



## APPLICATION PROCESS AND POLICES

### VIEWINGS

After reviewing the list of properties you can check out the keys to go look at any vacant property. If the properties are occupied it is recommended you drive by to inspect the age, condition and surrounding areas to see if they meet your standards.

### CONDITIONS

We believe we have a higher than normal standard in the preparation of rental units, but our standards may not equal yours. Any alterations, repairs or changes to the current condition of the property must be approved by the owner in writing at the time the application is submitted. All of our properties are non-smoking (interior). If there is any damage from smoking there will be fines imposed.

### PETS

Each property owner has their own pet policy. Certain breeds are not allowed due to insurance coverage requirements. No Dobermans, Pit bulls, Rottweiler's, Akitas, Chows or breed with a locking jaw. Additional deposits will be charged for all approved pets. This policy is set by the owners and we cannot change this.

### APPLYING

Applying for the homes is easy and can be done through our website. Applications must be filled out completely and returned with your application fee before it will be processed. Each adult (over the age of 18) must fill out their own application and pay a \$40 non-refundable application fee. This money needs to be in certified funds (cashier's check or money order).

### PROCESSING

Please be aware that we will accept more than one application per property at a time. We will not hold properties while we process all applications. Once the application process is complete (credit history, criminal background, rental history and employment verification) we will then notify the owner for approval. Regardless of whether you are approved for the rental home or not, your application fee remains non-refundable.

The property will stay on the market until the application is approved and a non-refundable \$200 hold fee (also certified funds) is put down on it.

### STANDARDS

We adhere to the Arizona occupancy standards of 2 persons per a bedroom. All homes leased and managed are subject to the Federal Fair Housing Act. Tenants for every property must make 3 times the rent of the property monthly. We do not lease to convicted felons or minor, however the felony is looked at and decided upon at the time of the background check.

Please review all of this information carefully prior to submitting your rental application. Feel free to contact the office with any questions you may have regarding the application screening process. Falsifying information is grounds for rejection.

By signing below I acknowledge and accept the qualifying criteria and policies of the Owner/Broker/Property Manager.

Sign \_\_\_\_\_ Date \_\_\_\_\_