

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?: _____



Application for Occupancy >>**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

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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
4. a discussion with a real estate broker or licensee affiliated with a broker, the Seller and the Buyer should understand what type of agency
5. 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
7. situations, the Buyer's broker is not representing the Seller, even if the Buyer's broker is receiving compensation for services
8. 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
11. 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
16. licensees within the same brokerage firm, can legally represent both the Seller and the Buyer in a transaction, but only with the
17. knowledge and informed consent of both the Seller and the Buyer. In these situations, the Broker, acting through its licensee(s),
18. 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
20. 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
22. 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
24. 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
25. 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
26. 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
27. person exposed to HIV, or diagnosed as having AIDS or any other disease not known to be transmitted through common occupancy of real
28. estate; or (3) located in the vicinity of a sex offender. Sellers or Sellers' representatives may not treat the existence, terms, or conditions of
29. 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
31. RESPONSIBILITY TO PROTECT THEIR OWN INTERESTS. THE SELLER AND THE BUYER SHOULD CAREFULLY READ ALL
32. 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. [x] 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
37. the Seller consents to limited representation. In the event of a purchase, Buyer's and Seller's informed consent should be
38. 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
43. Buyer provided that Buyer consents to the limited representation. In the event of a purchase, Buyer's and Seller's informed consent
44. should be acknowledged in a separate writing other than the purchase contract.

45. The undersigned [x] 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

