

APARTMENT HUNTERS PROPERTY MANAGEMENT TENANT APPLICATION PROCEDURE

Thank you for choosing Apartment Hunters. In order to complete the application process quickly, be sure to read this completely and follow all necessary procedures.

THINGS YOU WILL NEED TO SUBMIT WITH THE APPLICATION

APPLICATION CHECKLIST:

1. Completed and signed application for each person over 18 years of age who intends to occupy the residence.
2. Copy of valid Driver's License from each applicant, or valid picture ID.
3. Proof of income from each applicant: Your two most recent pay stubs.
4. Non-Refundable application fee of \$35 per adult, and \$500 Earnest Money. Only cashier's checks or money orders will be accepted. If your employer uses 'The Work Number' for employment verification there is an additional \$20 application fee per applicant requiring this service.
5. Additional documentation may be requested from an applicant depending on individual circumstances.

Apartment Hunters will process your application upon receipt of the **completed** application plus all copies of required documents. If your application is accepted, your property manager will make an appointment with you to sign the lease contract. All move-in funds are due in full and **MUST** be received prior to receiving your keys. All move-in funds must be in the form of cashier's check or money order. After moved in, you can pay your subsequent monthly rent payments by personal check or money order. ***If for any reason after approval, you do not sign your lease OR move into the property, you will forfeit any and all deposits received. NO EXCEPTIONS.***

PETS & DEPOSITS

PETS:

1. At properties where pets are allowed, there are breed and size limitations so please contact the property manager for details.
2. Service animals are accepted according to Arizona Revised Statutes.
3. At properties where pets are allowed, typically a minimum pet deposit of \$300 is required, but the amount varies per property and what amount is refundable or non-refundable. Contact the property manager for details. Picture of pet may be required.

DEPOSITS:

1. Typically equal to one month's rent for security deposit. Applicant may volunteer to pay higher deposits.
2. \$500 Earnest Money Deposit. Amount may vary.

Qualifications for rental applications:

CREDIT HISTORY:

1. Your credit profile will be reviewed along with a criminal background check and residential history. A risk assessment will be made focusing on your ability to maintain the monthly rental payments.
2. Bankruptcy is OK provided it has been discharged and recent payment history is satisfactory.

FELONIES:

Except for limited circumstances, Apartment Hunters does not have complete prohibition of applicants with criminal backgrounds. Each application is individually reviewed. Further, Apartment Hunters does not pre-screen applicants and suggest that any person interested in leasing one of our properties complete the written application.

WORK HISTORY:

1. Minimum six months steady work history (job transfers and new employers in the same career field are acceptable)
2. Income and employment must be verifiable! In addition to paystubs, we may contact your current and previous employers.

RENTAL HISTORY:

1. No broken leases or evictions, whether verified by credit reports or by previous landlords, will be accepted unless paid in full.
2. Previous landlords will be contacted and verified. Please fill out and sign the 'Authorization to Release Information' form attached to the application.

TAXES: Please know that most cities in Arizona charge a rental tax. Rental tax will be added to your base rental rate. The taxes vary by city and we will let you know the tax rate upon approval of the application.

Phoenix Office: 3404 W. Cheryl Dr #A158, Phoenix, AZ. 85051. Phone: (602) 863-1900 Fax (602) 863-1638

Mesa Office: 1660 S. Alma School Rd. #205, Mesa, AZ. 85210. Phone: (480) 969-4787 Fax (480) 969-9780

Queen Creek Office: 21408 S. Ellsworth Rd., Queen Creek, AZ. 85142. Phone: (480) 398-2472 Fax (480) 398-2477



Merit Enterprises, Inc. dba Apartment Hunters

Initial

Initial

Apartment Hunters - Property Management Division
www.valleywidehouses.com

Application for Occupancy Cover Sheet

Today's Date: _____ Proposed Move-in Date: _____

Property Address: _____

Monthly Rent \$ _____ Initial Lease Term: _____/Months

Leasing Agent/Realtor: _____

Realtor contact information (if applicable)

Agency name/or I.D.: _____

Realtor phone number: _____

Realtor email address: _____

Primary contact regarding this application:

_____	_____	How did you find our property?
First Name	Last Name	<input type="checkbox"/> For Rent Sign
Cell Phone _____		<input type="checkbox"/> Internet
Home Phone _____		<input type="checkbox"/> Newspaper
Email _____		<input type="checkbox"/> Realtor
		<input type="checkbox"/> Stopped in Office
		<input type="checkbox"/> Tenant Referral
		<input type="checkbox"/> Other

Application must be fully and accurately completed then submitted online or returned to one of our offices, including the non-refundable application fee of **\$35 per adult**.

Proof of income and copies of photo identification of each applicant must be submitted with this application for it to be processed.

Application fees must be cashier's check or money order, payable to:
Apartment Hunters



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Property Address: _____

Applicant #1

Name (Last, First, MI): _____ Social Security#: _____

Drivers License#: _____ State: _____ Date of Birth: _____

Cell Phone (____) _____ Home Phone (____) _____

Email Address: _____ Relationship to other applicants: _____

Present Address: _____ City: _____ State: ____ Zip: _____

How long at residence: _____ to _____ Monthly Payment \$: _____

Landlord/Mortgage Co.: _____ Phone: _____

Reason for moving: _____

Previous Address: _____ City: _____ State: ____ Zip: _____

How long at residence: _____ to _____ Monthly Payment \$: _____

Landlord/Mortgage Co.: _____ Phone: _____

Reason for moving: _____

Employer: _____ Telephone: (____) _____

Address: _____ City: _____ State: ____ Zip: _____

Position: _____ How long: _____ Gross Monthly Income \$: _____

Supervisor's Name: _____ Telephone: (____) _____

Previous Employer: _____ Telephone: (____) _____

Address: _____ City: _____ State: ____ Zip: _____

Position: _____ How long: _____ Gross Monthly Income \$: _____

Supervisor's Name: _____ Telephone: (____) _____

Character Reference	Address	Telephone	Relationship
_____	_____	_____	_____
_____	_____	_____	_____

In case of Emergency, Please Notify: _____ Telephone (____) _____

Address: _____ Relationship: _____

Ever filed for bankruptcy: NO / YES If yes, explain: _____

Ever been evicted: NO / YES If yes, explain: _____

Ever been convicted of a felony: NO / YES If yes, explain: _____

Property Address: _____

Applicant #2

Name (Last, First, MI): _____ Social Security#: _____

Drivers License#: _____ State: _____ Date of Birth: _____

Cell Phone (____) _____ Home Phone (____) _____

Email Address: _____ Relationship to other applicants: _____

Present Address: _____ City: _____ State: ____ Zip: _____

How long at residence: _____ to _____ Monthly Payment \$: _____

Landlord/Mortgage Co.: _____ Phone: _____

Reason for moving: _____

Previous Address: _____ City: _____ State: ____ Zip: _____

How long at residence: _____ to _____ Monthly Payment \$: _____

Landlord/Mortgage Co.: _____ Phone: _____

Reason for moving: _____

Employer: _____ Telephone: (____) _____

Address: _____ City: _____ State: ____ Zip: _____

Position: _____ How long: _____ Gross Monthly Income \$: _____

Supervisor's Name: _____ Telephone: (____) _____

Previous Employer: _____ Telephone: (____) _____

Address: _____ City: _____ State: ____ Zip: _____

Position: _____ How long: _____ Gross Monthly Income \$: _____

Supervisor's Name: _____ Telephone: (____) _____

Character Reference	Address	Telephone	Relationship
_____	_____	_____	_____
_____	_____	_____	_____

In case of Emergency, Please Notify: _____ Telephone (____) _____

Address: _____ Relationship: _____

Ever filed for bankruptcy: NO / YES If yes, explain: _____

Ever been evicted: NO / YES If yes, explain: _____

Ever been convicted of a felony: NO / YES If yes, explain: _____

Property Address: _____

Additional Information

Additional Occupant(s) (Names & Ages) _____

Auto Make	Model	Year	License#	Boat?
_____	_____	_____	_____	_____
_____	_____	_____	_____	Trailer or R.V.? _____
_____	_____	_____	_____	Work Vehicle? _____
_____	_____	_____	_____	ATV? _____

Number of Animals: _____

Breed	Age/Weight	Neutered/Spayed	Declawed
[] Cat [] Dog [] Other _____	_____	_____	_____
[] Cat [] Dog [] Other _____	_____	_____	_____

Pet acceptance is subject to management/owner approval based on size and breed. Apartment Hunters does not accept aggressive breed pets such as, but not limited to; pit bull, rottweilers, chow chow, etc.

EARNEST DEPOSIT AGREEMENT

Applicant understands an earnest deposit in the amount of **\$500.00 (money order/cashiers check) payable to Apartment Hunters** is needed to hold a property. If the application is not approved, the earnest deposit will be refunded/returned. If the application is approved by owner/agent and a rental agreement is entered into, the earnest deposit will be credited to the required security deposit and/or redecorating fee and/or cleaning deposits. If applicant is approved, but fails to enter into the rental agreement, or fails to take occupancy on the date specified, the earnest deposit will not be refunded unless owner/agent received written notice of changes within 24 hours of submitting this application.

By signing below, applicant hereby grants permission by the owner/agent to verify the above information and the applicant's credit history, criminal background and residential history. Applicant hereby verifies that the above information is correct and understands that deliberate falsification of information on this application is grounds for rejection. **The application fee is \$35 non-refundable per person(s) over 18, and is required by cashier's check or money order payable to Apartment Hunters.** Applications are not presented to the owner until application fees are complete and all required documentation is provided.

Applicant #1 Signature Date

Applicant #2 Signature Date

APARTMENT HUNTERS

AUTHORIZATION TO RELEASE INFORMATION

3404 W. Cheryl Dr. Suite A158
Phoenix, AZ. 85051
Tel: (602) 863-1900
Fax: (602) 863-1638

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Queen Creek, AZ. 85142
Tel: (480) 398-2472
Fax: (480) 398-2477

Property Manager: _____ Date: _____

To Whom It May Concern:

I/We authorize you to provide Apartment Hunters, its agents, any/all information they request. Such information is not limited to, employment history, income, rental history, credit history and criminal background records.

PRIVACY ACT NOTICE: This information is to be used by the agency collecting it or its assignees in determining whether you qualify as a prospective renter under its program. It will not be disclosed outside the agency except as required and permitted by law.

Printed Name

Printed Name

Applicant's Signature

Date

Applicant's Signature

Date



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