

ADVANTAGE ARIZONA REAL ESTATE AND PROPERTY MANAGEMENT APPLICATION INSTRUCTIONS

email: advantageaz123@yahoo.com

Office: 623.572.7820 Fax: 623.572.8125 Office Address: 9735 W Avenida Del Sol Peoria, Az 85383

WE ACCEPT APPLICATIONS DURING BUSINESS HOURS: M-Thur. 9:00 AM TO 4:00 PM and Fridays 9:00 AM to NOON. Applications are not processed on weekends!

Call for an appointment if you are planning to hand deliver the application. The application can be faxed or sent by email attachment **in PDF format only**. Please read through the instructions carefully to avoid delays and understand the requirements for consideration.

APPROVAL IS DETERMINED BY THE COMBINATION OF EMPLOYMENT, LANDLORD & CREDIT HISTORY. IF YOU HAVE PAST EVICTIONS OR PREVIOUS JUDGEMENTS FROM LANDLORDS Or Tax liens that are less than 5 years old, you may be denied. If you have questions about this, ask 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 AND VERIFIED INCOME OF NO MORE THAN TWO ADULTS MUST BE at least \$3,000.00.** ALL RESPONSIBLE PARTIES MUST SIGN AND DATE THE APPLICATION. **A COPY OF THE DRIVER'S LISCENSE 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. Smoking of any kind is prohibited inside all of our properties, including the garage. SMOKING OR SMELL OF SMOKE MAY CAUSE A TERMINATION OF LEASE AND YOU WOULD 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, \$75.00 FOR THREE PEOPLE.

WE RECOMMEND THAT YOU PAY THE FEE UTILIZING **PAYPAL. SEE WEBSITE HOME PAGE.** SCROLL to "PAY NOW". ENTER THE ADDRESS OF THE PROPERTY THAT YOU ARE APPLYING FOR IN THE DESCRIPTION BOX. HOWEVER, WE ALSO ACCEPT CERTIFIED FUNDS OR CASH. 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. ALL MUST BE PAID BY CERTIFIED FUNDS. **PAID?**

3. WE REQUIRE VERIFIED HISTORY FOR TWO YEARS FOR BOTH EMPLOYMENT AND LANDLORD. THEREFORE, YOU MAY NEED TO COPY THE APPLICABLE FORMS attached to this application AND SUBMIT THEM TO MORE THAN ONE EMPLOYER OR LANDLORD. IT IS YOUR RESPONSIBILITY TO ENSURE THESE FORMS ARE COMPLETED AND EITHER FAXED OR EMAILED BY ATTACHMENT BACK TO OUR OFFICE. We are happy to confirm the receipt of them to you- email or call. Done?

4. IF YOU CURRENTLY ARE A HOMEOWNER OR JUST SOLD OR LOST A HOME TO FORECLOSURE PROVIDE A COPY OF A MORTGAGE COUPON OR THE HUD STATEMENT WITH YOUR NAME AND ADDRESS CLEARLY IDENTIFIED. This form will take the place of the landlord verification. Applicable? Done?

5. SUBMIT THE AT LEAST 2 PAYSTUBS FOR EACH PERSON THAT WILL BE FINANCIALLY RESPONSIBLE AND HAS EMPLOYMENT. Done?

6. IF YOU LEASE FROM A PRIVATE PARTY (NOT A REAL ESTATE OR LEASING OFFICE) PROVIDE A COPY OF YOUR CURRENT LEASE. Done?

7. UPON THE HOMEOWNERS APPROVAL, YOU WILL BE INSTRUCTED TO REMIT THE DEPOSIT WITHIN 24 HOURS. Failure to do so may cause you to lose the property. DEPOSITS & RENTS TO BE PAID BY CERTIFIED FUNDS. **WE DO NOT ACCEPT PARTIAL PAYMENTS OF ANY OF THE DEPOSITS OR FEES.** No Exceptions. Some applicants lease the house prior to viewing it. The agreement remains the same for those applicants, the entire lease term must be fulfilled for a minimum of 12 months for the deposit to remain refundable. Applicant understands properties are rented in AS-IS condition and only mechanical problems will be addressed. No further cosmetics are going to be done to the property.

8. THERE IS A \$100.00 NON-REFUNDABLE ADMINISTRATION FEE DUE WITH THE FIRST MONTH'S RENT PAYMENT. Rents + Sales tax will be calculated and provided.

AGENCY DISCLOSURE: WE MAY PROCESS MORE THAN ONE APPLICATION FOR THE SAME PROPERTY. AS THE AGENT OF THE HOMEOWNER WE ARE UNDER OBLIGATION TO CONTINUE MARKETING THE HOME UNTIL AN APPLICATION HAS BEEN FORMALLY APPROVED AND A FULL DEPOSIT HAS BEEN RECEIVED. THE FINAL DECISION IN SELECTING AN APPLICANT IS MADE BY THE HOMEOWNER - not the property management leasing office staff. Any falsification of data will be grounds for termination or denial.

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 Realtor/Agent of Applicant: You must show the property AND your client must clearly identify you as their Agent with the Agency Disclosure Form attached to their application. Also include one of your business cards or a copy of the Agency Information. We do not chase down your contact or mailing information. The executed lease will be emailed to you. We utilize Doc-u-sign for executing leases. Want to remain in the loop during the application process? No problem. Just ask. Commission checks are mailed to the office address YOU PROVIDE within 10 days, providing the tenant has signed all documents, paid all fees and taken possession of property. We respect our professional relationship with you. Thank you for showing our properties to your clients!

THANK YOU FOR READING THIS MESSAGE - IT IS DESIGNED TO BENEFIT YOU!

Best Phone # and Email to Reach You
Phone (_____) _____
e-mail _____

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

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: _____

THERE IS A NON-REFUNDABLE \$55.00 (for up to two people, \$25 for each additional) APPLICATION & PROCESSING FEE DUE W/THIS APPLICATION.

PAID BY: CASH _____ MONEY ORDER _____ PAYPAL _____

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

Take Possession on (do not write ASAP): ____/____/____

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

How many Pets? _____ Describe breeds & ages: _____

TENANT VEHICLE INFO – oversized, vehicles with signage or commercial vehicles must comply with HOA regulations

Make _____ Model _____ Color _____ License Plate _____

Make _____ Model _____ Color _____ License Plate _____

APPLICANT INFORMATION

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

Email: _____ Phone # (_____) _____

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 # (_____) _____

Landlord must complete attached verification form. Provide copy of lease if leasing from private party

If less than two years at present address provide the following: Previous landlord must complete attached verification form also

Previous Address _____ Apt #: _____ City/St: _____ Zip (required): _____

Previous Landlord _____ Phone # (_____) _____

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

Employer must complete verification form – We will need the last two paystubs for each applicant

A. Present Employer: _____ Position: _____ Full-Time: Yes / No

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

If employed for less than two years at above, provide the following: (Previous Employer must complete verification form also)

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

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

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

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 provide the following: (Previous landlord must complete attached verification form also)

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

Previous Landlord _____ Phone # (_____) _____

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

(Employer must complete verification form) (Provide last two paystubs)

B. Present Employer: _____ Position: _____ Full-Time: Yes /No

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

If employed for less than two years at above, provide the following: (Previous Employer must complete verification form also)

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:

The following information is to be filled out by your current employer.

Email: advantageaz123@yahoo.com
Phone: 623-572-7820 Fax: 623-572-8125

After the document is completely filled out, **Employer please fax or email this form directly** to Advantage Arizona Real Estate.
Please do not hesitate to call us if there are any questions regarding this document.

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 filled out by your current and/or previous employer, if current employment is less than two years.

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: PLEASE COMPLETE LINES ONE AND TWO AND THEN SEND TO YOUR CURRENT OR PREVIOUS LANDLORD TO COMPLETE

You will need to complete more than one if you have lived at your current address for less than two years.

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 CONJUCTION WITH AN APPLICATION TO LEASE A RESIDENCE FROM SAME.

Items below 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: _____

Legal Notices Served? _____ If so, what type? _____

Any Non Sufficient Funds? _____ 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? _____

Did tenant receive all of refundable deposit back? _____ If Not, why? _____

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

Completed by: _____ Title: _____ Phone: _____

Company: _____ Email: _____

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