



Below is a list of fees that may or may not be charged to you as a tenant:

Security Deposit – Equal to one month's rent

Application Fee - \$75.00 per person 18 years and older

Tenant Admin fee - \$100.00

Late Fee - \$30.00 on the 6th of the month if late and then \$5.00 per day.

Dishonored Check Fee - \$35.00 plus Late Fees

Non-Refundable Pet Fee - \$250.00 per pet

Tenant Portal - \$2.49 bank processing Fee if paying by E-check

Tenant Portal – Three percent (3%) Bank processing Fee of the rent, if using any type of Debit or Credit Card

Vendor Missed Appointment Fee - \$65.00 - \$90.00

Smoke Remediation Fee - \$500.00 Minimum

AC Service Call – \$85.00 Minimum – If AC Tech called and the unit has a plugged or dirty filter.

Other Fees: Charges related to any damage done to the property caused by the tenants during their lease, which may include but not limited to Windows, Blinds, Garage Doors and Plumbing charges due to tenant misuse.

Signature

Date



Ivory Towers Realty

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

520-466-6755-Office

520-466-6506-FAX

www.ivytowersrealty.com

Roy Garrison, Property Manager rgarrison@ivytowersrealty.com

Cathy Torres, Property Manager Assistant ctorresivytowersrealty@gmail.com

Leonor Burruel, Broker nburruel@ivytowersrealty.com

Lease Application Guidelines

Application Standards

All applicants pass through a screening process: Everyone 18 years old and over 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/Rental/Criminal History

- We do not base this application on a credit report; however, it is based off a criminal background check, rental history, and employment verification.
- If you have an out of State Driver's License, we will verify your information through a software program which will pull a Credit Report. We are looking for Evictions or outstanding balances due on any previous rentals.
- 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.

Animals

- 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. Assistance Animals are welcomed and must be disclosed by applicants and approved.

Submitting Your Application

Once you have viewed and selected a home you should submit the attached application. Please review our rental criteria prior to submitting an 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 (missing information may result in delays) including:

- a. Four recent paystubs.
- b. If you are combining income to qualify provide a paystub for each applicant.
- c. Photo ID's
- d. Documents supporting other sources of income. Such as:
 - i. Social Security benefit letter
 - ii. Disability- income benefit letter
 - iii. Child Support
- e. 2 years tax returns (self-employed only).

Pay for the Application Fee:

\$75.00 per adult applicant.

Forms of acceptable payment are:

- Cash
- Bank's Cashier Check
- 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.
- Contact your insurance agent to obtain Renter's Insurance. (Optional)
- Must have a valid mailing address.

Fair Housing Policy

It is unlawful and a violation of company policy to discriminate against any person based on race, color, religion, sex, national origin, disability, 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 questions 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 Act is available at the Arizona Department of Housing Website.

3. If tenant is denied or changes their mind for any reason, the application fee is non-refundable.
4. If you fail to pay the security deposit and/or execute the lease by the agreed upon deadline, this process may be terminated and any money paid may be forfeited.
5. If you become aggressive, abusive or otherwise inappropriate during this leasing process, your application and ability to enter into a lease may be terminated.
6. If you provide false, misleading or omit material information, your application will be denied and any lease that may have been signed prior to discovering this issue will be terminated.

Signed: _____ Date: _____

APPLICATION FOR OCCUPANCYDocument:
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 INFORMATION2. **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: _____ Relation: _____
 37. Address: _____ Telephone: _____
38. 2. Name: _____ Relation: _____
 39. Address: _____ Telephone: _____
40. 3. Name: _____ Relation: _____
 41. Address: _____ Telephone: _____

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

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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.
112. (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 (40 hr/week)	PART TIME	PROFESSIONAL LEVEL		
								YES	NO	
From	MO	DAY	YR	MO	DAY	YR	☐	☐	☐	☐
	/	/	/	/	/	/				
From	MO	DAY	YR	MO	DAY	YR	☐	☐	☐	☐
	/	/	/	/	/	/				
From	MO	DAY	YR	MO	DAY	YR	☐	☐	☐	☐
	/	/	/	/	/	/				
From	MO	DAY	YR	MO	DAY	YR	☐	☐	☐	☐
	/	/	/	/	/	/				

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 each person residing with tenant: _____

Does this tenant have any animals? _____

Has there been any pest control issues? _____



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

Does this tenant smoke? _____

Did the tenant disclose any prior or current criminal history? _____

Name of person verifying this information: _____

Signature: _____ Title: _____

Date ____/____/____