

S&S

PROPERTY MANAGEMENT COMPANY
1112 JEFFERSON BLVD. WEST SACRAMENTO, CA 95691
PHONE: (916) 371-1870 FAX: (916) 371-4929

!!!!!!!!!!!!!!!!!!!! INSTRUCTIONS TO APPLY!!!!!!!!!!!!!!!!!!!!

Thank you for applying with S&S Property Management Company. We value your business and we will do our best to process your application in a timely manner. On average, processing time takes approximately 3-5 business days. You can help the process by providing the following items listed below. We have provided this information in a checklist format for your convenience. All information obtained by S&S Property Management is held confidential.

Check items below as you have completed

- Application Fee-** A twenty five dollar (\$25.00) fee per adult or anyone over 18 years of age. The fee MUST be paid prior to processing your application. No exceptions. This fee covers the cost of processing and credit reports obtained by S&S Property Management Company. All fees are **NON-REFUNDABLE.**
- Complete ALL areas for the application-** If you leave areas uncompleted, this will delay the process time. IT IS NOT THE RESPONSIBILITY OF S&S PROPERTY MANAGEMENT TO LOCATE PHONE NUMBERS FOR YOU.
- Copy of your driver's license-** Or picture ID- This is for your protection and we can make the copies for you.
- Copy of your social security card-** Again, this is for your protection. If you do not have your card, you can submit your tax return or other verifiable documents.
- Proof of payment to your current landlord for the last 2 months-** Cancelled checks, money order receipts, tenant ledgers, or rent receipts from your landlord.
- Copy of current utility bill from your current address-** It can be SMUD, PG&E, cable, telephone or cell phone bill in your name.
- Verification of your income-**
If you are an employee: and received a paycheck at regular intervals, a copy of your TWO MOST RECENT check stubs reflecting your net income and pay periods. **If you are self-employed:** a copy of your business's last year's schedule C filed with your tax return. Copies of your bank statements for the previous 3 months which will need to reflect your income (deposits) over a three month period. A current profit and loss statement provided by your accountant or bookkeeper will also be sufficient.
- Bank Statements-**
Please supply your two most recent bank statements, account numbers may be blacked out or removed for your security. Your name must appear on the statements.

Megan's Law

Renters are advised that the police department keeps record on convicted child molesters residing in the community and are advised to check those records prior to leasing a residential property. Renters are also advised that they are to obtain information on crime statistics from the police. Real Estate brokers do not keep crime