

# APPLICATION FOR OCCUPANCY

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## Guidelines for Rental Qualification and Residency

### **READ ALL INFORMATION BELOW BEFORE FILLING OUT APPLICATION**

Thank you for your interest in renting with DeVan Management LLC. We are committed to providing the best service possible. Your cooperation in providing the necessary information will ensure the process runs smoothly without delays. After selecting your rental a **\$ 75.00 non-refundable** fee is charged to cover the cost of credit reports, criminal backgrounds, income history, rental history, employment history and processing your application. If two married people are applying on a single application, the non-refundable fee is **\$125.00**. Please allow 48 hours to complete the application process. **By signing this application you authorize us to contact any necessary parties to confirm the information you have provided is correct and accurate.**

**ALL APPLICANTS 18+ MUST FILL OUT ALL INFORMATION ASKED IN THE DEPENDENTS/ADDITIONAL OCCUPANTS SECTION OF APPLICATION. FAMILIES WITH ONLY ONE FINANCIAL RESPONSIBLE PERSON WILL ONLY NEED TO FILL OUT ONE APPLICATION PER FAMILY.**

The three steps to completing application process are:

1. Must read entire application and fill out all lines. (write none if it does not apply to you)
2. Attach all required paper work to application including: copy of drivers license/identification I.D. and most recent paystubs or proof of income
3. A **\$75.00 or \$125.00 check or money order** made out to DeVan Mangement LLC. You will receive a confirmation email for the background check. **WE DO NOT ACCEPT CASH FOR APPLICATION FEE.**
4. You can also pay the application fee using our website, Paypal, or venmo our email address is [dv@devanmanagement.com](mailto:dv@devanmanagement.com). Please email a copy of the entire application along with payment. Application is not valid without application fee payment.

**RENTAL APPLICATION-** Failure to complete the application could result in a delay of your approval and possibly allow someone else to rent your selection. After acceptance of the application a security deposit is required to hold the rental.

**FUNDS NEEDED TO MOVE IN-** A security deposit and first month's rent. Any additional fee's we require which will be discussed before move in. All payments must be made in certified funds, check, Venmo, or cash. We are not able to process any credit card payments.

A copy of the *Arizona Residential Landlord and Tenant Act* is available through the Arizona Secretary of State's office or via the internet at [www.azsos.gov](http://www.azsos.gov)

Please complete the application and return to the property manager with the **\$ 75.00 or \$125.00** credit/check application fee.

I have read and understand the above:

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

**DeVan Management LLC Rental Qualifications Discloser**

All criteria below must be met in order to qualify to occupy the residence unless otherwise noted and discussed with the property manager or Landlord. We follow all of the law's of the *Arizona Residential Landlord and Tenant Act*.

**Qualification:**

- We will use this application to run credit, rental, criminal histories and job/income verifications
- All applicants 18+ must fill out application and fulfill all criteria in order to qualify.
- **We do not except any applications for applicants with recent rental evictions and felony charges within in the last year.** Must provide all paperwork for history of either one of this categories in order to qualify.
- Pet Policy can be found under pet/service animals section of application.
- No Smoking allowed of any kind on the property. Security deposit will be used to cover the cost of remediating the smoke.
- I/We understand that our personal property items are not covered by the property owners insurance and it is my/our responsibility to obtain insurance on my/our own personal property.

**Rent payments Late fees, Fines, and Security Deposit information:**

- **Rent:** is always due on the first 1<sup>st</sup> day of every month. **After the 3<sup>rd</sup> day of the month there will be a \$50.00 nonrefundable fee. Starting on the 5<sup>th</sup> day of each month there will be an additional \$20.00 non refundable fee per day until entire rent plus additional fees have been paid in full.**
- **Late fee charges:** cannot be charged per day passed the first half of the month and cannot be rolled over into following month. **Maximum late fee charges each month cannot exceed beyond \$250.00** (Additional late fee charges are sole and separate from any additional penalty charges or fines defined on lines 155-169 in lease agreement and can not be used, replaced, or substituted for late rent fees). If the full rent amount plus additional late fees are not paid in full before the middle of the month the tenant will be sent an eviction notice and will have 30 days to vacate the property once eviction notice was dated and given to tenant.
- Tenant shall pay a charge of **\$50.00** for all checks returned from the bank unpaid for any reason.
- **Security deposits: \$250.00** of the security deposit is nonrefundable to cover basic cleaning costs
- Any and all deposits held cannot be used for last months rent. Any expenses incurred by tenant (unpaid late fees, fines assessed against property due to tenant, returned checks charges, etc.) shall be deducted from security deposit at the termination of the lease. I/We will be responsible for payment of the last months rent.
- I/We are required to give a written thirty (30) day notice on or before the first of the month prior to the expiration of lease to vacate or extend lease. Month to month leases also require a written thirty (30) day notice to vacate. Extensions require landlord or management approval.
- We will notify you 30 days in advance to ask if you want to resign a new lease. There will not be any rent cost changes without full understanding of the landlord and tenant. Month to month is subject to monthly increases.
- Tenant is subject to penalty charges or fines if rental property is not maintained in a reason condition. I/We will be responsible for all repairs and damages at the time of vacating the property unless otherwise noted and discussed with the landlord or management.

**Rules and Regulations:**

- If I/We declare bankruptcy during the lease, it becomes null and void.
  - I/We will notify the property manager if there are any issues or problems on the property within 24 hours and we will respond within 48 hours.
  - **We will call 48 hours in advance before coming** to the property for inspections and routine maintenance. We will always knock and ring the doorbell before entering.
  - We do not allow any changes or alterations of any type on the property including keys or locks on the property unless it has been discussed with the property manager. There will be a **\$300.00 non-refundable fee if there is any alterations of any type on the property unless discussed with landlord or management.**
  - Every quarter (3 months) a year we come to do inspections and change air filters. We also have a checklist we will go through to make sure everything on the property is working properly.
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**ALL INFORMATION MUST BE FILLED OUT IN ORDERED TO BE APPROVED. AREAS THAT ARE LEFT BLANK WILL AUTOMATICALLY WITHDRAW THIS APPLICATION FROM BEING REVIEWED FOR APPROVAL.**

Address of Rental Property Applying for: \_\_\_\_\_

**APPLICANT PERSONAL INFORMATION**

Full Name: \_\_\_\_\_

Spouse Name (if applying on one application): \_\_\_\_\_

Single  Married  Separated  Divorced (date of decree): \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Spouse Social Security #: \_\_\_\_\_ Spouse Date of Birth: \_\_\_\_\_

Driver's License/ Gov. Issued ID #: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Desired Date of Occupancy: \_\_\_\_\_ Desired Length of Lease (12 month min): \_\_\_\_\_

How did you hear about us?  Yard Sign  Zillow  Craigslist  Redfin.com  Devanmanagement.com

Referral: \_\_\_\_\_  Other

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

Current Employer: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Department/Position: \_\_\_\_\_ Approximate Monthly Gross Income: \$ \_\_\_\_\_

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

Previous Employer: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**PLEASE PROVIDE A VAILD, ENLARGED COPY OF YOUR CURRENT DRIVER'S LICENSE OR GOV. ISSUED ID AND YOUR 2 MOST RECENT PAYSTUBS OR PROOF OF INCOME.**

Bank: \_\_\_\_\_ Branch: \_\_\_\_\_

Telephone: \_\_\_\_\_ Account #: \_\_\_\_\_

Other income (indicate source & amount): \_\_\_\_\_

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**RESIDENCE HISTORY** (Minimum one year required)

Current Rent/Mortgage Payment: \$ \_\_\_\_\_ Move in Date: \_\_\_\_\_  Own  Rent

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_ Unit Number: \_\_\_\_\_

Landlord: \_\_\_\_\_ Telephone: \_\_\_\_\_

Did you give proper move out notice?: \_\_\_\_\_

**If owned, please provide mortgage company name and address:**

Mortgage Company: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

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

Previous Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ How long: \_\_\_\_\_ Move out Date: \_\_\_\_\_

**If you have current renters' insurance, please complete the following:**

Insurance provider name: \_\_\_\_\_ Policy Number: \_\_\_\_\_

**Please attach copy of renters' insurance declaration page to this application.**

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**PERSONAL REFERENCES**

1. Name: \_\_\_\_\_ Relation: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_
2. Name: \_\_\_\_\_ Relation: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_
3. Name: \_\_\_\_\_ Relation: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

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**DEPENDENTS/ADDITIONAL OCCUPANTS**

Number of people who will occupy residence: \_\_\_\_\_

**List occupants and their birthdates- CREDIT AND CRIMINAL BACKGROUND CHECKS WILL BE RUN ON EACH PERSON 18 & OVER.**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

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Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

**DEPENDENTS/ADDITIONAL OCCUPANTS** (CONT.)

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 death, disability incarceration:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

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

**PETS/SERVICE ANIMALS**

Will you have pets?  Yes  No (assistive and service animals are not considered "pets")

**\$500.00 NON-REFUNDABLE FEE WILL BE CHARGED PER PET. 2 PET MAXIMUM. EACH PET MUST BE HOUSETRAINED AND MUST REMAIN SAFELY SECURE ON PREMISES AT ALL TIMES. LANDLORD IS NOT RESPONSIBLE FOR ANY DAMAGES OR INJURIES OF ANY KIND CAUSED BY OR AFFILIATED WITH THE PET. PETS MUST ALSO REMAIN ON A LEASH AROUND ALL COMMON SHARED AREAS. ADDITIONAL \$25.00 PER MONTH PER PET WILL BE ADDED TO THE MONTHLY RENT FOR THE DURATION OF THE LEASE AGREEMENT**

Description of pets (recent photo required):

Breed: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_ Weight: \_\_\_\_\_

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Will you have an assistive or service animal?  Yes  No (accommodations request with proper documentation is required with application)

**VEHICLE INFORMATION**

Total Number of Vehicles (including company vehicles): \_\_\_\_\_

Vehicles:

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ Lic.Plate#: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ Lic.Plate#: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ Lic.Plate#: \_\_\_\_\_

Descriptions of any other vehicles (boats, trailer, truck, recreational vehicle, etc.) you would like to keep on property: \_\_\_\_\_

**CREDIT AND BACKGROUND HISTORY**

**(ANSWER ALL QUESTIONS FOR YOURSELF AND FOR ANYONE WHO WILL OCCUPY THE RESIDENCE)**

1. Have you ever been evicted?  Yes  No
  2. Has a notice of eviction ever been filed against you?  Yes  No If so, when: \_\_\_\_\_
  3. Have you ever declared bankruptcy?  Yes  No if so, when: \_\_\_\_\_ discharge date: \_\_\_\_\_
  4. Have you had two or more late rental payments in the past year?  Yes  No
  5. Have you ever willfully or intentionally refused to pay rent when due?  Yes  No
  6. Do you currently owe any monies to an apartment community of landlord?  Yes  No
  7. Do you use illegal drugs?  Yes  No
  8. Have you ever engaged in the distribution or sale of illegal drugs?  Yes  No
  9. Have you ever been convicted, arrested or charged with any crime?  Yes  No
- Please give detailed explanation(s), date(s), and names for any question answered 'Yes' above:
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10. Do you have any outstanding warrants or anticipate any warrants for arrest?  Yes  No
  11. Have you or anyone in your household had, or do you presently have, bed bugs or other pest issues  Yes  No
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**CRIME FREE ADDENDUM**

**In consideration of the execution or renewal of a lease of the dwelling unit identified in the lease, Landlord and Resident agree as follows: Resident, any members of the resident's household or a guest or other persons affiliated with the resident:**

1. Shall not engage in criminal activity, including drug-related criminal activity, on or near the said premises. "Drug related criminal activity" means the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use an illegal or controlled substance (as defined in Section 102 of the Controlled Substance Act [21 U.S.C.802]) **INITIAL:** \_\_\_\_\_
  2. Shall not engage in any act intended to facilitate criminal activity **INITIAL:** \_\_\_\_\_
  3. Shall not permit the dwelling unit to be used for, or to facilitate criminal activity, regardless of whether the individual engaging in such activity is a member of the household, or a guest **INITIAL:** \_\_\_\_\_
  4. Shall not engage in the unlawful manufacturing, selling, using, storing, keeping, or giving of an illegal or controlled substance as defined in A.R.S. 13-3451, at any locations, whether on or near the dwelling unit premises **INITIAL:** \_\_\_\_\_
  5. Shall not engage in any illegal activity, including prostitution as defined in A.R.S. 13-3211, criminal street gang activity as defined in A.R.S. 13-105 and A.R.S. 13-2308, threatening or intimidating as prohibited in A.R.S.13-1202, assault as prohibited in A.R.S. 13-1203, including but not limited to the unlawful discharge of a weapon, on or near the dwelling unit premises, or any breach of the lease agreement that otherwise jeopardizes the health, safety, and welfare of the landlord, his agent, or other tenant, or involving imminent or actual serious property damage, as defined in A.R.S. 33-1368 **INITIAL:** \_\_\_\_\_
  6. VIOLATION OF THE ABOVE PROVISIONS SHALL BE A MATERIAL AND IRREPARABLE VIOLATION OF THE LEASE AND GOOD CAUSE FOR IMMEDIATE TERMINATION OF TENANCY. A single violation of any of the provisions of this added addendum shall be deemed a serious violation, and a material and irreparable non-compliance. It is understood that a single violation shall be good cause for immediate termination of the lease under A.R.S. 33-1377, as provided in A.R.S. 33-1368. Unless otherwise provided by law, proof of violation shall not require a criminal conviction, but shall be by a preponderance of the evidence **INITIAL:** \_\_\_\_\_
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Once Application is submitted, we will contact you within 48 hours.

Please provide us with the easiest way to contact you:

Phone: \_\_\_\_\_  Text  Spouse Phone: \_\_\_\_\_  Text

Email: \_\_\_\_\_  Spouse Email: \_\_\_\_\_

I hereby authorize and instruct Landlord/Management to investigate the information supplied by me and to conduct inquiries concerning my income, credit and character for the purpose of verifying and qualifying for this rental and any renewal thereof.

By signing below, I acknowledge and accept the qualifying criteria and policies of the Landlord/Management by which my application will be approved.

Total deposits/fees submitted with application: \$ \_\_\_\_\_

This application must be signed by applicant(s).

Applicant Signature #1: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

Applicant Signature #2: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

*Thank you for choosing DeVan Management*