

Ivory Towers Realty

13084 South Sunland Gin Road/P.O. BOX 30 Arizona City, AZ 85123

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www.ivytowersrealty.com

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Lease Application Guidelines

Application Standards

All applicants pass through a screening process: Everyone over the age of 18 must fill out an application.

Income Level

- You should have Gross Income of at least 3 (three) times the monthly rent amount.
- Married couples and related residents over 18 (immediate family) may combine income.
- We must be able to verify employment history. Must provide last 4 check stubs (2 months) or work verification.
- If you are self-employed we need tax returns for the past 2 years.

Credit History

- We do not base this application on a credit report, however, it is based off a criminal background check, rental history, employment verification.

Rental History

- Your previous residencies must be free of evictions, judgements, and unpaid rents.
- Past rental history will be verified.
- Criminal background checks. We will need D.O.B., SS# and full legal name and other names used such as; maiden names, etc. Also, if you have rented in another state, we need to know what state and county.

Occupancy

- The number of occupants may not exceed 2 persons per bedroom plus 1 additional person.

Pets

- Policies on pets vary according to the owners.
- Pet fee is \$250.00 per pet. Limit of 2 pets per home. Pet fee is non-refundable, paid up front.

Submitting Your Application

Once you have viewed and selected a home you should submit the attached application.

1. **Complete application form:** The form must be completely filled out and signed before it can be processed. Missing information will result in processing delays.
2. **Attach copies of supporting documents including:**
 - a. Four recent pay-stubs.
 - b. If you are combining income to qualify provide a pay-stub for each applicant.
 - c. Photo ID's
 - d. Documents supporting other sources of income. Such as:
 - i. Social Security cards
 - ii. Disability
 - iii. Child Support
 - e. 2 years tax returns (self-employed only).

3. **Pay for the Application Fee:**

- a. \$30.00 per adult applicant.

Forms of acceptable payment are:

- Cash
- Bank's Cashier Check
- Transferred funds ACH payments
- Money Order

4. **Submit the Application & Funds.**

Processing cannot begin until funds have been received.

5. **Wait for our call.**

Depending on the timely response of references, your application will be processed within 1-2 business days. If we do not call you back after 2 business days, please call us to inquire about your status.

Once You Are Approved

Once your application has been approved, it is time to get busy. Following is a list of items to address prior to moving into your new home.

- Pay your Security Deposit. This allows us to take the home off the market.
- Schedule a move-in appointment where the lease is signed. All parties on the lease must be present to sign. An additional cost will be charged if we have to schedule a separate move-in appointment.
- Begin preparing for the Moving Process.
Some helpful links are provided: See Attached Sheet
- Contact your insurance agent to obtain Renter's Insurance. (Optional)

- Must have a valid mailing address.

Fair Hearing Policy

It is unlawful and a violation of company policy to discriminate against any person based on race, color, religion, sex, national origin, handicap, or familial status, or to refuse to show, rent, negotiate, or otherwise make unavailable any rental unit. All employees are trained to provide fair and equal treatment for all people, whether or not they are included in a protected class. If you have any question or comments, please contact Roy Garrison, Property Manager or Norrie Burrue, Broker.

Acknowledgment

Applicant acknowledges that the above information is understood, and has been informed:

1. If applicant withdraws application following approval, all monies will be forfeited.
2. A free copy of the Landlord/Tenant law is available at the Arizona Secretary of State's office at 1700 W. Washington, (602)542-4285. www.azsos.gov
3. If tenant is denied or changes their mind for any reason, application fee is non-refundable.

Signed: _____ Date: _____

APPLICATION FOR OCCUPANCY

Document:
February 2013



The pre-printed portion of this form has been drafted by the Arizona Association of REALTORS®. Any change in the pre-printed language of this form must be made in a prominent manner. No representations are made as to the legal validity, adequacy and/or effects of any provision, including tax consequences thereof. If you desire legal, tax or other professional advice, please consult your attorney, tax advisor or professional consultant.



1. Address of Rental Property Applying for: _____

APPLICANT PERSONAL INFORMATION

2. NAME: _____

3. Single Married Separated Divorced (date of decree) _____

4. EMAIL ADDRESS _____ TELEPHONE _____

5. SOCIAL SECURITY NUMBER _____ DATE OF BIRTH _____

6. DRIVER'S LICENSE / GOVERNMENT ISSUED ID NUMBER _____ STATE _____ EXPIRATION DATE _____

7. DESIRED DATE OF OCCUPANCY _____ DESIRED LENGTH OF LEASE _____

8. How did you hear about us?

9. Sign Our website Ad Referral: _____ Other: _____

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

10. Current Employer: _____

11. Address: _____ City: _____ State: _____ ZIP Code: _____

12. Telephone: _____ How long?: _____ Start date: _____

13. Department/Position: _____ Approximate Monthly Gross Income: \$ _____

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

15. Previous Employer: _____

16. Address: _____ City: _____ State: _____ ZIP Code: _____

17. Telephone: _____ How long?: _____ Date left: _____

18. Please provide a valid, enlarged copy of your current driver's license or government issued photo ID and your 2 most recent paystubs or proof of income.

20. Bank: _____ Branch: _____

21. Telephone: _____

22. Account Number (checking): _____ Account Number (savings): _____

23. Other Income: _____ (Indicate source & amount)

RESIDENCE HISTORY (Minimum one year required)

24. Current Rent/Mortgage Payment: \$ _____ How long?: _____ Own Rent

25. Current Address: _____

26. City: _____ State: _____ ZIP Code: _____

27. Landlord: _____ Telephone: _____

28. If owned, please provide mortgage company name and address:

29. Mortgage Company: _____ Telephone: _____

30. Address: _____

31. City: _____ State: _____ ZIP Code: _____

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

33. Previous Address: _____

34. City: _____ State: _____ ZIP Code: _____

35. How Long?: _____



Application for Occupancy >>

PERSONAL REFERENCES

- 36. 1. Name: Address: Relation: Telephone:
37.
38. 2. Name: Address: Relation: Telephone:
39.
40. 3. Name: Address: Relation: Telephone:
41.

DEPENDENTS/ADDITIONAL OCCUPANTS

- 42. Number of people who will occupy residence:
43. List occupants and their birthdates - CREDIT AND CRIMINAL BACKGROUND CHECKS WILL BE RUN ON EACH PERSON 18 & OVER.
44. Name: Relationship: D.O.B.:
45. Name: Relationship: D.O.B.:
46. Name: Relationship: D.O.B.:
47. Name: Relationship: D.O.B.:
48. Additional occupants, see attached.
49. 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
50. death, pursuant to A.R.S. §33-1314(F), disability or incarceration:
51. Name:
52. Address: City: State: ZIP Code:
53. Phone: Email:

PETS/SERVICE ANIMALS

- 54. Will you have pets? Yes No (assistive and service animals are not considered "pets")
55. Description of pets (recent photo required):
56. Breed: Age: Gender: Weight:
57. Breed: Age: Gender: Weight:
58. Will you have an assistive or service animal? Yes No (accommodation request required with application)

VEHICLE INFORMATION

- 59. Total Number of Vehicles (including company vehicles):
60. Vehicles:
61. Make: Model: Year: Color: Lic. Plate #:
62. Make: Model: Year: Color: Lic. Plate #:
63. Make: Model: Year: Color: Lic. Plate #:
64. Description of any other vehicles (boat, trailer, truck, recreational vehicle, etc.) you would like to keep on property:
65.
66. Prior written permission separate from this application must be obtained from management.

CREDIT AND BACKGROUND HISTORY

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

- 67. Have you ever been evicted? Yes No
68. Has a notice of eviction ever been filed against you? Yes No If so, when:
69. Have you ever declared bankruptcy? Yes No If so, when: Discharge Date:
70. Have you had two or more late rental payments in the past year? Yes No
71. Have you ever willfully or intentionally refused to pay rent when due? Yes No
72. Do you currently owe any monies to an apartment community or landlord? Yes No
73. Do you use illegal drugs? Yes No
74. Have you ever engaged in the distribution or sale of illegal drugs? Yes No
75. Have you ever been convicted, arrested or charged with any crime? Yes No
76. Please give detailed explanation(s), date(s), and names for any question answered 'Yes' above:
77.
78.
79. Do you have any outstanding warrants or anticipate any warrants for arrest? Yes No



ADDITIONAL INFORMATION

80. Have you or anyone in your household had, or do you presently have, bed bugs or other pest issues? Yes No

81. If yes, please explain: _____

82. Please give any information that might help evaluate this application:

83. _____
84. _____
85. _____

DEPOSIT TO HOLD AGREEMENT

86. In consideration of management holding this property for me, I agree to pay:

87. Earnest/holding deposit of a minimum of \$ _____ and

88. A non-refundable application fee of \$ _____ per person over 18 in CERTIFIED FUNDS ONLY*

89. *Additional fees will apply for non-U.S. residents and will vary according to current rates. IF YOU ARE A NON-US RESIDENT, PLEASE
90. CALL FOR CORRECT APPLICATION FEE AMOUNT BEFORE APPLYING. Non-resident application fee _____

91. The earnest/holding deposit is refundable if my application is not approved (14-day delay required for bank clearance of check). If my
92. Application is approved, the earnest/holding deposit is credited to the required move-in costs. IF APPLICANT SHOULD WITHDRAW
93. THIS APPLICATION WITHIN 7 DAYS AFTER WRITTEN NOTIFICATION OF ACCEPTANCE, a minimum of \$ _____
94. of the earnest/holding deposit WILL BE RETAINED in addition to the non-refundable application fee. IF AFTER 7 DAYS OF
95. NOTIFICATION OF ACCEPTANCE, APPLICANT WITHDRAWS OR FAILS TO EXECUTE LEASE AGREEMENT, ALL EARNEST/
96. HOLDING DEPOSIT MONIES WILL BE FORFEITED. UNDER NO CONDITIONS WILL APPLICATION FEE BE REFUNDED.

97. Total deposits/fees submitted with application \$ _____

98. I hereby authorize and instruct Owner/Broker/Property Manager to investigate the information supplied by me and to conduct inquiries
99. concerning my income, credit and character for the purpose of verifying and qualifying for this rental and any renewals thereof. I further
100. authorize the release of any and all information available from any reference, former owners, and credit reporting services, department of
101. motor vehicles, and governmental agencies. I hereby release and hold harmless all parties from liability for any damages that may result
102. from furnishing this information to its owners, its agents and others. NOTE: Copy of actual credit report will not be provided to applicant
103. by Owner/Broker/Property Manager.

104. Applicant acknowledges that Owner/Broker/Property Manager may not be able to complete a comprehensive evaluation of this
105. information prior to move-in. Owner/Broker/Property Manager reserves the right to verify application information after move-in and may
106. convert the proposed Lease Agreement to a month-to-month term or declare the lease irreparably breached and seek immediate eviction
107. if false or misleading information is contained in this Application. Applicant agrees to the terms of this Deposit to Hold Agreement. This
108. application is preliminary only and does not obligate owner or owner's representatives to execute a lease or deliver possession of the
109. proposed Property. Owner/Broker/Property Manager comply with federal, state and local fair housing laws and regulations.

110. Unless otherwise agreed, I understand that the Brokerage, its Broker, its Agents, and employees are agents of and
111. represent the Owner in leasing this property.

(Applicant's Initials Required) _____

APPLICANT

113. By signing below, I acknowledge and accept the qualifying criteria and policies of the Owner/Broker/Property Manager by which my
114. application will be approved.

115. This application must be signed by applicant.

116. _____
^ APPLICANT SIGNATURE MO/DA/YR

117. **FALSIFYING INFORMATION ON THIS APPLICATION IS GROUNDS FOR REJECTION.**

FOR OFFICE USE ONLY

118. Agent Name: _____

119. Co-Broke? Yes No Exclusive? Yes No

120. Referred by: _____ At: _____

121. ACCEPTED Date of Written Notification: _____

122. REJECTED Date Denial Letter Was Sent: _____

123. NOTES: _____

124. _____



EMPLOYMENT VERIFICATION FORM – Application

This portion of the form to be completed by the applicant.

APPLICANT NAME: _____

ADDRESS: _____

WORK PHONE: _____ HOME PHONE: _____

EMPLOYER/COMPANY NAME: _____

EMPLOYER ADDRESS: _____

I authorize Ivory Towers Realty to request employment information for the above named employer. Signature _____ Date _____

THIS PORTION OF THE FORM TO BE COMPLETED BY EMPLOYER

This certifies that to the best of my knowledge and as indicated in the records of this office, the above named person is currently employed or has been employed with the above named company for the following period(s):

						FULL TIME	PART TIME	PROFESSIONAL LEVEL	
						(40 hr/week)		YES	NO
MO	DAY	YR	MO	DAY	YR				
From	____/____/____	____/____/____	____/____/____	____/____/____	____/____/____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
From	____/____/____	____/____/____	____/____/____	____/____/____	____/____/____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
From	____/____/____	____/____/____	____/____/____	____/____/____	____/____/____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
From	____/____/____	____/____/____	____/____/____	____/____/____	____/____/____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

During his/her employment, the above named applicant was under the direct supervision of:

Name of Supervisor: _____

Position in company at time of applicant's employment: _____

Phone Number: _____

Signature: _____

Print Name: _____

Position in Company: _____

Date: _____



IVORY TOWERS RENTAL MANAGEMENT
13084 S. Sunland Gin Rd., P.O. Box 30
Arizona City, AZ 85223
Phone# 520-466-6755; Fax #520-466-6506
Property Manager: Roy Garrison

RENTAL VERIFICATION FORM-Application

This portion of the form to be completed by the applicant.

APPLICANT NAME: _____

ADDRESS: _____

LANDLORD/MGMT CO. NAME: _____

I authorize Ivory Towers Realty to request rental history information from the above named landlord/Mgmt Co.

Signature _____ Date _____

THIS PORTION OF THE FORM TO BE COMPLETED BY LANDLORD

Number of Late notices

Number of Non-compliance notices

Did you receive advance notice to vacate the property Yes No

Was the deposit returned to the tenant Yes No

Were they ever charged for damages to the property Yes No

Were they evicted from the property Yes No

Would you lease to the above named again Yes No

Name of person verifying this information: _____

Signature: _____ Title: _____

Date ____/____/____