

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

email: [advantageaz123@yahoo.com](mailto: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!

<b>Best Phone # and Email to Reach You</b>
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: \_\_\_\_\_

**A NON-REFUNDABLE \$55.00 (covers two adults, \$25 each additional) APPLICATION FEE IS 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.**

Desired move-in date (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 # ( \_\_\_\_\_ ) \_\_\_\_\_

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 # ( \_\_\_\_\_ ) \_\_\_\_\_

**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: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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 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 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 [advantageaz123@yahoo.com](mailto: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 LINES 1 & 2 AND THEN SEND TO YOUR CURRENT & if applicable, PREVIOUS LANDLORD TO COMPLETE

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.

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: \_\_\_\_\_

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? \_\_\_\_\_

Did tenant receive all of refundable deposit back? \_\_\_\_\_ If not, why? \_\_\_\_\_

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

Printed Landlord name: \_\_\_\_\_ Signature: \_\_\_\_\_

Email: \_\_\_\_\_ Phone # \_\_\_\_\_

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