

AZ Real Estate and Property Management | Rental Application
1121 E Missouri Ave #116, Phoenix AZ 85014
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www.azreapm.com

PLEASE TAKE THE TIME TO CAREFULLY READ THIS RENTAL APPLICATION POLICY BEFORE COMPLETING TO AVOID ANY DELAYS IN PROCESSING.

We respect your right to confidentiality in providing us the following information. In an effort to process your application in a timely manner we do require the following items to be provided:

- **ANYONE 18 YEARS OR OLDER INTENDING TO LIVE IN THE PROPERTY MUST FILL OUT A SEPARATE APPLICATION**
- **AN APPLICATION FEE OF \$40.00 (NON-REFUNDABLE) PER PERSON. WE ACCEPT MONEY ORDERS OR CASHIER CHECKS---NO CASH OR PERSONAL CHECKS ACCEPTED---**
- **A current copy of each applicant's drivers license/state issued photo ID card (**PHOTO LICENSE INFORMATION MUST BE CLEAR/ MAKE SURE ALL FAXED COPIES ARE ENLARGED AND LIGHTENED SO THEY WILL COME THROUGH CLEARLY**)**
- **A second form of personal ID is required with your legal name (i.e., copy of a voided check, passport, work ID, school ID, etc.)**
- **WE NEED YOUR TWO MOST RECENT PAYSTUBS FOR YOUR CURRENT JOB. If income is obtained through other sources we will require proof (i.e. previous year's W2, award letter, bank statements, etc. Please call to see what we require given your situation.)**
- **We will contact prior landlords and reference. Make sure a valid phone number is provided**
- **Please know that if you have extenuating circumstances in regards to credit, background, or eviction issues we will be glad to consider them but we **WILL** require a letter of explanation from you directly before we will consider the application for approval.**
- **Please note on all of our rental properties, a city rental tax amount will be added to the advertised rent amount/monthly rent. If you have questions on how much that will be, please contact your property manager.**

Our standard deposit structure is as follows, but does vary with each property. The security deposit is equal to one month's rent, pet deposit is \$150.00 per pet (if applicable), cleaning deposit starts at \$150.00 and increases with the size of the home. A \$150.00 administrative fee will also be charged at lease signing. Please contact us if you need to confirm the deposits on your home of interest.

We will process the application by obtaining a copy of your credit report. This report will also include any criminal & rental eviction history. We will contact your employer for employment verification and income verification. Our requirement is that the verifiable income must be at least 1.5 times the amount of the rent. In addition we will look at the amount of total debt as reported on the credit report and your application. Our goal is to not exceed a 75% debt to income ratio. Please know that if you have extenuating circumstances we will be glad to consider them but we may require a letter of explanation from you directly. The application process usually takes 24-72 hours (not including weekends or holidays) depending on how quickly your employment and rental verifications are sent back to us. We will call or email you with a status update.

After you have filled out the attached rental application form **completely**, please get it back to us. **You may either drop off the application directly at our office listed above, fax it to the number listed above, email it to the address above or if preferred you can mail to our mailing address listed above along with all applicable documented paperwork. WE WILL NOT BE ABLE TO PROCESS ANY APPLICATION WITHOUT ALL APPLICABLE PAPERWORK AND \$40.00 FEE.**

We welcome all applicants and we support equal housing opportunities for everybody. AZ Real Estate & Property Management strives to provide the finest quality Real Estate service available.

**THIS IS NOT A LEASE AGREEMENT/NO TENANCY IS HEREIN CREATED
FOR THIS APPLICATION TO BE CONSIDERED IT MUST BE FILLED OUT COMPLETELY!**

Property & Applicant Information:

Application is made for the property located at: _____

Monthly Rent: \$ _____ (+ Rental Tax.) Security Deposit: \$ _____ Cleaning Deposit: \$ _____ Pet Deposit: \$ _____

Earnest Money Deposited to AZREAPM: \$ _____ Admin Fee: _____ \$150 paid at time of lease signing

Term of lease: _____ Intended Move-in Date: _____

FULL Legal Name _____ Social Security # _____ - _____ - _____

Date of Birth _____ Status (Please check one): Married _____ Single _____ Other _____

Home Phone # _____ Cell # _____ Email address: _____

How did you hear about our rental property? Website: _____ (mls/craigslist/rentals.com/etc)

Referring Agent (if any): _____ Phone #: _____ Company: _____

Additional Occupants:

(A separate application is required for ALL adults including spouses):

	Full Name	Relationship	Age
1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____
4)	_____	_____	_____
5)	_____	_____	_____

Pets:

1) Type of pet: _____ Breed: _____ Approx Weight: _____ Spayed/Neutered: _____

Is pet housebroken? _____ Is it an inside/outside pet? _____ Assistive/Non-Assistive? _____

2) Type of pet: _____ Breed: _____ Approx Weight: _____ Spayed/Neutered: _____

Is pet housebroken? _____ Is it an inside/outside pet? _____ Assistive/Non-Assistive? _____

Residence Information: Please list the last FOUR years of residence. Use separate sheet if additional space is required.

Current Residence: _____ City/State _____ Zip _____

Rent/Mortgage \$ _____ How Long: Yrs _____ Mos. _____ Lived there from: _____ to _____

Name of Landlord/Mortgage Company _____ Phone No.: _____

Reason for moving: _____

Previous Address: _____ City/State _____ Zip _____

Rent/Mortgage \$ _____ How Long: Yrs _____ Mos. _____ Lived there from: _____ to _____

Name of Landlord/Mortgage Company _____ Phone No.: _____

Reason for moving: _____

Previous Address: _____ City/State _____ Zip _____

Rent/Mortgage \$ _____ How Long: Yrs _____ Mos. _____ Lived there from: _____ to _____

Name of Landlord/Mortgage Company _____ Phone No.: _____

Reason for moving: _____

Employment: If less than FOUR years at present employer please list previous employers below. Use separate sheet if additional space is required.

Employed by: _____ Address _____
Phone No. _____ Position _____ Dates employed from _____ to _____
Monthly Income _____ Supervisor's Name _____ Phone No _____

Previous Employer: _____ Address _____
Phone No. _____ Position _____ Dates employed from _____ to _____
Monthly Income _____ Supervisor's Name _____ Phone No _____
Reason for leaving: _____

Previous Employer: _____ Address _____
Phone No. _____ Position _____ Dates employed from _____ to _____
Monthly Income _____ Supervisor's Name _____ Phone No _____
Reason for leaving: _____

Other source of monthly/annual income for rental:

Other income \$ _____ Source: _____
Person/Dept to contact to verify: _____

Please note you must supply supporting documentation to show that the latter information is true.

Additional Questions:

Do you have any additional debt or monthly payments that are not shown on the credit report? Yes No Explain: _____
Have you ever filed for bankruptcy: Yes No Explain: _____
Have you ever had a home foreclosure: Yes No Explain: _____
Have you ever been evicted: Yes No Explain: _____
Have you ever been convicted of a felony: Yes No Explain: _____
Do you use illegal drugs: Yes No Explain: _____

Vehicle Information:

Your Driver's License No: _____ State: _____ Exp Date: _____
Spouse's Driver's License No: _____ State: _____ Exp Date: _____

Vehicles you would like to park on property:

Make & Model	Year	Color	License Plate No.	State

Description of any other vehicle (boat, trailer, truck, recreational vehicle, etc.) you would like to keep on property:

Emergency Contact: Person to notify and that you authorize to take possession of your personal property in case of an emergency, untimely incarceration, or death

Name: _____ Relationship: _____
Address: _____ City: _____ State: _____ Zip: _____
Home Phone: _____ Cell Phone: _____ Email: _____

Application Disclosures:

*****IN ORDER FOR THIS APPLICATION TO BE CONSIDERED. THIS SECTION MUST BE FULLY COMPLETED BY APPLICANT! *****

APPLICANT(S) ACKNOWLEDGES THAT ALL INFORMATION LISTED ON THIS APPLICATION IS TRUE AND ACCURATE AND HEREBY AUTHORIZES VERIFICATION OF ALL INFORMATION IN THIS APPLICATION INCLUDING A CREDIT CHECK BY THE MANAGEMENT COMPANY OF THE RENTAL UNIT BEING APPLIED FOR.

APPLICANT HAS DEPOSITED WITH MANAGEMENT AN EARNEST DEPOSIT OF \$ _____. IF APPLICANT IS APPROVED, BUT FAILS TO ENTER INTO A RENTAL AGREEMENT OR FAILS TO TAKE OCCUPANCY ON DATE SPECIFIED BELOW, OR IF APPLICANT CHANGES DECISION ON OCCUPANCY, THE APPLICANT MUST SUBMIT IN WRITING TO MANAGEMENT THEIR DECISION TO CANCEL WITHIN 24 HOURS OF APPLICATION APPROVAL, OTHERWISE, THE DEPOSIT WILL NOT BE REFUNDED TO THE APPLICANT. APPLICANT UNDERSTANDS THAT ALL MOVE IN MONIES ARE DUE 5 DAYS PRIOR TO MOVE IN BY CERTIFIED FUNDS. APPLICANT ALSO UNDERSTANDS THAT IF THEY CHANGE THEIR MIND ALL MOVE IN MONIES COULD BE FORFITED.

INITIAL IF APPLICANT UNDERSTANDS THE INFORMATION PROVIDED ABOVE:

X _____

PROPERTY NEEDS TO BE LEFT IN THE SAME CONDITION UPON VACATING AS IT WAS WHEN POSSESSION WAS TAKEN. LEASE TERM IS TO BE 12 MONTHS UNLESS OTHERWISE SPECIFIED. WHERE A PET(S) IS ALLOWED THERE WILL BE A PET DEPOSIT, IF PROPERTY IS NOT DAMAGED OR LEFT UNCLEAN UPON VACATING OF THE PROPERTY THE DEPOSIT MAY BE RETURNED. THERE IS A FORTY DOLLAR (\$40.00) NON-REFUNDABLE APPLICATION FEE TO BE PAID TO AZ REAL ESTATE AND PROPERTY MANAGEMENT AND TURNED IN WITH THIS APPLICATION.

IF THERE ARE ANY SPECIAL REQUESTS OR TERMS, THEY MUST BE MENTIONED AT THIS TIME, OR ENTER NONE. (Examples may include but are not limited to: length of lease term, rental amount, condition of property, needed repairs at the property, etc.)

I acknowledge payment of \$40.00 as a non-refundable fee in all circumstances for the purpose of processing this application. I hereby warrant that the foregoing information is true and accurate to the best of my knowledge. I hereby authorize the person or firm to whom this application is made, any credit bureau or other Investigative Agency employed by such person, to investigate the references, statements or other data herein listed obtained from me or from any other person pertaining to my credit and financial responsibility.

X _____

Applicant Signature

Date

EMPLOYMENT VERIFICATION

Please sign the form only, we will send this form to your employer to complete.

Name of Applicant _____

Person Giving Information _____ Phone # _____ Title: _____

Dates of Employment _____

Salary \$ _____ hourly / weekly / bi-monthly / monthly

Avg. Weekly Hours: _____

Comments _____

If no longer employed by you: _____

Would you re-hire this employee? _____

Applicant represents that all of the above statements are true and complete, and hereby authorizes verification of above information, references, and/or credit records. Applicant acknowledges that false information contained herein constitutes grounds for rejection of this application if discovered before move-in. Applicant acknowledges that management may not be able to complete comprehensive action of this agreement before move-in. Management reserves the right to verify application information after move-in and may convert the proposed Rental Agreement to a month-to-month term if misleading information is contained in this application. This application is preliminary only and does not obligate owner or representative to execute a lease or deliver possession of the proposed premises.

Applicant's Signature **X** _____ Date _____

Please fax back to AZREAPM at 602-296-0349 or 602-712-9501.

Thank you!

REQUEST FOR LANDLORD VERIFICATION

Please sign the form only, we will send this to your current landlord to complete.

Name of Current Tenant: _____

Address: _____

Rent: \$ _____

Move in date: _____

Move out date: _____

Has rent ever been late? _____ More than 30 days late? _____

Was a 30 Day Notice was received ? _____

Pets on the Lease or on the property _____

Maintained Unit and/or Grounds _____

Was anyone else on the lease or living with them? _____

Any other pertinent information

Would you re-rent to these tenants? Yes _____ No _____

If no, please explain: _____

Relationship to Property: _____

Verified by: _____

(Print Name)

Signature

Date

Phone

Applicant represents that all of the above statements are true and complete, and hereby authorizes verification of above information, references, and/or credit records. Applicant acknowledges that false information contained herein constitutes grounds for rejection of this application if discovered before move-in. Applicant acknowledges that management may not be able to complete comprehensive action of this agreement before move-in. Management reserves the right to verify application information after move-in and may convert the proposed Rental Agreement to a month-to-month term if misleading information is contained in this application. This application is preliminary only and does not obligate owner or representative to execute a lease or deliver possession of the proposed premises.

Applicant's Signature **X** _____ Date _____

Please fax back to AZREAPM at 602-296-0349 or 602-712-9501.

Thank you!