

5014 W. Ponderosa Lane – Rental Application Form Revision Date: 08/01/13

Please carefully review the following information. For additional information please call **(602) 942-0054** and ask for Brian Keller

Application Standards

All applicants pass through a screening process:

Credit History.....To determine satisfactory credit worthiness we run a report through a credit -reporting agency.

Rental HistoryYour previous residencies must be free of evictions, judgments, and unpaid rents.

OccupancyThe number of occupants may not exceed 2 persons per bedroom.

Pets/Smoking.....No pets are allowed on the premises (unless needed for medical/disability reasons, etc.) and the pet policy is strictly enforced. Smoking is not permitted inside the premises by anyone.

UtilitiesUtilities (Water and Electric), utility fees/deposits are to be paid by the tenant.

Submitting Your Application

After deciding you wish to rent the home, you should submit the attached application:

1. **Complete the Application Form** – The form must be completely filled out and signed before it can be processed. Missing information will result in processing delays.
2. **Submit Copies of Recent Pay Stub** – Provide a copy of your most recent pay-stub to submit with your application. If you are combining income to qualify please provide a pay-stub for each applicant.
3. **Payments:**
 - **\$40/applicant application fee** – This is comprised of a non-refundable application processing fee. Every adult occupying the premises must fill out an application form and submit the application-processing fee.
 - **\$1100 earnest holding deposit** – This is a refundable deposit held while the application processed. Once your application is approved, this will be applied towards the security deposit defined in the Rental Agreement. If your application is not approved, it will be refunded.

Forms of acceptable payment are Cash, Money Order, Check, Credit Card (Visa, Mastercard, or Discover). Checks may be used for the holding deposit, but not for the application fee.
4. **Submit the Application** – **Submit** your completed application and the payments **OR call** to receive fax instructions. *We cannot begin processing until all funds have been received.*
5. **Wait for our Call** – Depending on the timely response of references your application should be processed within **4 working days**.

Acknowledgment

Applicant acknowledges that the above information is understood, and has been informed:

1. *The Application Fee(s) is non-refundable*
2. *If the applicant withdraws application after it has been processed, all deposits will be forfeited*
3. *A free copy of the Landlord/Tenant law is available at the AZ Secretary of State's office at 1700 W. Washington, (602) 542 -4285.*

Signed: _____ Date: _____

Application Checklist:

- ☐ Completed application
- ☐ Payment: for non-refundable Application Fee. (\$40 **per applicant**, no personal checks for this fee)
- ☐ Separate payment for the earnest holding deposit. (Refunded if not approved, see payment definition above.)
- ☐ Copy of most recent pay stubs.

If writing a check or money order, make **payable to Keller Property 2 LLC**

Note: Credit card payment may be processed under the name of Jennifer Keller

5014 W. Ponderosa Lane Rental Application

Please Complete the Application in its entirety. All Non-Married Individuals 18 and Older Must Complete a Separate Application.

Address of Home Desired 5014 W Ponderosa Lane, Glendale AZ, 85308

Desired Move-in Date _____

Applicant Full Name _____ SS# _____ Birth date _____

☐ Married ☐ Divorced (If yes, how long?) _____ ☐ Separated ☐ Single

Spouse Full Name _____ SS# _____ Birth date _____

How did You Hear About Us? ☐ Newspaper ☐ Signs ☐ Website ☐ flyers/posting ☐ Company Board ☐ Other _____

Form of Application Payment(s) (\$40 ea.) ☐ Cash ☐ Money Order ☐ Visa/Mastercard # _____

Expiration Date _____ Cardholder's Signature _____

Form of refundable Deposit (\$1100) ☐ Cash ☐ Money Order ☐ Check ☐ Visa/Mastercard _____

Expiration Date _____ Cardholder's Signature _____

List All Other Residents	Relationship	Age/SSN	Other Residents	Relationship	Age/SSN

Present Address _____ City _____ State _____ Zip _____

Telephone (_____) _____ E-mail Address(es) _____

Mobile Phone (_____) _____ Pager (_____) _____

Rent or Mortgage Payment _____ How Long at this Address? _____

Landlord or Mortgage Co. _____ Their Telephone (_____) _____

Reason for leaving _____ **Their Fax** (_____) _____

Previous Address (Past 12 mo.) _____ City _____ State _____ Zip _____

Rent or Mortgage Payment _____ How Long at this Address? _____

Landlord or Mortgage Co. _____ Telephone (_____) _____

Reason for leaving _____ **Fax** (_____) _____

Nearest Relative (not living with you) _____ Telephone (_____) _____

Address _____ City _____ State _____ Zip _____

Personal Reference 1 _____ Relationship _____ Telephone (_____) _____

Address _____ City _____ State _____ Zip _____

Personal Reference 2 _____ Relationship _____ Telephone (_____) _____

Address _____ City _____ State _____ Zip _____

In Case of Emergency Contact:

Name _____ Relationship _____ Telephone(_____) _____

Address _____ City _____ State _____ Zip _____

Credit/Bank Reference/Loan Officer _____ Branch Address _____

Branch Ph. Number (_____) _____ Checking Account # _____

Applicant Employer _____ How Long? _____ Gross Income _____ per _____

Address _____ Telephone (_____) _____

Position _____ (Provide Pay -stubs) Supervisor _____ Supervisor Ph. Number: (_____) _____

Previous Employer/Adrs _____ How Long? _____ Telephone (_____) _____

Co-Applicant Employer _____ How Long? _____ Gross Income _____ per _____

Address _____ Telephone (_____) _____

Position _____ (Provide Pay -stubs) Supervisor _____ Supervisor Ph. Number: (_____) _____

Previous Employer/Adrs _____ How Long? _____ Telephone (_____) _____

Other Sources of Income _____

Number of Vehicles (including motorcycles, trailers, RV's, boats) _____ Driver's License No. _____

Make & Model _____ Year _____ License _____ State _____

Make & Model _____ Year _____ License _____ State _____

AUTHORIZATION

This application must be signed by the applicant before consideration. Acceptance of application by the Owner and any monies herewith, is not binding until approved by the homeowner. Upon final acceptance of the application, all deposited monies, except the non-refundable Application Fee, will be applied to the security deposit required in the lease. Applicant agrees to sign a lease agreement in the standard form required by the owner. Should applicant withdraw after acceptance or fail to take occupancy on the agreed date for any reason, the entire security deposit will be retained by the landlord as damages for taking the home off the rental market. The prevailing party in any legal action will be entitled to attorney fees and court fees and other expenses.

If the application is declined, all monies will be refunded with the exception of the Application Fee.

- **I/We certify that the information on this application is true and correct.**
- **I/We hereby authorize the property manager to investigate the information supplied by me and to conduct inquiries** concerning my income, family composition, mode of living, credit, and character for the purpose of verifying and qualifying for residency.

FALSIFYING INFORMATION ON THIS APPLICATION IS GROUNDS FOR DENIAL AND FORFEITURE OF ALL DEPOSITS.

Signed: _____ Date: _____

Signed: _____ Date: _____

Has any applicant(s) ever been evicted or broken a lease agreement? _____

Has any applicant(s) ever filed bankruptcy? _____

Has any applicant had a civil judgment or collection for a rental property? _____

Have you ever been convicted of a felony? _____ If yes, describe _____

Please provide any other information that will help us better evaluate your application (including notable things that may appear in the credit report.)

