APPLICATION FOR OCCUPANCY

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REALTOR® EQUAL HOUSING OPPORTUNITY

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: _____ ☐ 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**
19. **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

1. Name: _____ Relation: _____
Address: _____ Telephone: _____

2. Name: _____ Relation: _____
Address: _____ Telephone: _____

3. Name: _____ Relation: _____
Address: _____ Telephone: _____

DEPENDENTS/ADDITIONAL OCCUPANTS

Number of people who will occupy residence: _____

List occupants and their birthdates - CREDIT AND CRIMINAL BACKGROUND CHECKS WILL BE RUN ON EACH PERSON 18 & OVER.

Name: _____ Relationship: _____ D.O.B.: _____
Name: _____ Relationship: _____ D.O.B.: _____
Name: _____ Relationship: _____ D.O.B.: _____
Name: _____ Relationship: _____ D.O.B.: _____

☐ Additional occupants, see attached.

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 death, pursuant to A.R.S. §33-1314(F), disability or incarceration:

Name: _____
Address: _____ City: _____ State: _____ ZIP Code: _____
Phone: _____ Email: _____

PETS/SERVICE ANIMALS

Will you have pets? ☐ Yes ☐ No (assistive and service animals are not considered "pets")

Description of pets (recent photo required):

Breed: _____ Age: _____ Gender: _____ Weight: _____
Breed: _____ Age: _____ Gender: _____ Weight: _____

Will you have an assistive or service animal? ☐ Yes ☐ No (accommodation request required with application)

VEHICLE INFORMATION

Total Number of Vehicles (including company vehicles): _____

Vehicles:

Make: _____ Model: _____ Year: _____ Color: _____ Lic. Plate #: _____
Make: _____ Model: _____ Year: _____ Color: _____ Lic. Plate #: _____
Make: _____ Model: _____ Year: _____ Color: _____ Lic. Plate #: _____

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

_____

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)

Have you ever been evicted? ☐ Yes ☐ No
Has a notice of eviction ever been filed against you? ☐ Yes ☐ No If so, when: _____
Have you ever declared bankruptcy? ☐ Yes ☐ No If so, when: _____ Discharge Date: _____
Have you had two or more late rental payments in the past year? ☐ Yes ☐ No
Have you ever willfully or intentionally refused to pay rent when due? ☐ Yes ☐ No
Do you currently owe any monies to an apartment community or landlord? ☐ Yes ☐ No
Do you use illegal drugs? ☐ Yes ☐ No
Have you ever engaged in the distribution or sale of illegal drugs? ☐ Yes ☐ No
Have you ever been convicted, arrested or charged with any crime? ☐ Yes ☐ No
Please give detailed explanation(s), date(s), and names for any question answered 'Yes' above: _____

_____

_____

Do you have any outstanding warrants or anticipate any warrants for arrest? ☐ Yes ☐ No >>

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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. _____

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