

## **Rental Evaluation Process**

Petroglyph Oro Valley LLC welcomes your interest in renting our property! We strive to achieve a safe environment for our tenants at all times and believe this success has led to our history of long-term tenants occupying our rental property.

We conduct a thorough evaluation of each applicant that may include, but is not limited to, income verification, employment verification, credit history, background checks, past rental history, and speaking with references that may include personal references, employers, and past landlords. Any adults over the age of eighteen (18) who will reside in the property must fill out their own individual Application For Occupancy form and shall be listed as a named party on any subsequent Lease Agreement.

Income and/or asset verification is of paramount importance for all applicants to ensure prompt payment to landlord occurs on a monthly basis. Employment information provided must be current and will be verified during the evaluation process to include length of employment, salary/wage data - including net pay per wage period, and current employment status. Please list all income streams for proper evaluation. In addition to employment information, applicants shall provide bank information to include the most recent bank statements, account balances, and other assets available to satisfy rent obligations. Tax returns may also be requested to verify past employment data and income thresholds. Any co-signers must also submit all above information to be considered in the income calculation and may be allowed only on a case-by-case basis.

Applicants who have any criminal history shall disclose such history on the Application For Occupancy and at any other time required during the application process. Registered sex offenders will be denied. Any applicant with a felony conviction for a violent crime to a person or property within the last 10 years will also be denied, as will any such convictions for drug manufacturing or distribution within the last 10 years. Further, any applicant with outstanding warrants or awaiting trial on a felony charge shall be denied.

Applicants are welcome to submit any other relevant information not listed on this form or the Application For Occupancy for consideration.

**Please note wire fraud is a real concern and NO MONEY SHOULD BE WIRED to Petroglyph Oro Valley LLC at any time during any application process. The Application For Occupancy contains personal & confidential information which should be submitted by a method which the applicants feel comfortable with as being secure. Petroglyph Oro Valley LLC assumes no liability for any information submitted or transmitted to the company.**

# 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: **2515 E. Petroglyph Lane** **Oro Valley** **AZ 85755**

## 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.**

19. \_\_\_\_\_

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: **Stephen Woodall**
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. \_\_\_\_\_

