

Items to Turn in with Application:

1. Copy of your ID
2. Paystubs (2 if possible)
or Award letter for SSI Recipients
3. Money order for \$35 (if single)
or \$50 (if married couple)



Property: _____
Unit #: _____

- App Fee
- Holding Deposit
- Picture ID
- 2 Paystubs

Rental Criteria

All adults 18 years and older must submit an application for residency. A separate application fee is required for each application submitted, excluding any joint/married application. All applicants must have a valid government issued photo ID. Full time students may be accepted with an approved co-signer. Co-signer must not have automatic denials and qualify the same as any resident.

Occupancy Guidelines

- One (1) Bedroom dwellings may have a total of 2.5 occupants (.5 = child).
- Two (2) Bedroom dwellings may have a total of 2 roommates OR 4.5 family members (.5 = child).

Income, Credit, Rental History

- All applicants or co-signers that are financially responsible for the rent must pass a credit screening.
- All adults 18 years and older must pass a criminal background check.
- Gross monthly income must be equal to 2.5 times the amount of monthly rent.
- One month of current pay stubs or a notarized letter from employer must be provided.
- Self-employed applicants must provide two (2) years tax returns &/or 2 months bank statements.
- 75% of accounts shown on credit report must be positive (excluding all medical bills and/or student loans).
- Any bankruptcy must be discharged.

Criminal Background

- Any criminal background or felony conviction that is not deemed to be a threat to the community may be considered.
- Any applicant with misdemeanor or felony crimes involving violence or sex offenses will not be considered.

The following are grounds for immediate denial

- Any application that is falsified.
- Any application with a fraudulent social security number.
- Any application with two (2) or more unpaid landlord debts.
- Any application with a bankruptcy that has not been discharged.



RENTAL APPLICATION

APPLICANT INFORMATION

Applicant Name: _____ Birth date: ____/____/____
Social security number: _____ - _____ - _____ Phn: (____) _____ - _____
Email: _____ Applicant driver's license: _____ State: _____
Current address: _____ Apt No. _____ City/State: _____ Zip: _____
Total # of Occupants: ____ How did you hear about us? (optional): _____
Emergency contact name: _____ Emergency contact phone: (____) _____ - _____
Do you have any pets? : _____ If yes, what kind? _____

Automobile: Make _____ **Model:** _____ **Year:** _____ **License Plate:** _____

RENTAL HISTORY

Current Landlord Name or Name of Management Company: _____
Phone: (____) _____ - _____ Monthly Rent: _____ **How long:** ____ Years ____ Mos.
Reason for leaving: _____
If Less than two years at your present address, list previous addresses below:
Landlord Name or Name of Management Company: _____
Phone: (____) _____ - _____ Monthly Rent: _____ How long: ____ Years ____ Mos.
Reason for leaving: _____

EMPLOYMENT

Employer name: _____ Phone number: (____) _____ - _____
Employer Address: _____ City/State: _____ Zip: _____
Length of Employment: ____ Years ____ Mos. Monthly Income: _____
Pay Frequency: (Circle One) Weekly Bi-Weekly Twice a Month Monthly
Assets (trust fund, car, etc): _____
If Less than two years at your present employer, list previous employer below:
Employer name: _____ Phone number: (____) _____ - _____
Employer Address: _____ City/State: _____ Zip: _____
Employment dates: ____/____/____ to ____/____/____

ADDITIONAL OCCUPANTS

Please provide the required information for any additional applicant that is to be added to the lease.

Occupant Name: _____ Birth date: ____/____/____
Social security number: _____ - _____ - _____ Phn: (____) _____ - _____
Relationship to Applicant (optional): _____
Employer name: _____ Phone number: (____) _____ - _____
Employer Address: _____ City/State: _____ Zip: _____
Employment dates: ____/____/____ to ____/____/____ Monthly Income: _____



PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. Have you or your spouse/roommate ever been evicted? Yes _____ No _____
If yes, how long ago? _____
2. Declared Bankruptcy? Yes _____ No _____
3. Do you use illegal drugs? Yes _____ No _____
4. Do you engage in the distribution or sale of illegal drugs? Yes _____ No _____
5. Have you ever been convicted of a felony crime related to harm caused to a person or property, including but not limited to arson, assault, intimidation, sex crimes, drug-related offenses, theft, dishonesty, prostitution, obscenity and related violations? Yes _____ No _____

TERMS AND CONDITIONS

I understand that this is a routine application to establish credit, character, employment, and rental history. I also understand that this is NOT an agreement to rent and that all applications must be approved. I authorize verification of references given. I declare that the statements above are true and correct, and I agree that the landlord may terminate my agreement entered into in reliance on any misstatement made above.

By submitting this application I am giving Arizona Investment & Management permission to run a background check on myself and any cosigners.

Applicant Signature _____ Date ____/____/____

Secondary Applicant _____ Date ____/____/____

Management Signature _____ Date ____/____/____

DOCUMENTS NEEDED:

Please turn in this application with the following required documents:

- Money order for \$35 for application fee PER ADULT or \$50 for a married couple
- Identification (ie. Driver's License, State Issued ID, passport etc.)
- Proof of income. Acceptable documentation would be one of the following:
 - 2 of your most recent pay stubs
 - Bank statement showing deposits for one month.
 - Employment letter on a company letterhead with contact information for management/owner.

****Everyone 18 and older MUST fill out an application and pay applicable fees, absolutely NO exceptions.****

OFFICE USE ONLY

Agent Name _____

Approved By _____

PROPERTY INFORMATION

Rental Address: _____ Unit #: _____ City: _____ Zip: _____

Monthly Rent: _____ Anticipated Move-In Date: ____/____/____

EMPLOYMENT VERIFICATION

THIS SECTION TO BE COMPLETED BY MANAGEMENT AND EXECUTED BY TENANT

TO: (Name & address of employer) _____ Date: _____

RE: _____ Applicant/Tenant Name Social Security Number Unit # (if assigned)

I hereby authorize release of my employment information.

Signature of Applicant/Tenant Date

The individual named directly above is an applicant/tenant of a housing program that requires verification of income. The information provided will remain confidential to satisfaction of that stated purpose only. Your prompt response is crucial and greatly appreciated.

Project Owner/Management Agent

Return Form To:

THIS SECTION TO BE COMPLETED BY EMPLOYER

Employee Name: _____ Job Title: _____

Presently Employed: Yes ___ Date First Employed _____ No ___ Last Day of Employment _____

Current Wages/Salary: \$ _____ (check one)
 hourly weekly bi-weekly semi-monthly monthly yearly other _____

Average # of regular hours per week: _____ Year-to-date earnings: \$ _____ from: ___/___/___ through: ___/___/___

Overtime Rate: \$ _____ per hour Average # of overtime hours per week: _____

Shift Differential Rate: \$ _____ per hour Average # of shift differential hours per week: _____

Commissions, bonuses, tips, other: \$ _____ (check one)
 hourly weekly bi-weekly semi-monthly monthly yearly other _____

List any anticipated change in the employee's rate of pay within the next 12 months: _____; Effective date: _____

If the employee's work is seasonal or sporadic, please indicate the layoff period(s): _____

Additional remarks: _____

Employer's Signature Employer's Printed Name Date

Employer [Company] Name and Address

Phone # Fax # E-mail

NOTE: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency of the United States as to any matter within its jurisdiction.