

EVALUATION FOR OCCUPANCY PROCESS

Thank you for your interest in one of our rental homes!

We conduct a comprehensive evaluation of Applications for Occupancy which consists of, but is not limited to, income verification, employment verification, and all information from references, former owners, and credit reporting services, department of motor vehicles, and governmental agencies. Each adult 18 years of age and older who intends to occupy the property must submit a completed application and be named as a tenant on the lease.

Income Level: Employment must be current and verifiable for a minimum of one (1) year. Verifiable annual income shall equal three (3) times the annual rent. Verifiable income shall be confirmed by employer, trust officer, tax returns, or other satisfactory documentation as required. If Applicant fails to meet the required income level, management may consider a co-signer on a case by case basis with approval from the property owner. Co-Signer must meet the required verifiable income level.

Credit History: Applications for Occupancy will be submitted to National Tenant Network (NTN) Arizona to determine acceptable credit worthiness. The NTN Decision Point Score shall be 80 or higher. Management may consider a co-signer on a case by case basis with approval from property owner if Applicant falls below acceptable NTN Decision Point Score. **ALERT: If you have a security freeze on your credit history, you must temporarily unfreeze it in order for us to process your application for occupancy.**

Criminal History Criteria: All Applicants must meet our Criminal History Criteria. Applicants who are registered sex offenders will be denied. Applicants must have no felony convictions less than 10 years old that involve violent crimes against persons or property, including but not limited to, murder, arson, kidnapping, assault, bomb related offenses, robbery or burglary, terrorism OR that involve the manufacturing or distribution of drugs in any manner. All other felony convictions must be more than 5 years old. Conviction of any drug related offenses involving possession only, or alcohol related offenses where no one was permanently injured or killed, must be at least 2 years old. Successful completion of any felony sentence at least 2 years ago and no new criminal activity for at least 2 years before this application is also required. No Applicant with any outstanding warrants or crime that is awaiting trial will be accepted.

If the Applicant would like management to review additional information regarding any aspect of the information provided as part of their rental application, the Applicant is permitted to submit that information to management along with their application and Management will review that information on a case by case basis. All applications will be reviewed by Management with the property owner, when available, for final approval.

APPLICATION FOR OCCUPANCY

Document:
February 2013



The pre-printed portion of this form has been drafted by the Arizona Association of REALTORS®. Any change in the pre-printed language of this form must be made in a prominent manner. No representations are made as to the legal validity, adequacy and/or effects of any provision, including tax consequences thereof. If you desire legal, tax or other professional advice, please consult your attorney, tax advisor or professional consultant.



1. Address of Rental Property Applying for: _____

2. _____

3. APPLICANT PERSONAL INFORMATION

4. NAME: _____

5. Single Married Separated Divorced (date of decree) _____

6. _____
7. EMAIL ADDRESS _____ TELEPHONE _____

8. _____
9. SOCIAL SECURITY NUMBER _____ DATE OF BIRTH _____

10. _____
11. DRIVER'S LICENSE / GOVERNMENT ISSUED ID NUMBER _____ STATE _____ EXPIRATION DATE _____

12. _____
13. DESIRED DATE OF OCCUPANCY _____ DESIRED LENGTH OF LEASE _____

14. _____
15. How did you hear about us?

16. Sign Our website Ad Referral: _____ Other: _____

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

19. Current Employer: _____

20. Address: _____ City: _____ State: _____ ZIP Code: _____

21. Telephone: _____ How long?: _____ Start date: _____

22. Department/Position: _____ Approximate Monthly Gross Income: \$ _____

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

24. Previous Employer: _____

25. Address: _____ City: _____ State: _____ ZIP Code: _____

26. Telephone: _____ How long?: _____ Date left: _____

27. 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.

29. Bank: _____ Branch: _____

30. Telephone: _____

31. Account Number (checking): _____ Account Number (savings): _____

32. Other Income: _____ (Indicate source & amount)

34. RESIDENCE HISTORY (Minimum one year required)

35. Current Rent/Mortgage Payment: \$ How long?: _____ Own Rent

36. Current Address: _____

37. City: _____ State: _____ ZIP Code: _____

38. Landlord: _____ Telephone: _____

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

40. Mortgage Company: _____ Telephone: _____

41. Address: _____

42. City: _____ State: _____ ZIP Code: _____

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

44. Previous Address: _____

45. City: _____ State: _____ ZIP Code: _____

46. How Long?: _____



Application for Occupancy >>**47. PERSONAL REFERENCES**

48. 1. Name: _____ Relation: _____
 49. Address: _____ Telephone: _____
50. 2. Name: _____ Relation: _____
 51. Address: _____ Telephone: _____
52. 3. Name: _____ Relation: _____
 53. Address: _____ Telephone: _____

55. DEPENDENTS/ADDITIONAL OCCUPANTS

56. Number of people who will occupy residence: _____
57. List occupants and their birthdates - CREDIT AND CRIMINAL BACKGROUND CHECKS WILL BE RUN ON EACH PERSON 18 & OVER.
58. Name: _____ Relationship: _____ D.O.B.: _____
 59. Name: _____ Relationship: _____ D.O.B.: _____
 60. Name: _____ Relationship: _____ D.O.B.: _____
 61. Name: _____ Relationship: _____ D.O.B.: _____
62. Additional occupants, see attached.
63. 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
 64. death, pursuant to A.R.S. §33-1314(F), disability or incarceration:
65. Name: _____
 66. Address: _____ City: _____ State: _____ ZIP Code: _____
 67. Phone: _____ Email: _____

69. PETS/SERVICE ANIMALS

70. Will you have pets? Yes No (assistive and service animals are not considered "pets")
71. Description of pets (recent photo required):
72. Breed: _____ Age: _____ Gender: _____ Weight: _____
 73. Breed: _____ Age: _____ Gender: _____ Weight: _____
74. Will you have an assistive or service animal? Yes No (accommodation request required with application)

76. VEHICLE INFORMATION

77. Total Number of Vehicles (including company vehicles): _____
78. Vehicles:
79. Make: _____ Model: _____ Year: _____ Color: _____ Lic. Plate #: _____
 80. Make: _____ Model: _____ Year: _____ Color: _____ Lic. Plate #: _____
 81. Make: _____ Model: _____ Year: _____ Color: _____ Lic. Plate #: _____
82. Description of any other vehicles (boat, trailer, truck, recreational vehicle, etc.) you would like to keep on property:
 83. _____
 84. Prior written permission separate from this application must be obtained from management.

86. CREDIT AND BACKGROUND HISTORY

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

88. Have you ever been evicted? Yes No
 89. Has a notice of eviction ever been filed against you? Yes No If so, when: _____
 90. Have you ever declared bankruptcy? Yes No If so, when: _____ Discharge Date: _____
 91. Have you had two or more late rental payments in the past year? Yes No
 92. Have you ever willfully or intentionally refused to pay rent when due? Yes No
 93. Do you currently owe any monies to an apartment community or landlord? Yes No
 94. Do you use illegal drugs? Yes No
 95. Have you ever engaged in the distribution or sale of illegal drugs? Yes No
 96. Have you ever been convicted, arrested or charged with any crime? Yes No
 97. Please give detailed explanation(s), date(s), and names for any question answered 'Yes' above: _____
 98. _____
 99. _____
100. Do you have any outstanding warrants or anticipate any warrants for arrest? Yes No



101. **ADDITIONAL INFORMATION**

102. Have you or anyone in your household had, or do you presently have, bed bugs or other pest issues? Yes No

103. If yes, please explain: _____

104. **Please give any information that might help evaluate this application:**

105. _____
106. _____
107. _____

109. **DEPOSIT TO HOLD AGREEMENT**

110. In consideration of management holding this property for me, I agree to pay:

111. Earnest/holding deposit of a minimum of \$ _____ and

112. A non-refundable application fee of \$ 35.00 per person over 18 in CERTIFIED FUNDS ONLY*

113. *Additional fees will apply for non-U.S. residents and will vary according to current rates. IF YOU ARE A NON-US RESIDENT, PLEASE
114. CALL FOR CORRECT APPLICATION FEE AMOUNT BEFORE APPLYING. Non-resident application fee? _____

115. The earnest/holding deposit is refundable if my application is not approved (14-day delay required for bank clearance of check). If my
116. Application is approved, the earnest/holding deposit is credited to the required move-in costs. IF APPLICANT SHOULD WITHDRAW
117. THIS APPLICATION WITHIN 7 DAYS AFTER WRITTEN NOTIFICATION OF ACCEPTANCE, a minimum of \$ _____

118. of the earnest/holding deposit WILL BE RETAINED in addition to the non-refundable application fee. **IF AFTER 7 DAYS OF**
119. **NOTIFICATION OF ACCEPTANCE, APPLICANT WITHDRAWS OR FAILS TO EXECUTE LEASE AGREEMENT, ALL EARNEST/**
120. **HOLDING DEPOSIT MONIES WILL BE FORFEITED. UNDER NO CONDITIONS WILL APPLICATION FEE BE REFUNDED.**

121. **Total deposits/fees submitted with application** \$ _____

122. I hereby authorize and instruct Owner/Broker/Property Manager to investigate the information supplied by me and to conduct inquiries
123. concerning my income, credit and character for the purpose of verifying and qualifying for this rental and any renewals thereof. I further
124. authorize the release of any and all information available from any reference, former owners, and credit reporting services, department of
125. motor vehicles, and governmental agencies. I hereby release and hold harmless all parties from liability for any damages that may result
126. from furnishing this information to its owners, its agents and others. NOTE: Copy of actual credit report will **not** be provided to applicant by
127. Owner/Broker/Property Manager.

128. Applicant acknowledges that Owner/Broker/Property Manager may not be able to complete a comprehensive evaluation of this
129. information prior to move-in. Owner/Broker/Property Manager reserves the right to verify application information after move-in and may
130. convert the proposed Lease Agreement to a month-to-month term or declare the lease irreparably breached and seek immediate eviction
131. if false or misleading information is contained in this Application. Applicant agrees to the terms of this Deposit to Hold Agreement. This
132. application is preliminary only and does not obligate owner or owner's representatives to execute a lease or deliver possession of the
133. proposed Property. Owner/Broker/Property Manager comply with federal, state and local fair housing laws and regulations.

134. **Unless otherwise agreed, I understand that the Brokerage, its Broker, its Agents, and employees are agents of and**
135. **represent the Owner in leasing this property.**

136. **(Applicant's Initials Required)** _____
137. APPLICANT

138. By signing below, I acknowledge and accept the qualifying criteria and policies of the Owner/Broker/Property Manager by which my
139. application will be approved.

140. **This application must be signed by applicant.**

141. _____
142. ^ APPLICANT SIGNATURE MO/DA/YR

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

146. **FOR OFFICE USE ONLY**

147. Agent Name: _____

148. Co-Broke? Yes No Exclusive? Yes No

149. Referred by: _____ At: _____

150. ACCEPTED Date of Written Notification: _____

151. REJECTED Date Denial Letter Was Sent: _____

152. NOTES: _____
153. _____

