HOW TO APPLY: STEP BY STEP

Anita Plaza Apartments

1 Apply online at apply.anita-plaza.com

- Every adult (18+) fills out and signs their **OWN** application, with their **OWN** email address. Two people cannot share one email address.
- Write the apartment number you are applying for.
- Credit option: choose **Option 1** (credit history review). Choose Option 2 only if you have a government rent subsidy, such as a housing voucher.

2 Upload your documents with the application. Each adult needs:

- Photo ID, front **AND** back.
- Proof of income. Choose **ONE**:
  - Pay stubs for the last 4 months in a row (every stub in those months)
  - **OR** your most recent tax return
  - **OR** bank statements for the last 6 months

  No income? Send a short signed statement saying so.
- Make sure every page is clear and easy to read.

3 Rental history for the last 3 years

For every address, including where you live now (even with family):

- Street address, and the month and year you moved in and out
- Landlord's or manager's name and phone number (and email if they have one)

4 Employer

The company name exactly as it appears on your pay stubs, plus the name and phone number of someone who can confirm your job.

5 Pay the application fee: $40 per adult

- Check or money order only, payable to "Anita Plaza Apartments". **No cash.**
- Memo line: your last name, the apartment number, "app fee".
- Hand it to the manager, drop it in the mail slot in the manager's door, or mail it to: Anita Plaza Apartments, Attn: Manager, 20511 Anita Avenue, Castro Valley, CA 94546
- We do not cash it until we begin reviewing your application. If we never review it, we return it.

6 Meet the manager

We meet every adult who will live in the apartment, in person, before renting.

WHAT HAPPENS NEXT

- Within 24 hours of receiving every adult's signed application, we email you a list of anything still missing.
- You then have **5 days** to send everything on the list. If it isn't all received in 5 days, the application is closed as incomplete. You may apply again.
- The apartment is offered to the first household whose application is complete and meets our criteria. Sending everything at Step 2 is the fastest way.
- Applying does not hold an apartment. Approval is not guaranteed.

Questions? **John Sneller**, On-site Manager · (909) 454-6407 · anitaplaza@kaitzproperty.com