



Residential • Investments • Property Management

7025 W Bell Rd, Suite 10 Glendale, AZ 85308
Office: 602 308 8277 ♦ Fax: 623 776 4997

APPLICATION INSTRUCTIONS

Property you are applying for: _____

Listing Agent: _____ Anticipated Move-In Date: _____

It is our company policy to accept the first qualified applicant when multiple applications have been received. We are a company who recognizes and fully supports Federal and State Fair Housing Laws. We do not discriminate against any person on the basis of race, color, religion, sex, handicap, familial status, or national origin.

In order for the application to be processed the following criteria must be met by all applicants to be approved for a lease:

- Print legibly
- Provide complete and accurate information
- Application fee of \$35 per person payable to **Property Source Inc** in the form of **Cash or Cashier's Check only**. **Please Note: Application fees are non-refundable. All occupants 18 years of age and over must submit an application and pay for a Credit/Criminal Background check.**
- Please **sign/date** the *Rental Application and Request for Verification of Rent*.
- Have verifiable and favorable rental or mortgage history
- Have good credit references
- Have sufficient and verifiable sources of income: You should have Gross Income of approximately 3 times the monthly rent amount. Please provide:
 - Copies of your two (2) most recent pay stubs
 - If self-employed, Tax Return(s) from prior year and/or current bank or accounting statements are acceptable
 - Any other income source. Example: SSI, W-2s, disability, child support, alimony, etc.
- Provide two (2) forms of identification
 - Valid Driver's License
 - Social Security Card
 - Valid Government Issued Photo ID
- Have a clear criminal history. Background checks are performed on all persons 18 years of age and older that will occupy the house.
- Applicants must be 18 years of age or older at the time of application.
- If moving from out of state, please provide a transfer letter from future employer stating income and start date.
- If working with another Realtor who showed you this home, please attach their business card.
- Pet Policy: Policies on pets vary according to the home. However, none of our homes permit the following breeds of dogs: Pit Bulls, Dobermans, Rotweilers, Chows or near relatives (Exception: Assistive Pet). Pet policies are strictly enforced.

The following criteria are basis for denial in the absence of substantial mitigating circumstances:

- ◆ Criminal conviction for crimes against persons and/or property
- ◆ Certain court judgments including but not limited to evictions and foreclosures
- ◆ A negative reference from a previous landlord, management or mortgage company
- ◆ False information provided by applicant(s)

If two or more unmarried adults apply together for the same lease, each must satisfy these criteria individually.

The application process may take as long as 72 hours to complete. Most applications are completed within 48 hours when references are cooperative.

Please Note: Office hours are Monday through Friday 9:00am to 5:00pm, Saturday and Sunday by Appointment ONLY. We DO NOT have a mail drop.

Please Note: We will NOT start processing your application until we have received your application fee and ALL the information required.

Amount Needed for Move-In:

Application Fee:	\$ _____	(Non-Refundable)
Security Deposit:	\$ _____	(Refundable)
Cleaning Deposit:	\$ _____	(Refundable or Non-Refundable)
Pet Deposit:	\$ _____	(Refundable or Non-Refundable)
Other Deposit:	\$ _____	(Refundable or Non-Refundable)
First Month's Rent	\$ _____	(Refundable or Non-Refundable)
Rental Tax	\$ _____	(Refundable or Non-Refundable)
Pro-Rated Rent	\$ _____	(Refundable or Non-Refundable)
Rental Tax	\$ _____	(Refundable or Non-Refundable)

RENTAL APPLICATION

Last Name: _____ First Name: _____ Middle Initial _____

Social Sec #: _____ Birthdate: ____/____/____ Driver's License #: _____ State _____

Cell: _____ Home: _____ Work: _____ Email: _____

Last Name: _____ First Name: _____ Middle Initial _____

Social Sec #: _____ Birthdate: ____/____/____ Driver's License #: _____ State _____

Cell: _____ Home: _____ Work: _____ Email: _____

Present Address: _____ City _____ State _____ Zip _____

Present Landlord: _____ Phone: _____ Amount of Rent: \$ _____

Reason for Leaving: _____

How Long: _____ (If less than 2 years, please provide former address & Landlord below)

Former Address: _____ City _____ State _____ Zip _____

Former Landlord: _____ Phone: _____ Amount of Rent: \$ _____

FIRST RENTER

Present Employer: _____ Phone: _____ Fax: _____

Address: _____ City _____ State _____ Zip _____

Position: _____ Salary: \$ _____ /mo

How Long: _____ (If less than 2 years, please provide former Employee below)

Former Employer: _____ Phone: _____ Fax: _____

Address: _____ City _____ State _____ Zip _____

Position: _____ Salary: \$ _____ /mo

SECOND RENTER

Present Employer: _____ Phone: _____ Fax: _____

Address: _____ City _____ State _____ Zip _____

Position: _____ Salary: \$ _____ /mo

How Long: _____ (If less than 2 years, please provide former Employee below)

Former Employer: _____ Phone: _____ Fax: _____

Address: _____ City _____ State _____ Zip _____

Position: _____ Salary: \$ _____ /mo

VEHICLES

Make: _____ Color: _____ Year: _____ License Plate: _____

Make: _____ Color: _____ Year: _____ License Plate: _____

Make: _____ Color: _____ Year: _____ License Plate: _____

NUMBER AND KIND OF PETS: _____

PERSON TO NOTIFY IN CASE OF EMERGENCY: _____ Phone: _____

NAME ALL OCCUPANTS INCLUDING CHILDREN	RELATIONSHIP	AGE	DRIVERS LICENSE#
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The preparation and execution of this Application does not create tenancy between Applicant and Owner/Landlord/Property Manager nor any interest by applicant in the unit described.

Any false information given in this Application will automatically result in refusal of application to rent or to terminate any subsequent tenancy.

By signing below, I/we hereby authorize **Property Source Inc.** to request credit information from credit bureau to review our credit rating for a lease of a home and to release this information to the Landlord and/or their counsel and will not be used for any other purpose. The credit report is strictly for the benefit of the Owner/Landlord/Property Manager. Furthermore, Owner/Landlord/Property Manager is hereby authorized to verify my present and previous Landlord(s), Employer(s), etc.

Applicant Date

Applicant Date

Approved by _____
Agent/Property Manager Date

Denied by _____
Agent/Property Manager Date

REQUEST FOR VERIFICATION OF RENT

NAME OF TENANT(S): _____

YOUR CURRENT PROPERTY ADDRESS: _____

By signing below, we hereby authorize Property Source Inc Management & Real Estate Services to verify rental history on our behalf with our current landlord. The form is to be transmitted directly to the brokerage company and is not to be transmitted through the applicant or any other party except for the landlord.

Applicant

Date

Applicant

Date

To Current Landlord/Property Manager of Above Applicant(s):

We have received a rental application from the persons listed above to whom we understand you rent. Please complete the items below, sign and return it via fax (623 776 4997) as soon as possible.

☞ Tenant has rented since _____ to _____

☞ Amount of rent: \$ _____ per _____

☞ Is rent in arrears? Yes No Amount: \$ _____

☞ Number of times 30 days past due? _____

☞ Is account satisfactory? Yes No

☞ Additional information which may be of assistance in determining applicant(s) creditworthiness:

Landlord/Property Manager

Date

Phone Number