



## **East Bay Leasing & Consulting Co-Signer Application Package**

*Dear Co-signer,*

Dear Applicant,    **Application is Fee: \$55.00**    Pay with Zelle using: 510-334-2066 or Venmo @Nathan-Wollman

Please take a moment to read through everything included. The best way to contact us is by email: [rentals@eastbayleasing.com](mailto:rentals@eastbayleasing.com) reach out anytime during this process. General business hours are M-F 10am-5pm and 11am-4pm Weekends. Feel free to text Broker, Nate Wollman with any questions anytime @ **(510) 334-2066**. Email is always the best way to contact us. You may also reach out on **WhatsApp** 24/7 for those of you who find it more convenient.

### **Please Kindly Submit:**

- 2 months pay stubs showing YTD earnings
- If self-employed please document with Schedule C income from most recent Tax Return
- 2 months bank statements from checking and savings (you can block out account numbers if you feel more comfortable!)
- If you have investment accounts those can also be shown as part of your financial snapshot.
- \* You will need to have enough reserve liquidity (cash) to pay the rent for the person you are co-signing for in the event they cannot pay it themselves. You can show this with a verified account with a balance that is adequate.
- Valid photo ID or passport or driver's license are all acceptable forms of ID
- Credit authorization form - \$45

### **Make Sure All Information Provided is Accurate and Correct Before Proceeding!**

**NOTE:** All of our credit screening is performed by Bay Rentals. They are contracted exclusively by us. If you have any questions about the credit check process, please contact Bay Rentals directly, they are very helpful and courteous.

**\*MAKE SURE you don't have a freeze on your credit bureau, or the fee is \$15 for reports that come back as unavailable.**

When a credit report is used in making the decision, Section 615(a) of the Fair Credit Reporting Act requires us to tell you where we obtained that report. The consumer reporting agency that provided the report is generated by: National Credit Reporting

6830 Via Del Oro Ste. 105  
San Jose, CA 95119  
(800)441-1661 Fax (800)819-0055

# BayRentals.com

900 S Winchester Blvd #9, San Jose, Ca 95128

Phone: (408) 244-4903 or (800) 706-7878 Fax: (408) 244-7059 or (408) 244-1545

## CONSUMER CREDIT REPORT AUTHORIZATION FORM

Please provide the following information and sign below (please print legibly)

Last name \_\_\_\_\_ First name \_\_\_\_\_

Current address \_\_\_\_\_ Apt # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_

Driver's License or State ID # \_\_\_\_\_ State \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of birth \_\_\_\_\_

I represent that statements made above are true and correct and hereby authorize Bay Rentals to order a background check, including but not limited to, the obtaining of a consumer credit report and unlawful detainer filings through National Credit Reporting.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Upon Completion of Report

Rental property address: \_\_\_\_\_

Requester's name and phone number: \_\_\_\_\_

Fax to: \_\_\_\_\_ Attention: \_\_\_\_\_

"Pursuant to California law you have tenant screening fee rights, including the right to a copy of your consumer credit report if one is obtained with your screening fee, a refund of any unused portion of the fee and a receipt of the costs of the screening." The maximum tenant screening fee for 2024 is **\$62.02**

**For anyone applying for housing specifically in the city of Berkeley, please be advised of this**

**disclosure:** [https://rentboard.berkeleyca.gov/Fair\\_Chance](https://rentboard.berkeleyca.gov/Fair_Chance) by filling out this application you confirm you have been made aware of this disclosure per the Berkeley Rent Board. (BERKELEY PROPERTIES ONLY)



## **Co-Signer Application**

**Address of Rental Unit Co-Signer is Applying For:**

**Address:** \_\_\_\_\_

**First Name:** \_\_\_\_\_ **M.I.:** \_\_\_\_\_

**Last Name:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Best Time to Call:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Driver's License #:** \_\_\_\_\_

**State Issued:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_

**City:** \_\_\_\_\_  
\_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**How long at this address:** \_\_\_\_\_

**Manager/Owner's Name** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Email if available:** \_\_\_\_\_

**Present Employer:**

\_\_\_\_\_

**Your Position:** \_\_\_\_\_

**How Long:** \_\_\_\_\_

### **INCOME AND EMPLOYMENT DETAILS:**

**Present Income:** \$ \_\_\_\_\_ **Per month** \$ \_\_\_\_\_

**Annual Income** \$ \_\_\_\_\_

Any Additional Income: \$\_\_\_\_\_

\*If there are other sources, please list:

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**Bank Account Balances and Assets:**

Bank Name:\_\_\_\_\_ Balance:\_\_\_\_\_

Account Type:\_\_\_\_\_

Bank Name:\_\_\_\_\_ Balance:\_\_\_\_\_

Account Type:\_\_\_\_\_

Credit Card Balance(s) \_\_\_\_\_

Card Type (Visa/MasterCard/AmEx, etc.): \_\_\_\_\_

**Please list all financial obligations such as car payments or credit cards loans**

Type of account:\_\_\_\_\_ Monthly payment\_\_\_\_\_

Type of account:\_\_\_\_\_ Monthly payment\_\_\_\_\_

Type of account:\_\_\_\_\_ Monthly payment\_\_\_\_\_

**What is your current monthly rental or mortgage amount? \$\_\_\_\_\_**

**Have you ever filed for bankruptcy? If yes, when and describe**

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**Name of the person you are co-signing for and your relationship to them**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Co-Signer represents that all the above statements are true and correct and hereby authorizes verification of the above statements and information including but not limited to the obtaining of a credit report and tenant history report and agrees to furnish additional information on request.

Co-Signer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please Send All Documentation To: [rentals@eastbayleasing.com](mailto:rentals@eastbayleasing.com)**

PLEASE USE THIS AREA FOR ANY NOTES YOU MAY HAVE