

# APPLICATION FOR OCCUPANCY

Document:  
February 2013



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1. Address of Rental Property Applying for: \_\_\_\_\_

## APPLICANT PERSONAL INFORMATION

2. **NAME:** \_\_\_\_\_

3.  Single  Married  Separated  Divorced (date of decree) \_\_\_\_\_

4. EMAIL ADDRESS \_\_\_\_\_ TELEPHONE \_\_\_\_\_

5. SOCIAL SECURITY NUMBER \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

6. DRIVER'S LICENSE / GOVERNMENT ISSUED ID NUMBER \_\_\_\_\_ STATE \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

7. DESIRED DATE OF OCCUPANCY \_\_\_\_\_ DESIRED LENGTH OF LEASE \_\_\_\_\_

8. How did you hear about us?

9.  Sign  Our website  Ad  Referral: **Rebecca Adams**  Other: \_\_\_\_\_

## EMPLOYMENT & BANK REFERENCES (Minimum one year verified employment required)

10. Current Employer: \_\_\_\_\_

11. Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

12. Telephone: \_\_\_\_\_ How long?: \_\_\_\_\_ Start date: \_\_\_\_\_

13. Department/Position: \_\_\_\_\_ Approximate Monthly Gross Income: \$ \_\_\_\_\_

14. **If you have been with your current employer less than one year, please complete the following:**

15. Previous Employer: \_\_\_\_\_

16. Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

17. Telephone: \_\_\_\_\_ How long?: \_\_\_\_\_ Date left: \_\_\_\_\_

18. **Please provide a valid, enlarged copy of your current driver's license or government issued photo ID and your 2 most recent paystubs or proof of income.**

20. Bank: \_\_\_\_\_ Branch: \_\_\_\_\_

21. Telephone: \_\_\_\_\_

22. Account Number (checking): \_\_\_\_\_ Account Number (savings): \_\_\_\_\_

23. Other Income: \_\_\_\_\_ (Indicate source & amount)

## RESIDENCE HISTORY (Minimum one year required)

24. Current Rent/Mortgage Payment: \$ \_\_\_\_\_ How long?: \_\_\_\_\_  Own  Rent

25. Current Address: \_\_\_\_\_

26. City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

27. Landlord: \_\_\_\_\_ Telephone: \_\_\_\_\_

28. **If owned, please provide mortgage company name and address:**

29. Mortgage Company: \_\_\_\_\_ Telephone: \_\_\_\_\_

30. Address: \_\_\_\_\_

31. City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

32. **If you have been at your current address less than one year, please complete the following:**

33. Previous Address: \_\_\_\_\_

34. City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

35. How Long?: \_\_\_\_\_



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**PERSONAL REFERENCES**

36. 1. Name: \_\_\_\_\_ Relation: \_\_\_\_\_  
 37. Address: \_\_\_\_\_ Telephone: \_\_\_\_\_
38. 2. Name: \_\_\_\_\_ Relation: \_\_\_\_\_  
 39. Address: \_\_\_\_\_ Telephone: \_\_\_\_\_
40. 3. Name: \_\_\_\_\_ Relation: \_\_\_\_\_  
 41. Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

**DEPENDENTS/ADDITIONAL OCCUPANTS**

42. Number of people who will occupy residence: \_\_\_\_\_
43. List occupants and their birthdates - CREDIT AND CRIMINAL BACKGROUND CHECKS WILL BE RUN ON EACH PERSON 18 & OVER.
44. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ D.O.B.: \_\_\_\_\_  
 45. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ D.O.B.: \_\_\_\_\_  
 46. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ D.O.B.: \_\_\_\_\_  
 47. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ D.O.B.: \_\_\_\_\_
48.  Additional occupants, see attached.
49. Person(s) to notify in case of emergency and that you authorize to enter and take possession of your personal property in the event of  
 50. death, pursuant to A.R.S. §33-1314(F), disability or incarceration:
51. Name: \_\_\_\_\_  
 52. Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_  
 53. Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**PETS/SERVICE ANIMALS**

54. Will you have pets?  Yes  No (assistive and service animals are not considered "pets")
55. Description of pets (recent photo required):
56. Breed: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_ Weight: \_\_\_\_\_  
 57. Breed: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_ Weight: \_\_\_\_\_
58. Will you have an assistive or service animal?  Yes  No (accommodation request required with application)

**VEHICLE INFORMATION**

59. Total Number of Vehicles (including company vehicles): \_\_\_\_\_
60. Vehicles:
61. Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ Lic. Plate #: \_\_\_\_\_  
 62. Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ Lic. Plate #: \_\_\_\_\_  
 63. Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ Lic. Plate #: \_\_\_\_\_
64. Description of any other vehicles (boat, trailer, truck, recreational vehicle, etc.) you would like to keep on property:  
 65. \_\_\_\_\_  
 66. Prior written permission separate from this application must be obtained from management.

**CREDIT AND BACKGROUND HISTORY**

(ANSWER ALL QUESTIONS FOR YOURSELF AND FOR ANYONE WHO WILL OCCUPY THIS RESIDENCE)

67. Have you ever been evicted?  Yes  No  
 68. Has a notice of eviction ever been filed against you?  Yes  No If so, when: \_\_\_\_\_  
 69. Have you ever declared bankruptcy?  Yes  No If so, when: \_\_\_\_\_ Discharge Date: \_\_\_\_\_  
 70. Have you had two or more late rental payments in the past year?  Yes  No  
 71. Have you ever willfully or intentionally refused to pay rent when due?  Yes  No  
 72. Do you currently owe any monies to an apartment community or landlord?  Yes  No  
 73. Do you use illegal drugs?  Yes  No  
 74. Have you ever engaged in the distribution or sale of illegal drugs?  Yes  No  
 75. Have you ever been convicted, arrested or charged with any crime?  Yes  No  
 76. Please give detailed explanation(s), date(s), and names for any question answered 'Yes' above: \_\_\_\_\_  
 77. \_\_\_\_\_  
 78. \_\_\_\_\_  
 79. Do you have any outstanding warrants or anticipate any warrants for arrest?  Yes  No



**ADDITIONAL INFORMATION**

- 80. Have you or anyone in your household had, or do you presently have, bed bugs or other pest issues?  Yes  No
- 81. If yes, please explain: \_\_\_\_\_
- 82. **Please give any information that might help evaluate this application:**
- 83. \_\_\_\_\_
- 84. \_\_\_\_\_
- 85. \_\_\_\_\_

**DEPOSIT TO HOLD AGREEMENT**

- 86. In consideration of management holding this property for me, I agree to pay:
- 87. Earnest/holding deposit of a minimum of \$ \_\_\_\_\_ **and**
- 88. A non-refundable application fee of \$ \_\_\_\_\_ per person over 18 in CERTIFIED FUNDS ONLY\*
- 89. \*Additional fees will apply for non-U.S. residents and will vary according to current rates. IF YOU ARE A NON-US RESIDENT, PLEASE
- 90. CALL FOR CORRECT APPLICATION FEE AMOUNT BEFORE APPLYING. Non-resident application fee \_\_\_\_\_
- 91. The earnest/holding deposit is refundable if my application is not approved (14-day delay required for bank clearance of check). If my
- 92. Application is approved, the earnest/holding deposit is credited to the required move-in costs. IF APPLICANT SHOULD WITHDRAW
- 93. THIS APPLICATION WITHIN 7 DAYS AFTER WRITTEN NOTIFICATION OF ACCEPTANCE, a minimum of \$ \_\_\_\_\_
- 94. of the earnest/holding deposit WILL BE RETAINED in addition to the non-refundable application fee. **IF AFTER 7 DAYS OF**
- 95. **NOTIFICATION OF ACCEPTANCE, APPLICANT WITHDRAWS OR FAILS TO EXECUTE LEASE AGREEMENT, ALL EARNEST/**
- 96. **HOLDING DEPOSIT MONIES WILL BE FORFEITED. UNDER NO CONDITIONS WILL APPLICATION FEE BE REFUNDED.**
- 97. **Total deposits/fees submitted with application** \$ \_\_\_\_\_
- 98. I hereby authorize and instruct Owner/Broker/Property Manager to investigate the information supplied by me and to conduct inquiries
- 99. concerning my income, credit and character for the purpose of verifying and qualifying for this rental and any renewals thereof. I further
- 100. authorize the release of any and all information available from any reference, former owners, and credit reporting services, department of
- 101. motor vehicles, and governmental agencies. I hereby release and hold harmless all parties from liability for any damages that may result
- 102. from furnishing this information to its owners, its agents and others. NOTE: Copy of actual credit report will **not** be provided to applicant
- 103. by Owner/Broker/Property Manager.
- 104. Applicant acknowledges that Owner/Broker/Property Manager may not be able to complete a comprehensive evaluation of this
- 105. information prior to move-in. Owner/Broker/Property Manager reserves the right to verify application information after move-in and may
- 106. convert the proposed Lease Agreement to a month-to-month term or declare the lease irreparably breached and seek immediate eviction
- 107. if false or misleading information is contained in this Application. Applicant agrees to the terms of this Deposit to Hold Agreement. This
- 108. application is preliminary only and does not obligate owner or owner's representatives to execute a lease or deliver possession of the
- 109. proposed Property. Owner/Broker/Property Manager comply with federal, state and local fair housing laws and regulations.
- 110. **Unless otherwise agreed, I understand that the Brokerage, its Broker, its Agents, and employees are agents of and**
- 111. **represent the Owner in leasing this property.**
- 112. 

(Applicant's Initials Required) \_\_\_\_\_  
APPLICANT

- 113. By signing below, I acknowledge and accept the qualifying criteria and policies of the Owner/Broker/Property Manager by which my
- 114. application will be approved.
- 115. **This application must be signed by applicant.**
- 116. \_\_\_\_\_  
^ APPLICANT SIGNATURE \_\_\_\_\_ MO/DA/YR

117. **FALSIFYING INFORMATION ON THIS APPLICATION IS GROUNDS FOR REJECTION.**

**FOR OFFICE USE ONLY**

- 118. Agent Name: \_\_\_\_\_
- 119. Co-Broke?  Yes  No Exclusive?  Yes  No
- 120. Referred by: \_\_\_\_\_ At: \_\_\_\_\_
- 121.  ACCEPTED Date of Written Notification: \_\_\_\_\_
- 122.  REJECTED Date Denial Letter Was Sent: \_\_\_\_\_
- 123. NOTES: \_\_\_\_\_
- 124. \_\_\_\_\_



# REAL ESTATE AGENCY DISCLOSURE AND ELECTION

Document updated:  
January 2009



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1. Firm Name ("Broker") Becca Homes Realty  
2. acting through Rebecca Adams hereby makes the following disclosure.  
LICENSEE'S NAME

## DISCLOSURE

- 3. Before a Seller or Landlord (hereinafter referred to as "Seller") or a Buyer or Tenant (hereinafter referred to as "Buyer") enters into a discussion with a real estate broker or licensee affiliated with a broker, the Seller and the Buyer should understand what type of agency relationship or representation they will have with the broker in the transaction.
- 6. I. Buyer's Broker: A broker other than the Seller's broker can agree with the Buyer to act as the broker for the Buyer. In these situations, the Buyer's broker is not representing the Seller, even if the Buyer's broker is receiving compensation for services rendered, either in full or in part, from the Seller or through the Seller's broker:
  - 9. a) A Buyer's broker has the fiduciary duties of loyalty, obedience, disclosure, confidentiality, and accounting in dealings with the Buyer.
  - 10. b) Other potential Buyers represented by broker may consider, make offers on, or acquire an interest in the same or similar properties as Buyer is seeking.
- 12. II. Seller's Broker: A broker under a listing agreement with the Seller acts as the broker for the Seller only:
  - 13. a) A Seller's broker has the fiduciary duties of loyalty, obedience, disclosure, confidentiality, and accounting in dealings with the Seller.
  - 14. b) Other potential Sellers represented by broker may list properties that are similar to the property that Seller is selling.
- 15. III. Broker Representing both Seller and Buyer (Limited Representation): A broker, either acting directly or through one or more licensees within the same brokerage firm, can legally represent both the Seller and the Buyer in a transaction, but only with the knowledge and informed consent of both the Seller and the Buyer. In these situations, the Broker, acting through its licensee(s), represents both the Buyer and the Seller, with limitations of the duties owed to the Buyer and the Seller:
  - 19. a) The broker will not, without written authorization, disclose to the other party that the Seller will accept a price or terms other than stated in the listing or that the Buyer will accept a price or terms other than offered.
  - 21. b) There will be conflicts in the duties of loyalty, obedience, disclosure and confidentiality. Disclosure of confidential information may be made only with written authorization.
- 23. Regardless of who the Broker represents in the transaction, the Broker shall exercise reasonable skill and care in the performance of the Broker's duties and shall be truthful and honest to both the Buyer and Seller and shall disclose all known facts which materially and adversely affect the consideration to be paid by any party. Pursuant to A.R.S. §32-2156, Sellers, Lessors and Brokers are not obligated to disclose that a property is or has been: (1) the site of a natural death, suicide, homicide, or any crime classified as a felony; (2) owned or occupied by a person exposed to HIV, or diagnosed as having AIDS or any other disease not known to be transmitted through common occupancy of real estate; or (3) located in the vicinity of a sex offender. Sellers or Sellers' representatives may not treat the existence, terms, or conditions of offers as confidential unless there is a confidentiality agreement between the parties.
- 30. THE DUTIES OF THE BROKER IN A REAL ESTATE TRANSACTION DO NOT RELIEVE THE SELLER OR THE BUYER FROM THE RESPONSIBILITY TO PROTECT THEIR OWN INTERESTS. THE SELLER AND THE BUYER SHOULD CAREFULLY READ ALL AGREEMENTS TO ENSURE THAT THE DOCUMENTS ADEQUATELY EXPRESS THEIR UNDERSTANDING OF THE TRANSACTION.

## ELECTION

- 33. Buyer or Tenant Election (Complete this section only if you are the Buyer.) The undersigned elects to have the Broker (check any that apply):
  - 34.  represent the Buyer as Buyer's Broker.
  - 35.  represent the Seller as Seller's Broker.
  - 36.  show Buyer properties listed with Broker's firm and Buyer agrees that Broker shall act as agent for both Buyer and Seller provided that the Seller consents to limited representation. In the event of a purchase, Buyer's and Seller's informed consent should be acknowledged in a separate writing other than the purchase contract.
- 39. Seller or Landlord Election (Complete this section only if you are the Seller.) The undersigned elects to have the Broker (check any that apply):
  - 40.  represent the Buyer as Buyer's Broker.
  - 41.  represent the Seller as Seller's Broker.
  - 42.  show Seller's property to Buyers represented by Broker's firm and Seller agrees that Broker shall act as agent for both Seller and Buyer provided that Buyer consents to the limited representation. In the event of a purchase, Buyer's and Seller's informed consent should be acknowledged in a separate writing other than the purchase contract.

45. The undersigned  Buyer(s) or  Seller(s) acknowledge that this document is a disclosure of duties. This document is not an employment agreement.

46. I/WE ACKNOWLEDGE RECEIPT OF A COPY OF THIS DISCLOSURE.

47. ^ PRINT NAME ^ PRINT NAME

48. ^ SIGNED MO/DA/YR ^ SIGNED MO/DA/YR

