

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. _____
5. _____
6. _____
7. _____
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?: _____



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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



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. _____

