

AZ RESIDENTIAL MANAGEMENT - RENTAL APPLICATION

1555 E University Dr Suite # 1 – Mesa, AZ 85203, Phone (480)444.2574 Fax (480)268.9494 - Email info@az-rm.com
Office Hours: Monday to Thursday 9:00-4:30 Friday 9:00-1:00 - Closed on Saturday & Sunday.

Thank you for considering one of our rental homes. We strive to offer the best possible rental homes and we look for great tenants that take pride in the place they live. We respect your right to confidentiality in providing us the following information:

IN AN EFFORT TO PROCESS YOUR APPLICATION IN A TIMELY MANNER & AVOID PROCESSING DELAYS PLEASE TAKE THE TIME TO CAREFULLY READ OUR RENTAL POLICY BELOW BEFORE COMPLETING AND PROVIDE THE FOLLOWING ITEMS:

ANYONE 18 YEARS & OLDER INTENDING TO LIVE IN THE PROPERTY MUST FILL OUT AN SEPARATE APPLICATION. THIS APPLIES TO MARRIED COUPLES AND OR A CO-SIGNOR FOR THE PERSON(S) THAT WILL OCCUPY THE HOME. A NON-REFUNDABLE APPLICATION FEE OF \$40.00 PER PERSON. WE ACCEPT MONEY ORDERS OR CREDIT/DEBIT CARDS ONLY AND NO PERSONAL CHECKS OR CASH PLEASE. MAKE CHECK PAYMENTS PAYABLE TO: "AZ RESIDENTIAL MANAGEMENT". Card payments must be submitted in writing and not verbally by completing and signing the Authorization Form on page 6 of application.

A current copy of each applicant's valid drivers license/state issued photo ID card (DO NOT FAX - PHOTO LICENSE INFORMATION MUST BE CLEAR/YOU MUST EMAIL A PHOTO OR SCANNED COPY TO INFO@AZ-RM.COM****

WE NEED YOUR MOST RECENT PAYSTUB FOR YOUR CURRENT JOB. IF YOU HAVE NO PAYSTUBS WE'LL NEED THE PREVIOUS YEARS' TAX RETURN OR PRINT OUT SUMMARY OF THE LAST FOUR (4) MONTHS BANK DEPOSITS. CONTACT US IF YOU HAVE FURTHER QUESTIONS.

We will contact prior landlords and references. Please make sure a valid phone number is provided.

\$100.00 plus tax administrative fee will be charged at lease signing if approved.

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 (if applicable) will be \$250 per pet plus \$20.00 per month pet rent. A non-refundable Cleaning Fee (if - applicable) will vary by property according to square footage and starts at \$200.00 plus tax and increases with the size of the home. We charge a \$100 non-refundable move out fee from the tenants deposits at the time of move out. Upon application approval we will require the Security Deposit (Earnest Money) to be paid at the time of lease signing but if immediate possession is taken we will also need the additional move in monies (applicable deposits, rent monies, taxes, etc). 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 don't accept anyone with an active or dismissed bankruptcy (discharged bankruptcy may be acceptable) or an eviction/judgment within the last 5 years unless it has been satisfied. We will contact your employer for employment verification and income verification. Our requirement is that the verifiable income must be at least 3 times the amount of the rent. We do not accept anybody with a sexual or violent felony conviction. We do not accept anyone with a non-violent felony conviction in the last 5 years. 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. The application process usually takes 24-48 hours (not including weekends or holidays) depending on how quickly your employment and rental verifications are sent back to us. We will contact you with a status update. **Proof of renters insurance will be required on or before possession date.**

After you have filled out the attached rental application form **completely, you may either drop off the application directly at our office, mail it, fax it OR email it using our contact info above. WE WILL NOT BE ABLE TO PROCESS ANY APPLICATION WITHOUT ALL APPLICABLE PAPERWORK PROPERLY INITIALED AND SIGNED ALONG WITH THE APPLICABLE FEE.** We welcome all applicants and we support equal housing opportunities for everybody.

Management strives to provide the finest quality real estate service available. Sincerely – AZ Residential Management

PLEASE NOTE - ONE SEPERATE RENTAL APPLICATION PER PERSON

DATE: _____

IT IS IMPORTANT THAT ALL OF THE FOLLOWING INFORMATION BE COMPLETELY FILLED OUT (PLEASE PRINT CLEARLY) ANY AREAS LEFT BLANK WILL BE CONSIDERED INCOMPLETE AND MAY CAUSE DELAYS ON PROCESSING.

IF YOU DO NOT INPUT THE INFORMATION BELOW (PRICE/TERM/MOVE IN DATE) WE CANNOT RUN THIS APPLICATION.

Application is made to lease the property at: _____

Term of lease: _____ months/ year Move-In date of _____, 200____ for the monthly rent of

\$ _____ payable in advance on the first day of each month. Email Address: _____

Full Legal Name (Please print) _____ Social Security # _____ - _____ - _____

Date of Birth _____ (Check One) Married _____ Single _____ Home Phone # _____ Cell# _____

ADDRESS - HISTORY: PLEASE LIST THE LAST FIVE (5) YEARS OF RESIDENCE AND WRITE ON SEPARATE SHEET IF ADDITIONAL SPACE IS NEEDED AND INCLUDE ALL PERTINENT INFORMATION AS LISTED BELOW.

Current Address: _____ Apt# _____ City _____ State _____ Zip _____

How Long at the address? _____ Lived here From: _____ to _____

Name of Landlord/Mortgage Co. _____ Phone # () _____

Rent/Mortgage Per Month \$ _____ Office Phone # () _____

If Mortgage Company please provide Account # _____

Reason for moving? _____

Previous Address: _____ Apt# _____ City _____ State _____ Zip _____

How Long at this address? _____ Lived here From: _____ to _____

Name of Landlord/Mortgage Co. _____ Phone # () _____

Rent/Mortgage Per Month \$ _____ Office Phone # () _____ If

Mortgage Company please provide Account # _____

Reason for moving? _____

Previous Address: _____ Apt# _____ City _____ State _____ Zip _____

How Long at this address? _____ Lived here From: _____ to _____

Name of Landlord/Mortgage Co. _____ Office Phone # () _____

Rent/Mortgage Per Month \$ _____ Office Phone # () _____

If Mortgage Company please provide Account # _____

Reason for moving? _____

EMPLOYMENT: IF LESS THAN TWO YEARS AT YOUR PRESENT EMPLOYER , PLEASE LIST PREVIOUS EMPLOYERS BELOW

Applicant Employed by: _____ Dates Employed From _____ To _____
Business Address: _____ Phone: _____
Position: _____ Supervisor _____ Salary: \$ _____
per (Check One) : _____ Full Time _____ Part Time Total Work Hours per week: _____
Person/Dept to contact to verify employment: _____

Previous Employment (If less than two years at present position)

Employed By: _____ Dates Employed From _____ To _____
Business Address: _____ Phone: _____
Position: _____ Supervisor _____ Salary: \$ _____ per _____
Person/Dept to contact to verify employment: _____

OTHER INCOME: All other sources of income such as alimony, child support, retirement benefits, social security must be verifiable with supporting documentation to be considered.

Other income \$ _____ Source: _____
Person/Dept to contact to verify employment: _____ Phone: _____
Please indicate what supporting documentation will you be providing: _____
Is this documentation included with the application? _____ Yes _____ No _____ Will submit shortly

CHILDREN / ADDITIONAL OCCUPANTS-

Information required on ALL occupants who will reside in the home. (separate application required for all adults over 18 years of age.)

<u>Full Name</u>	<u>Relationship</u>	<u>Age:</u>	<u>Full Name</u>	<u>Relationship</u>	<u>Age:</u>
1. _____			5. _____		
2. _____			6. _____		
3. _____			7. _____		
4. _____			8. _____		

PET(S): How many? _____

1- Type of pet: _____ Breed: _____ Approx. Weight: _____ Age: _____ Spayed/Neutered: _____
Is pet(s) housebroken? _____ Is it an inside or outside pet? _____
2- Type of pet: _____ Breed: _____ Approx. Weight: _____ Age: _____ Spayed/Neutered: _____
Is pet(s) housebroken? _____ Is it an inside or outside pet? _____

DEBT OBLIGATIONS: Total Outstanding Debt: \$_____ (Include credit cards, car payments, loan payments, etc.)

Average monthly payments toward your total outstanding debt. _____

Payments: Alimony: \$_____ Child Support: \$_____ Other: \$_____

Are there any Tax liens? **Yes** **No** Explain _____

Have you ever filed Bankruptcy: **Yes** **No** Explain _____

Have you or any other member of your household that will be residing at the property, whether an adult or a minor, pled to, plea bargained or been convicted of any felony or misdemeanor dealing with alcohol, gangs, drugs, children or violence? ____ **Yes** ____ **No**

If yes, Please explain _____

VEHICLE INFORMATION: Drivers License #: _____ State: _____ Exp. Date: _____

Spouse's Drivers Lic #: _____ State: _____ Exp. Date: _____

Vehicles you own, are buying, and/or would be parking on the property:

Make	Model	Year	Color	Lic Plate #	Exp Date	State
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

EMERGENCY CONTACT - LEGAL REPRESENTATIVE: (Person to notify and person you authorize to take possession of your personal property in case of emergency, untimely incarceration or death):

Name: _____ Relationship: _____

Address: _____ City: _____ St: _____ Zip Code: _____

Cell Phone: _____ Home Phone: _____ Work Phone: _____

*Note: Management is not responsible for damage to resident's property unless caused by negligence on the part of management or an employee or manager. Resident's are strongly advised to obtain Renter's Insurance to cover loss or damage to their property.

Remarks: (Unusual Circumstances) _____

How did you hear about the property and our company?

____ Sign Rider at the Property ____ Craig's List.com (web-site) ____ Rentals.com (web-site) Other: _____

____ Realtor (If yes provide their info below)

Realtor Agent Name- _____

Agent Company- _____ Agent Phone- _____

APPLICATION DISCLOSURE

CONDITION OF PROPERTY

Applicant has examined the premises and is satisfied with the physical condition. Applicant understands that any concerns must be specified below. This includes but is not limited to, cleanliness, landscaping and cosmetic damages. These items MUST be negotiated with the Owner during the application process ONLY. **IN THE EVENT TENANT REQUESTS TO TAKE IMMEDIATE POSSESSION OF THE PROPERTY UPON SUBMITTING APPLICATION TO AZ RESIDENTIAL OR WITHIN 7 DAYS THEREAFTER, TENANT ACKNOWLEDGES & AGREES TO ACCEPT THE PROPERTY IN "AS IS" CONDITION AT THE TIME OF POSSESSION, INCLUDING BUT NOT LIMITED TO CLEANING OR REPAIRS.** The landlord, in accordance with A.R.S. 33-1324, will maintain a fit premise.

Applicant's Initials: _____ (Required initials even if not applicable)

Are there any concerns with the property including but not limited to repairs, damages, cleanliness, landscaping, etc that you would like the Owner to complete? Please note the owner may or may not accept these requests.

Applicant understands that occupancy is limited to only those names on this application and contingent upon approval of the application by the Owner or their agent. Prior to processing of this application, applicant must pay a non-refundable fee of \$40.00 to AZ Residential Management understands this fee is non-refundable in all circumstances.

Applicant understands that the information herein is submitted as representation for the procurement of occupancy and recognizes that if any information is discovered to be false, the application can be rejected, the lease can be voided and deposits forfeited, all at the owner's option. Applicant authorizes verification of all information on this application including credit checks, employment verification, and criminal and rental history reports by the management of the rental property.

Unless other arrangements have been mutually agreed upon, Applicant consents in the event they are accepted, the security deposits are required to be paid within 48 hours by certified funds or money order along with signing the required lease agreement to remove the property from the rental market. In the event the applicant is accepted and has paid the security deposit but fails to enter into the rental agreement or fails to take occupancy on the date specified or changes their decision on occupancy for whatever reason, the deposit will be forfeited to the property owner as damages for removing the rental unit from the rental market.

The preparation and execution of this application does not create tenancy between applicant and management or any interest by applicant in the rental property. Applicant accepts the rental unit in its current condition and no promises by landlord except those in writing shall be enforceable.

I acknowledge the application payment 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.

Applicant Signature

Date

AZ RESIDENTIAL MANAGEMENT

CREDIT CARD AUTHORIZATION

For your convenience you may pay the rental application fee using your credit card. We will need every line below filled out to process your request and PLEASE PRINT and write CLEARLY AND LEGIBLY TO AVOID ANY DELAYS IN PROCESSING YOUR APPLICATION. Thank you!

PLEASE SPECIFY: ___MasterCard ___VISA AMOUNT: \$_____

CARD NUMBER: _____ CARD EXPIRATION DATE: _____
(MM/YY)

SECURITY DIGITS ON CARD*: _____ (*what are the security digits? = located on the back of the card the last 3 digits printed to the far right of the signature strip)

EXACT NAME PRINTED ON CARD: _____
(Please Print)

BILLING ADDRESS ON CARD: _____
House/Bldg. #, Street Unit/Apt/Suite #

City State Zip Code

By signing below I am authorizing AZ Residential Management to run my credit card for the amount listed above.

SIGNATURE: _____ DATE: _____