

**ADVANTAGE ARIZONA REAL ESTATE AND PROPERTY MANAGEMENT APPLICATION INSTRUCTIONS**

email: pm@advantagearizona.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](http://www.advantagearizona.com)

APPROVAL IS DETERMINED BY THE COMBINATION OF VERIFIED EMPLOYMENT, LANDLORD & REASONABLE CREDIT HISTORY. IF YOU HAVE PAST EVICTIONS OR JUDGEMENTS FROM LANDLORDS OR ANY FEDERAL TAX LIENS YOU WILL 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. THE NON-REFUNDABLE APPLICATION FEE IS \$55.00 AND COVERS UP TO TWO PEOPLE, \$25.00 FOR EACH ADDITIONAL PERSON. WE DO NOT PROCESS APPLICATIONS WITHOUT THE FEE BEING PAID. WE DO NOT ACCEPT PERSONAL CHECKS FOR APPLICATION FEES, DEPOSITS OR FIRST MONTH'S RENT. **APP FEE PAID?**

2. **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 anything 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 types of vehicles please check with the HOA before Applying. HOA governs and does not make exceptions. Done?

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. IF YOU RENT FROM AN INDIVIDUAL, YOUR LEASE WILL NEED TO BE SUBMITTED WITH THE APPLICATION. **THE 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 AT OUR OFFICE IN PEORIA. 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 1<sup>st</sup> 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 [pm@advantagearizona.com](mailto:pm@advantagearizona.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)

Table with 5 columns: Address, apt #, City, State, Zip. Rows for Tenant 1 and Tenant 2, including fields for Name, Signature, and Date.

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 pm@advantagearizona.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