

TS Management



INSTRUCTIONS FOR SUBMITTING AN APPLICATION

If you feel you are qualified for the property after reading the attached Rental/Lease Policies, please follow these instruction:

- 1) Fill out the application completely and legibly. You must include a copy of your current paystub, previous year W-2 and driver's license. Each person 18 years of age or older must submit an application. One person or married couple per application.
- 2) Return it by mail at 6081 Meridian Avenue #70-331, San Jose, CA 95120 (UPS service center post box) or 1610 Blossom Hill Rd #7E, San Jose, CA 95124 (physical office address)
- 3) Once your application is received, you will receive a link by email to initiate your credit report. This includes married couples as well as singles. TS Management must have a current credit check for each resident 18 years or older. The fee will be paid directly to the credit screening service. **THIS FEE IS NON-REFUNDABLE!**
- 4) If your application is complete, and your references (both business and personal) return calls promptly, it will be processed immediately and presented to the property owner. If you are selected, you will be called to arrange an appointment to sign the lease. You must make arrangements to sign the lease within 2 business days.

If you have any questions, please call or email us at (408) 723-2020, or text to (408) 579-9324.
almadenfinancial@pacbell.net.

YOUR APPLICATION WILL NOT BE PROCESSED WITHOUT THE CORRECT ATTACHMENTS!