

# USA REAL ESTATE & PROPERTY MANAGEMENT, LLC

3661 N. ROBERT RD, PRESCOTT VALLEY, AZ 86314

OFFICE: 928-775-0400 / FAX: 928-775-0404

## PROPERTY MANAGEMENT DIVISION

### REQUIREMENTS FROM APPLICANT'S

- FULL APPLICATION FILLED OUT
- APPLICATION FEE \$35.00 EACH PERSON OVER 18 YEARS OLD
- 2 MOST RECENT CHECK STUBS
- COPY OF DRIVER'S LICENSE IDENTIFICATION

### REQUIREMENTS FROM APPLICANT UPON APPROVAL

- EARNEST DEPOSIT OF \$500.00  
(CREDITED TOWARDS MOVE IN COST. **MUST** BE PAID IN FORM OF CASHIER'S CHECK OR MONEY ORDER)
- ALL UTILITIES TO BE TURNED ON IN APPLICANT(S) NAME(S)
- OBTAIN RENTERS INSURANCE (COPY TO USA REAL ESTATE & PROPERTY MANAGEMENT, LLC)
- MOVE IN COSTS TO BE PAID AT THE **SIGNING OF RENTAL LEASE AGREEMENT.**  
(**MUST** BE PAID IN FORM OF CASHIER'S CHECK OR MONEY ORDER)

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# 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: \_\_\_\_\_

## APPLICANT PERSONAL INFORMATION

2. NAME: \_\_\_\_\_

3.  Single  Married  Separated  Divorced (date of decree) \_\_\_\_\_

4. EMAIL ADDRESS: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

5. SOCIAL SECURITY NUMBER: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

6. DRIVER'S LICENSE / GOVERNMENT ISSUED ID NUMBER: \_\_\_\_\_ STATE: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

7. DESIRED DATE OF OCCUPANCY: \_\_\_\_\_ DESIRED LENGTH OF LEASE: \_\_\_\_\_

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.

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?: \_\_\_\_\_



## Application for Occupancy &gt;&gt;

**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: \_\_\_\_\_
- 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. \_\_\_\_\_



**PERMISSION TO RELEASE TENANT HISTORY**  
**INFORMATION**

Date: \_\_\_\_\_

To: \_\_\_\_\_  
(Current or former housing provider)

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
street address town/city state

I have completed a Rental Application for:

\_\_\_\_\_, \_\_\_\_\_, AZ.  
street address town/city

The owner and/or Property Manager of the rental unit is:

USA Real Estate & Property Management, LLC of

3661 N. Robert Rd., Prescott Valley, AZ

To facilitate the screening process, I give you my permission to disclose my tenant history information to the above housing provider. He/she has assured me that the information that you provide will be used solely in connection with rental screening for the above rental unit and that all information in the report will be kept in strict confidence and shall not be distributed directly or indirectly to any third parties.

Printed Name(s): \_\_\_\_\_

\_\_\_\_\_

Signature of Applicant(s): \_\_\_\_\_

\_\_\_\_\_