



## New Tenant Application Package

The following is a brief outline of S&S Southwestern Management's approval process:

**Agency Disclosure:** S&S Southwestern Management, LLC, acting through Sondra Hale, Jana Riley, or Taylor Aguilar represent the Landlord/Owner exclusively. Initials: \_\_\_\_\_

- Completely fill out & return a **Rental Application** for each adult applicant/tenant who will be living in the home & signing the lease agreement. A photo ID is required for each applicant.
- Fill out & sign the top portion of the **Rental History Verification**, then have your landlord(s) fill out the rest & return it to S&S Southwestern Management. We require a two (2) year history so please fill out a **Rental History Verification** for each residence you have rented during the last two (2) years.
- Please provide the most current *pay stubs (or other proof of income)* for the last month for each adult tenant who will be living in the home & signing the lease agreement. This will prove that you are employed or receiving an income & the amount of income you receive. If you are unable to provide pay stubs, a letter from your employer stating the monthly income, the employer's information or business card will suffice.
- Prior to processing your application, S&S Southwestern Management requires that you pay a non-refundable application fee of \$50 per adult; Cash, Cashier's Check or Money Order, please make payable to: S&S Southwestern Management.

**(All application fees must be paid with Cash, Cashier's Check, or Money Order)**

- You may drop off your documentation and application fee to our office in person, or mail to:  
**S&S Southwestern Management  
607 E. Western Avenue  
Avondale, AZ 85323**
- Once **ALL** your documentation & application fee(s) are received, we will proceed with our thorough background check. The approval process can take 2 – 5 business days depending on rental verification, & owner's approval. Income must be 3X rental rate, or as determined by individual owners, & bankruptcies must be discharged! If there is any information you would like us to review as part of your application or any policy that you are requesting be waived, please provide documentation & a written request at the time you submit your application.
- The rental application, credit report, rental verifications, & results of the background check will be made available to the homeowner. The homeowner will make the final determination to approve or decline your application.

Please remember that the owner of this property would like to get the first **qualified** applicant approved to move into this home as soon as possible. Therefore, if you are serious about renting this home, it is in your best interest to return this information to S&S Southwestern Management as quickly as possible, before somebody rents this beautiful home first!

Thank you,  
S&S Southwestern Management, LLC

# 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?: \_\_\_\_\_



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## Application for Occupancy &gt;&gt;

**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 \$ 500 .00 and
- 88. A non-refundable application fee of \$ 50 .00 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 \$ 500 .00
- 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 application will be approved.

115. This application must be signed by applicant.

116. \_\_\_\_\_ MO/DA/YR  
^ APPLICANT SIGNATURE

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. \_\_\_\_\_



**NOTICE TO ALL APPLICANTS AND CURRENT RESIDENTS**  
**REGARDING CRIMINAL BACKGROUND CHECK**

The undersigned Applicant/Tenant hereby acknowledges that the Landlord performs criminal background checks on all applicants, current residents, and all members of the household both at the time the prospective tenant submits an application and prior to offering to renew a lease agreement or completing the recertification/reexamination process. This process checks the background of all persons listed above to determine if the applicant, a current resident, or a member of the applicant/current resident's household has committed any crimes within the past 10 years, is subject to a lifetime registration requirement under a State sex offender registration program or has pled guilty, pled no contest, or been found guilty of any crime.

Applicant/Tenant must mark the appropriate box and sign below:

- I affirm that neither I, nor any member of my household, is subject to a lifetime registration requirement under a State sex offender registration program.
- I affirm that neither I, nor any member of my household, has committed any crimes within the past 10 years or has pled guilty, pled no contest, or been found guilty of any crime.
- I cannot deny one of the above. I, or a member of my household (please explain in detail) \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Tenant(s): \_\_\_\_\_

**WARNING: IF THIS PROCESS REVEALS THAT YOU OR A MEMBER OF YOUR HOUSEHOLD IS A LIFETIME REGISTERED SEX OFFENDER OR IF YOU WITHHOLD OR FALSIFY ANY INFORMATION ON THIS FORM OR IN THE APPLICATION OR RENEWAL PROCESS, YOUR APPLICATION WILL BE DENIED/YOUR LEASE WILL BE IMMEDIATELY TERMINATED.**

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For office use only:

- Received Criminal Background Check on \_\_\_\_\_ from \_\_\_\_\_ agency, see attached record.
- Confirmed Applicant/Tenant/Household members are not listed on the Dru Sjodin National Sex Offender Website (<http://www.nsopw.gov>) on \_\_\_\_\_, 20\_\_\_\_, see attached record.



## Verification of Rental History

To: \_\_\_\_\_  
(Landlord / Management Company)

\_\_\_\_\_  
(Phone Number)

\_\_\_\_\_  
(Fax Number)

Regarding: \_\_\_\_\_  
(Tenant)

\_\_\_\_\_  
(Tenant)

\_\_\_\_\_  
(SSN)

\_\_\_\_\_  
(SSN)

The above identified persons have applied for residency with S&S Southwestern Management, LLC, and have indicated you/your company now has, or recently have had this family as tenants in your property located at:

\_\_\_\_\_  
(Address of Property)

As indicated by the persons signature below or attached, the tenants consent to the release of information pertaining to their rental history. We would greatly appreciate your cooperation in completing the applicable areas below.

Tenant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tenant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Move-In Date: \_\_\_\_\_ Move-Out Date: \_\_\_\_\_
- Rental Amount: \_\_\_\_\_ Lease Completed: Yes No Not Yet
- Lease Expires: \_\_\_\_\_ Was Proper Notice Given: Yes No Not Yet
- Any NSF Checks: Yes No Number of Late Payments: \_\_\_\_\_
- Deposits Returned: Yes No Not Yet
- Condition of Residence Upon Move Out: \_\_\_\_\_
- Do they owe Money? Yes No *If Yes*, how much is owed? \_\_\_\_\_
- Other Lease Violations: \_\_\_\_\_  
\_\_\_\_\_
- Comments: \_\_\_\_\_  
\_\_\_\_\_

Thank you for promptly signing and faxing this form back to S&S Southwestern Management @ 623-882-0935.

Landlord / Management Signature: \_\_\_\_\_ Date: \_\_\_\_\_