

ADVANTAGE ARIZONA REAL ESTATE AND PROPERTY MANAGEMENT APPLICATION INSTRUCTIONS

email: advantageaz123@yahoo.com

Office: 623.572.7820 Fax: 623.572.8125 Address: 9735 W. Avenida del Sol Peoria, AZ 85383

Applications are not processed on weekends.

The application can be faxed or sent by email attachment **in PDF format only**. To avoid delays, read through the instructions carefully as you gather the documents required for consideration. The application fee can be paid through the **PayNow** link found on the right side of our website homepage www.advantagearizona.com

APPROVAL IS DETERMINED BY THE COMBINATION OF EMPLOYMENT, LANDLORD & CREDIT HISTORY. IF YOU HAVE PAST EVICTIONS OR JUDGEMENTS FROM LANDLORDS OR TAX LIENS THAT ARE LESS THAN 5 YEARS OLD, YOU MAY BE DENIED. If you have questions about this, ask us first!

MORE THAN TWO ADULTS CAN RESIDE IN THE HOME BUT ONLY TWO WILL BE CONSIDERED "FINANCIALLY RESPONSIBLE". **EX: RENT IS \$1,000 PER MONTH. GROSS COMBINED INCOME MUST BE AT LEAST \$3,000.00**. ALL RESPONSIBLE PARTIES MUST SIGN AND DATE THE APPLICATION. **A COPY OF THE DRIVER'S LICENSE FOR ALL PERSONS OVER 18 yrs of age that will be residing in the home MUST BE INCLUDED WITH THE Application.** Done?

1. **Fully Disclose!** All pets must be clearly described including: age, breed, mix breed and neutered/declawed cats. Homeowners insurance prohibits aggressive breeds. If you have a question about this – ask before applying. Pet deposits may vary. Ask for details. ASSISTIVE PETS ARE PERMITTED WITH MEDICAL FORM FROM Dr., ADDITIONAL DOCUMENTATION MAY BE REQUIRED. Smoking of any kind is prohibited inside of & in the garage of all of our houses ie. SMOKING OR SMELL OF SMOKE MAY CAUSE A TERMINATION OF LEASE AND YOU WILL BE LIABLE FOR REMEDIATION. Most new communities have parking restrictions. Over-night Street parking, commercial trucks, trucks with ladders and over-height vehicles may be prohibited. If you have any of these vehicles please check with the HOA before Applying. HOA governs and does not make exceptions. Done?

2. THE NON-REFUNDABLE APPLICATION FEE IS \$55.00 AND COVERS UP TO TWO PEOPLE, \$20.00 FOR EACH ADDITIONAL PERSON. WE DO NOT PROCESS APPLICATIONS WITHOUT THE FEE BEING PAID. WE DO NOT ACCEPT PERSONAL CHECKS FOR APPLICATION FEE, DEPOSIT OR FIRST MONTH'S RENTS. APP FEE PAID?

3. YOU MAY NEED TO COPY THE APPLICABLE LANDLORD & EMPLOYMENT VERIFICATION FORMS (PAGES 4 &5) AND SUBMIT THEM TO MORE THAN ONE EMPLOYER OR LANDLORD. IT IS YOUR RESPONSIBILITY TO ENSURE THESE FORMS ARE COMPLETED AND PROVIDED TO OUR OFFICE. **APPLICATION PROCESSING WILL BE DELAYED UNTIL ALL VERIFICATION FORMS ARE ON HAND.** Done?

4. SUBMIT RECENT PAYSTUBS FOR EACH PERSON THAT WILL BE FINANCIALLY RESPONSIBLE FOR THE RENT Done?

5. IF YOU JUST SOLD YOUR HOME, PLEASE **PROVIDE A COPY OF THE MORTGAGE COUPON OR THE HUD STATEMENT FROM THE SALE**
This form will take the place of the landlord verification form. Done?

6. UPON APPROVAL, **YOU WILL BE INSTRUCTED TO REMIT THE DEPOSIT WITHIN 24 HOURS**. Failure to do so may cause you to lose the property. DEPOSITS & FIRST MONTH'S RENT ARE TO BE PAID WITH CERTIFIED FUNDS. THESE INITIAL PAYMENTS CAN BE MADE IN PERSON OR AT ANY WELLS FARGO BRANCH OFFICE (CALL US FOR THE ACCT. NUMBER) WE DO NOT ACCEPT PARTIAL PAYMENT UNDER ANY CIRCUMSTANCE. The entire lease term must be fulfilled in order for the deposit be refundable. Applicant understands that the house is to be rented in AS-IS condition and only problems that impede the normal functions of the property will be addressed by our maintenance crews.

7. THERE IS A \$100.00 NON-REFUNDABLE ADMINISTRATION FEE DUE WITH THE FIRST MONTH'S RENT PAYMENT. Rent + city sales tax will be calculated and stated in the lease contract.

AGENCY DISCLOSURE: WE OFTEN PROCESS MORE THAN ONE APPLICATION FOR THE SAME PROPERTY. THE FINAL DECISION IN SELECTING AN APPLICANT IS MADE BY THE HOMEOWNER - NOT THE PROPERTY MANAGEMENT OFFICE STAFF. Any falsification of data within the application will be grounds for denial or lease termination. AS THE AGENT OF THE HOMEOWNER, WE ARE UNDER OBLIGATION TO CONTINUE MARKETING THE HOME UNTIL AN APPLICATION HAS BEEN APPROVED AND THE DEPOSIT HAS BEEN PAID BY THE APPLICANT

By signing below you are agreeing with the terms of our procedures and understand that you may or may not be approved.

Tenant Signature: _____ Date: _____ Tenant Signature: _____ Date: _____

Attention Agent of Applicant: You must show the property to your client in order to procure compensation. Further, we will not be able to pend the listing in the MLS database or enter your information onto the lease contract without the completed Commission Instruction sheet. A copy of the executed lease will be sent to your email account via Docu-Sign. We appreciate your efforts in this process

THANK YOU FOR READING THIS MESSAGE - IT IS DESIGNED WITH YOUR BENEFIT IN MIND...

Did a Real Estate Agent show you the property?
Yes _____ NO _____

EMAIL: _____ @ _____

ADVANTAGE ARIZONA REAL ESTATE & PROPERTY MANAGEMENT

Office: 623.572.7820 Fax: 623.572.8125

THIS APPLICATION IS SUBJECT TO CREDIT CHECK AND HOMEOWNER APPROVAL

ADDRESS APPLYING FOR: _____ DATE of APPLICATION: _____

APPLICATION FEE IS DUE W/THIS APPLICATION. NON-REFUNDABLE \$55.00 (covers two adults, \$20 for each additional).

PAID BY: CASH _____ MONEY ORDER _____ PAYPAL _____ DIRECT DEPOSIT _____

PLEASE COMPLETE ENTIRE APPLICATION – DO NOT LEAVE BLANKS - N/A IF IT DOES NOT APPLY.

Desired move-in date (do not write ASAP) ____/____/____

Names and ages of all persons to occupy the property: _____

How many Pets? _____ Pets breed & age: _____

TENANT VEHICLE INFO – oversized vehicles with signage or commercial vehicles must comply with HOA regulations (no street parking).

Make _____ Model _____ Color _____ License Plate # _____

Make _____ Model _____ Color _____ License Plate # _____

APPLICANT INFORMATION

A. Name: _____ DOB: ____/____/____ SSN: _____-____-_____

Email: _____ Phone # (____) _____

Driver's License # _____ State issued : _____

A. Present Address _____ Apt #: _____ City/St: _____ Zip (**required**): _____

Date of occupancy: from _____ to _____ Rent Amt. \$ _____ per month

Landlord's Name if Renting _____ Landlord's Phone # (____) _____

Previous Address _____ City/St: _____ Zip (**required**): _____

Previous Landlord _____ Phone # (____) _____

Date of occupancy: from _____ to _____ Rent Amt. \$ _____ per month

Employer must complete verification form – We will need recent paystubs for each applicant.

A. Employer: _____ Address: _____

A. Position: _____

Date Hired? _____ Gross Income per Month \$ _____ Human Res. or Supervisor phone # (____) _____

If employed for less than two years at above, your previous Employer must complete Employment verification form.

Previous Employer: _____ Phone # (____) _____ From: _____ To: _____

A. Nearest Relative (not living w/you) **Required** : _____ Relation: _____ Phone: (____) _____

B. Name: _____ DOB: ____/____/____ SSN: _____ - _____ - _____

Driver's License # _____ State issued: _____

Email: _____ Phone # () _____

B. Present Address _____ Apt #: _____ City/St: _____ Zip (required): _____

Date of occupancy: from _____ to _____ Rent Amt. \$ _____ per month

Landlord's Name: _____ Landlord's Phone # () _____

If less than two years at present address, your previous landlord must complete the Landlord verification form.

B. Previous Address _____ City/St: _____ Zip (required): _____

Previous Landlord _____ Phone # () _____

Date of occupancy: from _____ to _____ Rent Amt. \$ _____ per month

Employer must complete verification form – We will need recent paystubs for each applicant.

B. Employer: _____ Address: _____

B. Position: _____

Date Hired? _____ Gross Income per Month \$ _____ Human Res. or Personnel Phone #: () _____

If employed for less than two years at above, your previous Employer must complete Employment verification form.

Previous Employer: _____ Phone # () _____ From: _____ To: _____

B. Nearest Relative (not living w/you) **Required:** _____ Relation: _____ Phone: () _____

I/We have answered all questions fully and truthfully for obtaining an accurate credit history. All information I/we gave on the application is current and I/we authorize you to investigate my/our credit and the statements I/we have made. False statements will be grounds for immediate termination of this application and/or lease! I/We, the undersigned, understand that Advantage Arizona Real Estate is the leasing agent and representative for the owner not the applicant.

Important Notice: A free copy of the AZ Residential Landlord and Tenant Act is available by calling The Secretary of State Office: (602)263-8856 or by a visit to the housing.az.gov website online.

We do not discriminate based on race, sex, religion, or national origin.

IMPORTANT INFORMATION CONCERNING THE DEPOSIT AND THE LEASE TERM

Applicant understands that the deposit, once paid in order to secure the property from the rental market, if, for whatever reason, you do not take possession of the property on or before the scheduled move-in date, the cleaning and pet deposits will be forfeited to the homeowner. The entire lease term must be fulfilled for a minimum of 12 months for the cleaning deposit to remain refundable. Applicant understands properties are rented in AS-IS condition and only mechanical problems will be addressed.

Signature of Applicant

Date

Signature of Applicant

Date

The section below is to be completed by the Staff of Advantage Arizona Real Estate - MLS

DEPOSIT BREAKDOWN

Refundable Cleaning Deposit Required \$ _____

Refundable Pet Deposit (if applicable) \$ _____

Non-Refundable Cleaning Deposit Required \$150.00

Total Amount Due \$ _____

Amount Paid Today \$ _____

FUNDS DUE UPON MOVE-IN Scheduled for ____/____

Daily Rent \$ _____ X _____ Days = \$ _____

+ _____ % City Sales Tax of \$ _____ = \$ _____

RENT IS DUE ON THE 1st DAY OF EACH MONTH

Monthly Rent of \$ _____ X _____ % Tax = \$ _____ +

Monthly Rent = \$ _____ **Total Base Rent Due \$** _____

Non-Refundable Administrative Fee Required \$ **100.00**

Outstanding Balance of Deposit Due Upon Move-in \$ _____

Amount of Rent Due Upon Move-In \$ _____

Total Amount Due upon Move-In to be Paid with Certified Funds \$ _____

Property Manager Signature

Date

Totals calculated by

EMPLOYMENT VERIFICATION FORM



Phone 623.572.7820
Fax 623.572.8125

To be completed by your EMPLOYER

P.O. Box 2518
Sun City, AZ 85372-2518
www.advantagearizona.com

Today's date: _____ Address of property you are applying for: _____

Applicant's Authorization: I give Advantage Arizona Real Estate permission to receive information regarding my employment at:

Company name: _____

Company address: _____ City: _____ State: _____ Zip: _____

Tenant's printed name _____

Tenant's signature _____

**The following information is to be completed by your employer.
If current employment has been for less than two years, previous employer must also complete this form.**

Current employee? Yes _____ No _____ If NO - Provide dates of employment: from _____ to _____

Hire date _____

Full time _____ Part time _____

Job Title _____

This employee is/was paid (check one): Hourly _____ Commission _____ Salary _____ Combination _____

Monthly Gross \$ _____ If paid on commission - provide average per month here \$ _____

Printed name of reporting party _____ Email: _____

Signature of reporting party _____ Phone # _____

Title _____

Please fax this completed form to (623) 572-8125 or email as attachment to advantageaz123@yahoo.com.



Thank you for your time.

LANDLORD VERIFICATION FORM



Phone 623.572.7820
Fax 623.572.8125

To be completed by Landlord, Owner or Property Management Company

P.O. Box 2518
Sun City, AZ 85372-2518
www.advantagearizona.com

TENANT: COMPLETE TOP SECTION THEN SEND TO YOUR CURRENT & if applicable, PREVIOUS LANDLORD TO COMPLETE LOWER SECTION

If you have lived at your current address for less than two years, your prior LANDLORD needs to complete this form as well.

Address you are applying for with Advantage Arizona RE: _____

Tenant Address for Verification: (Your current address or previous address)

Form with columns for Address, apt #, City, State, Zip, and rows for Tenant Name, Signature, and Date for two tenants.

WE, THE TENANT(S) NAMED ON LINES 1 & 2 HEREBY AUTHORIZE RELEASE OF INFORMATION AS REQUESTED BELOW TO BE SUPPLIED TO ADVANTAGE ARIZONA REAL ESTATE AND/OR IT'S AGENTS TO USE IN CONJUNCTION WITH AN APPLICATION TO LEASE A RESIDENCE FROM SAME.

Section below is to be completed by Landlord, Owner or Property Management Company:

We are requesting residence verification for the tenants named above. Please complete the questions below and email or fax directly to us at either:

623-572-8125 or advantageaz123@yahoo.com. We appreciate your time.



Lease start date: _____ Lease end date: _____ Move out date if applicable: _____

Type of Notice given to terminate lease: _____

Any legal notices served? _____ If so, what type? _____

Any non-sufficient checks rcv'd? _____ How many? _____ NSF satisfied/paid? _____

Late payments? _____ How many? _____ Late fees paid as agreed? _____

Does tenant owe any funds now? _____ Reason: _____ How much? _____

HOA issues/type? _____ More than three a year? _____

If an occupied inspection has been performed, was the house found to be in acceptable condition? _____

Did tenant receive refundable deposit back? _____ If not, why not? _____

Would you rent to the tenants again? _____ If not, why not? _____

Printed Landlord name: _____ Signature: _____

Email: _____ Phone # _____

Thank you very much for your cooperation! Advantage Arizona Real Estate & Property Management