

**In order to process your application quickly, you must bring or submit the following:**

1. Must provide a copy of Photo Identification:
  - I.D.
  - Driver's License
  - Passport
2. Social Security Card
3. Application Fee of \$30.00 (non-refundable):
  - Payable with cash, money order or personal check (make check or money order payable to: ***Marshall & Co. Property Management***)
  - Fee is \$30.00 per person, if married then the fee is \$20.00 per married couple. Unmarried couples are \$30.00 per person.
  - Each applicant 18 years of age or older must fill out a separate application.
  - If a Co-signer is required, the Co-signer must fill out a separate application and also pay the application fee of \$30.00.
4. Submit Proof of Income:
  - Copies of 2 recent pay-stubs if currently employed.
  - If no pay stubs are available, provide a letter on letterhead from your employer which reflects your monthly income.
  - Section 8 or H.U.D. Voucher and Request For Lease Approval.
  - S.S.I., S.D.I., A.F.D.C. explanation of benefits.
  - If self-employed, provide Page 1 and 2, along with the Schedule C, of your Income Tax Returns or 1099's. (If you don't file for income tax, you must provide the 3 most recent months of bank statements).

In order to qualify for a rental, you must meet the following criteria:

- a. You must have reasonably good credit, or 600 or better on Equifax Beacon score.
- b. You must provide two landlord references, present and past.
- c. You must have income equal to at least two times the rental amount.
- d. You must have no evictions
- e. You must provide all of the above information.
- f. First come, first served does not necessarily apply.

**After filling out an application please wait 48 hours for a response**

# **MARSHALL & CO.**

## **Property Management**

**1525 E. Francisco Boulevard, Suite 1  
San Rafael, CA 94901  
Office: (415) 455-1111  
Fax: (415) 455-1110**

### **RENTAL POLICIES AND APPLICATION**

The Owner of the property and Marshall & Co. Property Management, Inc., its Managing Agent and Broker, have the responsibility to consider equally all qualified applicants. We strive to provide accurate, complete information about available apartments, condominiums and house single-family houses and give equal treatment to all people who inquire. We consider all applicants on a business basis only. We will accept the first application that meets all our normal rental application and credit check requirements.

**APPLICATION REQUIREMENTS: (A \$30 fee in cash or check must accompany each application. \$30 for each single applicant, or \$30 for each married person, therefore a couple shall cost \$60.)**

- An application must be submitted for *each applicant* 18 years and older, even if married.
- A credit check is conducted for *each applicant* 18 years and old.
- If the credit report reflects charge off, collections repossessions repeated late payment, judgments and bankruptcy the application may be denied.
- A photocopy of Driver's license/Personal ID will be made of each applicant.
- A clear Unlawful Detainer (no evictions) report is required.
- Income verification required – example: copy of recent pay stub, current bank statements, or even a copy of your Income tax return.
- Combined applicants or a single applicant's gross monthly income must be approximately three times the rent, or up to our processor, if extenuating circumstances.
- Rental references are required. It at current residence for less than one year, prior reference is required.
- Present and prior landlords will be contacted for references.
- Employer may be contacted to verify income.
- No co-signers accepted.
- A cashiers check or money order is required for all initial move-in costs.
- Once the applicant has been approved they must provide us with a cashiers check in the amount equal to one month's rent to take the apartment or home off the available rental market. This fee is non-refundable and is due the next business day. The check should be payable to Marshall & Co. Property Management.**

### **MEGAN'S LAW:**

Pursuant to Section 290.46 of the penal code, information about specified registered sex offenders is made available to the public via an Internet website maintained by the Department of Justice at <http://www.meganslaw.ca.gov>. The Department of Justice also maintains a Sex Offender Identification Line through which inquiries about individuals may be made. There is a "900" telephone service. The number is 1-900-448-3000. Callers must have specific information about individuals on whom they are checking. Information regarding neighborhoods is not available through the "900" telephone service.

**NEIGHBORHOOD CONDITIONS** – Residents are advised to satisfy themselves as to neighborhood or area conditions, including schools, proximity and adequacy of law enforcement, crime statistics, registered felons or offenders, fire protection, other government services, proximity to commercial, industrial or agricultural activities, existing and proposed transportation, construction and development that may affect noise, view or traffic, airport noise, noise or odor from any source, wild or domestic animals other nuisances, hazards or circumstances, facilities and from any source, wild or domestic animals or other nuisances, hazards or circumstances, facilities and conditions of common areas, conditions and influences of significance to certain cultures, and/or religions and personal needs, requirements and preferences of Tenants.

In cooperation, agreement and in compliance with Federal, State and County laws, Marshall & Co. Property Management states the following guidelines the Management will use in determining a tenant's eligibility:

1. Marshall & Co. Property Management, Inc. prohibits discrimination based on race, color, religion, gender, national origin, sexual orientation, marital status, familial status, age, and mental or physical handicap.
2. The Leasing Agent may not refuse to show or lease a unit which is on the market to one person while showing or leasing it to another person if the decision to do so is based upon the applicant's race, color, religion, gender, national origin, sex, or sexual orientation, marital status or mental or physical disability.
3. The Leasing Agent cannot quote different terms to one person than to another.
4. The Leasing Agent cannot charge a different amount for the rent, credit check or application fee to one person than to another.
5. Marshall & Co. Property Management, Inc. follows the Marin County Child Discrimination Ordinance which addresses occupancy limits, surcharges and other prohibitions regarding families with children. This follows the state guidelines of two people per bedroom plus one extra person.

When you want to secure a rental unit for yourself for lease or rent, and you want to remove it from the rental market from future renting or leasing, Marshall & Co. Property Management, Inc. requires a full month's rent from, in the form of a Cashiers Check. Upon receipt of the Cashiers check made payable to Marshall & Co. Property Management, inc. by any its representative(s), that check shall immediately become non-refundable to you, in the event you want to terminate, or act to terminate the rental application for rent for the unit for which you have applied. This shall be considered damages to the Owner, as it had been taken off the market for rent or lease.

In the event you sign a lease with Marshall & Co. Property Management, Inc. and pay a month's rent and whatever amount for the security deposit, as stated in the lease, once all parties ratify that lease, it shall immediately become in full force and effect. Any such termination of that lease, whatever the timing of that termination may be, shall cause the tenant to forfeit all of the funds paid to Marshall & Co. Property Management, Inc. and those funds shall be applied first towards the leasing commission and then towards the rent of the rental term, until such time that the unit becomes leased to a new tenant and that new tenant commences payment of rent. You shall be responsible for rent up to and including the day prior to the new tenant commences paying rent on their new lease.

