mary Landeros: mary.landeros@pacunion.com or to Clara: clara.laines-welch@pacunion.com or to Kristin: kristin.wilson@pacunion.com or faxed to 415-929-0427, Attn: Leasing Dept.

*Both checks are to be made payable to Pacific Union International, Inc. and delivered to:

**Pacific Union International, Inc.
Attn: Leasing Dept.
1699 Van Ness Avenue
San Francisco, CA 94109**



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 1699 Van Ness Avenue
 San Francisco, CA 94109
 Fax: 415-929-0427

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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: _____