



Instructions for submitting an Application to Rent

1. Please review the attached Rental Qualification Criteria.
2. Complete the following attached forms (please be thorough):
 - Application to Rent (please be sure to sign the second page)
 - Employment Verification Form
 - Rental Application Reference Form
3. To expedite the application process, please attach a copy of two months' worth of paycheck stubs. The paycheck stubs must be two consecutive months and must be dated within the past two current months.
4. A copy of a government issued ID that contains a photo (i.e. driver's license).
5. Application fee of \$40.00 **per** application. Acceptable forms of payment are cash or certified funds (i.e. cashier's check or money orders). Please make certified funds payable to Wilbur Properties.

Please be sure to be thorough when completing the application and to include the property address and unit number (if applicable) of the property which you are applying for. Incomplete applications will not be processed. Rental applications will be reviewed in the order in which they were received to determine eligibility. If the application(s) qualify for screening, the screening committee will check applicant(s) credit report, employment and rental references. This application process can take up to 24 to 48 hours. If an offer to rent is advanced to applicant(s), in order to hold the property, the security deposit and first months' rent must be delivered to Wilbur Properties in certified funds. Applications that do not meet the qualification criteria will not be processed. Any application fee(s) received of applications that were not processed will be mailed back to applicant(s) at the current address listed on the application(s).

Our office is located at 790 High Street, Palo Alto. Our normal office hours are Monday through Friday, 8:30am to 5:30pm, closed on weekends and holidays. Applications may be submitted in person to our staff anytime during normal business hours. For after-hours submission, please place your application in an envelope and place it in our mailbox located on the right side of the front door of our office. Our staff will contact you to give you an update on the status of your application.

Thank you for your interest in our property.