

**Applicant Name(s):** \_\_\_\_\_  
**Contact phone #** \_\_\_\_\_  
**Application for (Property Address):** \_\_\_\_\_  
**Occupancy date:** \_\_\_\_\_, **Lease ending Date:** \_\_\_\_\_  
**Monthly Rent** \_\_\_\_\_, **Security Deposit** \_\_\_\_\_  
**Pet Deposit (if applicable)** \_\_\_\_\_

## **Long Realty SMS Properties Tenant Selection Criteria**

Thank you for considering renting a home from Long Realty SMS Properties. We take great pride in the service we provide to the owners of properties that we have available for you to rent and especially to you, a prospective tenant of one of these homes.

Our policy and primary consideration is fairness and equal consideration to all prospective tenants.

### COMPANY POLICIES PERTAINING TO TENANT SELECTION:

1. Our properties will be offered to you, the applicant, without regard to race, color, religion, sex, disability, national origin, or familial status, such as the presence or absence of children.
2. Our selection criteria are designed to be objective and relevant to your ability to fulfil your obligations of tenancy. These criteria include, but are not limited to:
  - A. Credit history.
  - B. Rent-to-income ratio
  - C. Rent payment history
  - D. Household size relevant to prevailing occupancy standards or as established by Arizona legislation.
3. Our Application for Rental form is specifically designed to conform to Fair Housing Laws.
4. We will accommodate, to the fullest extent possible, any person with a disability by making reasonable modifications of existing premises, in accordance with the law. In most cases the tenant will be expected to share in the expense of the modification, and may also be required to restore the premises to their original condition upon vacating.

The completed application (provided) will be accompanied with a \$35.00 per adult resident (21 years plus), or \$40.00 for a married couple, non-refundable "Processing Fee", payable by check or money order, when delivered to the Long Realty SMS Properties. The Property Manager will process the application, and approval or rejection of the application will normally be determined within 24 hours. Should your credit history contribute to our rejection of the application, you will be provided with the address and phone number of the agency from which we obtained the information that was used. Long Realty Southwest Management Services does not release any personal information obtained from the Rental Application or information retrieved from your credit report to 3<sup>rd</sup> parties. We will verify information to determine eligibility for qualifying an applicant. Please let us know how we may assist you in meeting your housing wants and needs. Also please let us know should you have any questions.

Applicant initials \_\_\_\_\_ Date \_\_\_\_\_ Co-Applicant initials \_\_\_\_\_ Date \_\_\_\_\_

# Long Realty SMS Properties

## APPLICATION FOR RENTAL

The following information is required so that the Property Manager may determine the Applicant's ability to fulfill the obligation of tenancy as set forth in the Tenant Selection Criteria form, which has been provided to you. Failure to accurately complete this application is, in of itself, grounds for denial.

### APPLICANT INFORMATION

Last Name \_\_\_\_\_

First Name \_\_\_\_\_ Mdl. Name \_\_\_\_\_ Suffix \_\_\_\_\_

Soc. Sec# \_\_\_\_\_ DOB \_\_\_\_\_

DL# \_\_\_\_\_ DL State \_\_\_\_\_

### APPLICANT EMPLOYMENT

Employer \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ Supervisor \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Area Code \_\_\_\_\_ Phone \_\_\_\_\_ How long? \_\_\_\_\_

### CO-APPLICANT/SPOUSE INFORMATION

First Name \_\_\_\_\_ Mdl. Name \_\_\_\_\_ Suffix \_\_\_\_\_

Soc. Sec# \_\_\_\_\_ DOB or Age \_\_\_\_\_

DL# \_\_\_\_\_ DL State \_\_\_\_\_

### CO-APPLICANT/SPOUSE EMPLOYMENT

Employer \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ Supervisor \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Area Code \_\_\_\_\_ Phone \_\_\_\_\_ How long? \_\_\_\_\_

### PRESENT ADDRESS- (address moving from)

Street # \_\_\_\_\_ Street Dir. \_\_\_\_\_ - \_\_\_\_\_

Street Name \_\_\_\_\_

Apt# \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ How Long? \_\_\_\_\_

Area Code \_\_\_\_\_ Phone \_\_\_\_\_

Landlord \_\_\_\_\_ Phone # \_\_\_\_\_

**PREVIOUS ADDRESS**

Street # \_\_\_\_\_ Street Dir. \_\_\_\_\_

Street Name \_\_\_\_\_

Apt# \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ ZIP \_\_\_\_\_ How Long? \_\_\_\_\_

Landlord \_\_\_\_\_ Phone \_\_\_\_\_

**PRIOR PREVIOUS ADDRESS**

Street # \_\_\_\_\_ Street Dir. \_\_\_\_\_

Street Name \_\_\_\_\_

Apt# \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ ZIP \_\_\_\_\_ How Long? \_\_\_\_\_

Landlord \_\_\_\_\_ Phone \_\_\_\_\_

**INCOME**

Applicant's MONTHLY net income is over \_\_\_\_\_ \$ \_\_\_\_\_

Co-Applicant's MONTHLY net income is over \_\_\_\_\_ \$ \_\_\_\_\_

Other income is over (please specify) \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL NET INCOME IS OVER \_\_\_\_\_ \$ \_\_\_\_\_**

**MONTHLY AND OTHER FINANCIAL OBLIGATIONS**

**ACCOUNT NAME**

**MONTHLY PMTS**

1 \_\_\_\_\_ \$ \_\_\_\_\_

2 \_\_\_\_\_ \_\_\_\_\_

3 \_\_\_\_\_ \_\_\_\_\_

4 \_\_\_\_\_ \_\_\_\_\_

5 \_\_\_\_\_ \_\_\_\_\_

6 \_\_\_\_\_ \_\_\_\_\_

7 \_\_\_\_\_ \_\_\_\_\_

**LIST NAMES, AGES AND RELATIONSHIP OF 'OTHER' PERSONS TO BE OCCUPYING THE PREMISES, INCLUDING CHILDREN, RELATIVES AND ADULT FRIENDS.**

**NAME (other than Applicant and Co-Applicant)**

**AGE**

**RELATIONSHIP**

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

**LIST ALL VEHICLES TO BE PARKED ON OR NEAR THE PREMISES**

<b>TYPE</b>	<b>YEAR</b>	<b>MAKE</b>	<b>LICENSE NR.</b>	<b>STATE</b>
1 _____	_____	_____	_____	_____
2 _____	_____	_____	_____	_____
3 _____	_____	_____	_____	_____
4 _____	_____	_____	_____	_____

**CONFIDENTIAL APPLICANT INFORMATION**

1. Will you or other occupants have a pet? NO \_\_\_\_ YES \_\_\_\_ If yes, provide pets "name", breed and weight of each \_\_\_\_\_
2. Why are you leaving your current address? \_\_\_\_\_
3. Are you now or have you, the co-applicant, or roommate ever
  - A. Been evicted? YES \_\_\_\_ NO \_\_\_\_
  - B. Broken a rental agreement? YES \_\_\_\_ NO \_\_\_\_
  - C. Been sued for non-payment of rent or damages to rental property? YES \_\_\_\_ NO \_\_\_\_
  - D. Have you ever had any portion of a Refundable Security Deposit withheld ? YES \_\_\_\_ NO \_\_\_\_
  - E. Been convicted of the illegal manufacture of distribution of a controlled substance? YES \_\_\_\_ NO \_\_\_\_
  - F. Been convicted of any drug-related or alcohol-related activity? YES \_\_\_\_ NO \_\_\_\_
  - G. Engage in the use or sale of illegal drugs? YES \_\_\_\_ NO \_\_\_\_
  - H. Filed for Bankruptcy? YES \_\_\_\_ NO \_\_\_\_
 If the answer to any questions 3A through 3H is YES, Please explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. **Applicant represents that all of the above statements are true and complete and HEREBY AUTHORIZES THE PROPERTY MANAGER TO VERIFY THE ABOVE INFORMATION, REFERENCES AND CREDIT RECORDS.**
5. **Applicant acknowledges that false information provided by the applicant may constitute grounds for THE REJECTION OF THIS APPLICATION and may constitute a CRIMINAL OFFENSE UNDER THE LAWS OF THE STATE OF ARIZONA.**
6. **In the event of an emergency Applicant authorizes the Agent to notify:**  
 Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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Applicant's Signature	Date	Co-Applicants Signature	Date
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**OWNERS AGENT SIGNATURE OF ACCEPTANCE OF THIS APPLICATION**

\_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ AM/PM

**NOTICE OF APPROVAL OR REJECTION OF THIS APPLICATION**

This constitutes the Notice to the Applicant that your Application for Rental was APPROVED of DISAPPROVED at \_\_\_\_\_AM/PM on \_\_\_\_\_2005

**REQUIRED DEPOSITS AND CONDITIONS**

- 1. After approval Applicant will sign the lease and pay the:
  - Security Deposit of \_\_\_\_\_ \$ \_\_\_\_\_
  - Pet Deposit of \_\_\_\_\_ \$ \_\_\_\_\_
  - Pro-rated rent, at \$ \_\_\_\_\_ per day for \_\_\_\_\_ days \$ \_\_\_\_\_
  - First months total rent of \_\_\_\_\_ \$ \_\_\_\_\_
  - Total \$ \_\_\_\_\_

Total amount due at signing of lease must be paid by either cashiers check or money order; Personal checks will be accepted thereafter upon the discretion of the Owner/Agent.

- 2. The first date and time of occupancy will be on \_\_\_\_\_.
- 3. This lease is for term of \_\_\_\_\_ months and will terminate on \_\_\_\_\_.
- 4. Applicant acknowledges that all rental periods begin on the first day of the month and end on the last day of the same month. A "30 day notice" to terminate a lease will begin on the first of the month following the date of the notice.
- 5. This property WAS, or WAS NOT, built prior to 1978 and subsequently a Lead Warning Statement WILL, or WILL NOT, be provided by the Owner/ Agent to the Applicant prior to the signing of the Lease Agreement.
- 6. Applicant acknowledges that the Property Manager for Long Realty SMS Properties represents the Owner as his Agent and is not the Agent of the Applicant/ Tenant.
- 7. All information provided by the Applicant and Co-Applicant in this application and the results obtained in its processing will be held in strict confidence. Information will not be divulged to anyone unless it becomes a matter of law.

OWNER'S AGENT SIGNATURE \_\_\_\_\_

INITIALS \_\_\_\_\_ DATE \_\_\_\_\_

Long Realty SMS Properties