HOW TO APPLY FOR A RENTAL

THANK YOU FOR APPLYING WITH ACTION PROPERTY MANAGEMENT. YOU MAY CALL US AT 480-491-3600 MONDAY THROUGH FRIDAY, 8 AM TO 5 PM ON QUESTIONS OR LEAVE A MESSAGE AFTER HOURS AND WE WILL RETURN YOUR CALL. BLANK SPACES LEFT ON THE APPLICATION WILL DELAY THE APPROVAL PROCESS. COMPLETED APPLICATIONS CAN OFTEN BE PROCESSED IN 24 HOURS, BUT DELAYS SOMETIMES OCCUR.

APPLICATION CHECK LIST:

1) EACH PROSPECTIVE RESIDENT 18 YEARS AND OLDER, MUST SIGN AND COMPLETELY FILL OUT AN APPLICATION.

2) IMPORTANT! PLEASE BE SURE TO INDICATE YOUR MOVE-IN DATE, LENGTH OF LEASE, RENT RATE, AND ADDRESS JUST ABOVE THE SIGNATURE LINE. PRICE, TERMS, AND MOVE-IN REQUIREMENTS ARE NEGOTIATED.

3) A $25 NON-REFUNDABLE PROCESSING FEE PAYABLE IN A MONEY ORDER OR CASHIERS CHECK MUST BE ATTACHED FOR EACH PROPOSED OCCUPANT AGE 18 YEARS AND OVER. REGARDLESS OF THE CIRCUMSTANCES, PROCESSING FEES ARE NOT REFUNDABLE.

4) SUBMIT A MONEY ORDER OR CASHIERS CHECK FOR A $100 ADMINISTRATIVE FEE AND A MINIMUM $500 DEPOSIT.

A DEPOSIT AND ADMINISTRATIVE FEE WILL HOLD THE PROPERTY AND ALLOW US TO TAKE IT OFF THE MARKET IMMEDIATELY AFTER YOU ARE ACCEPTED. IF WE RECEIVE A DEPOSIT AND ADMINISTRATIVE FEE, NO OTHER APPLICANTS WILL BE CONSIDERED ONCE YOU ARE ACCEPTED. AFTER YOU ARE ACCEPTED, YOUR DEPOSIT AND A $100 ADMINISTRATIVE FEE IS NON-REFUNDABLE IF YOU CHANGE YOUR MIND AND DECIDE NOT TO SIGN OUR LEASE OR MOVE INTO THE PROPERTY ON THE DATE AGREED UPON.

APPLICATIONS SUBMITTED WITHOUT $500 DEPOSIT AND A $100 ADMINISTRATIVE FEE MAY BE TURNED DOWN DUE TO LACK OF MONIES. IF A DEPOSIT AND THE ADMINISTRATIVE FEE ARE NOT PROVIDED AFTER BEING ACCEPTED, THE PROPERTY WILL REMAIN ON THE MARKET AND MAY BE RENTED TO SOMEONE ELSE UNTIL YOUR FUNDS ARE RECEIVED. MORE DEPOSITS ARE OFTEN DUE BEYOND THE HOLDING FUNDS UPON MOVE-IN.

ALL MONEY ORDERS AND CASHIERS CHECKS NEED TO BE MADE PAYABLE TO "ACTION PROPERTY MANAGEMENT." WE CAN NOT ACCEPT PERSONAL CHECKS OR CASH.

5) IF MORE THAN ONE INTERESTED PARTY APPLIES AT ANY TIME, ALL OFFERS ARE CONSIDERED. THE TENANT SELECTED WILL BE BASED UPON PRICE OFFERED, CREDIT, FINANCIAL/JOB STABILITY, LENGTH OF LEASE OFFERED, RENT OFFERED, PETS, DEPOSIT PAID, AND VERIFIED REFERENCES.

6) IF YOU ARE NOT ACCEPTED, ALL DEPOSITS AND YOUR ADMINISTRATIVE FEE WILL BE REFUNDED TO THE CURRENT ADDRESS LISTED ON YOUR APPLICATION WITHIN **15 WORKING DAYS**.

7) RETURN YOUR COMPLETED APPLICATION(S) TO ACTION PROPERTY MANAGEMENT, 725 W. ELLIOT ROAD, SUITE 102, GILBERT, ARIZONA 85233, WITH THE APPLICATION FEE(S) AND/OR DEPOSIT AND FEE. APPLICATIONS CAN BE DROPPED OFF TO A STAFF MEMBER MONDAY THROUGH FRIDAY (EXCEPT HOLIDAYS) FROM 8 AM TO 5 PM, OR AN AFTER HOURS DROP BOX CAN BE USED, WHICH LOCATED NEXT TO OUR FRONT DOOR.

8) FAILURE TO SIGN THE APPLICATION AND PROVIDE COMPLETE INFORMATION WILL CAUSE DELAYS IN PROCESSING AND MAY CAUSE YOUR APPLICATION TO BE REJECTED.

WE WILL CALL YOU AS SOON AS YOUR APPLICATION IS PROCESSED. THANK YOU!

APPLICATION FOR RESIDENCY

EQUAL HOUSING OPPORTUNITY

ACTION PROPERTY MANAGEMENT • 725 W. Elliot Rd., Ste. 102 • Gilbert, AZ 85233 • (480) 491-3600 • Fax (480) 491-1450

PLEASE PRINT
(All sections must be completed)

Individual applications required from each adult occupant.

FULL NAME | CHECK IF APPLICABLE NONE | SOCIAL SECURITY NUMBER

DATE OF BIRTH | DRIVER'S LICENSE NO. | STATE | EXPIRES | HOME PHONE NUMBER ( )

1. PRESENT ADDRESS | APT. # | CITY | STATE | ZIP CODE

DATE IN | DATE OUT | COMPLEX NAME | OWNER / MGR. NAME | OWNER / MGR. PHONE NO. | MONTHLY RENT

2. PREVIOUS ADDRESS | APT. # | CITY | STATE | ZIP CODE

DATE IN | DATE OUT | COMPLEX NAME | OWNER / MGR. NAME | OWNER / MGR. PHONE NO. | MONTHLY RENT

3. PREVIOUS ADDRESS | APT. # | CITY | STATE | ZIP CODE

DATE IN | DATE OUT | COMPLEX NAME | OWNER / MGR. NAME | OWNER / MGR. PHONE NO. | MONTHLY RENT

WILL YOU HAVE PETS? CHECK: ☐ YES ☐ NO

IF YES LIST ALL DETAILS:

BREED OF DOG	WEIGHT	AGE	HOW MANY?	BREED OF CAT	NEUTERED/SPAYED?	AGE	HOW MANY?
1.				1.	YES/ NO ☐ ☐		
2.				2.	YES/ NO ☐ ☐		
3.				3.	YES/ NO ☐ ☐		

LIST ANY OTHER TYPE OF ANIMAL/PET OTHER THAN CATS/DOGS AND HOW MANY: _____

EMPLOYED BY: | POSITION: | DEPT.:

ADDRESS: | DATE HIRED: | PHONE: ( )

NAME OF YOUR SUPERVISOR: (or CPA if Self-Employed) | SALARY $ | CHECK ONE: WK/ MO/ YR ☐ ☐ ☐

PRIOR EMPLOYMENT: | POSITION: | DEPT.:

ADDRESS: | FROM: | TO: | PHONE: ( )

NAME OF YOUR SUPERVISOR: | SALARY $ | CHECK ONE: WK/ MO/ YR ☐ ☐ ☐

OTHER SOURCE OF INCOME _____ $ _____ CHECK ONE: WK/ MO/ YR ☐ ☐ ☐

PERSON & PLACE TO CONTACT FOR VERIFICATION _____ PHONE _____

CURRENT TOTAL INCOME $ _____ PER CHECK ONE: WK/ MO/ YR ☐ ☐ ☐ COMMENTS:

NAME OF YOUR BANK	BANK CITY AND STATE LOCATION	ACCOUNT NUMBERS
		CHECKING
		SAVINGS

	CHECK ONE Y/N:			CHECK ONE Y/N:		DISCHARGE DATE:
HAVE YOU EVER FILED FOR BANKRUPTCY?	☐	☐	HAS THE BANKRUPTCY BEEN DISCHARGED?	☐	☐	
HAVE YOU EVER BEEN EVICTED?	☐	☐	IF YES, WAS LANDLORD PAID FOR AMOUNTS DUE?	☐	☐	DATE PAID
DO ANY OF THE OCCUPANTS SMOKE?	☐	☐	IF YES, PLEASE LIST NAMES:			

DO YOU USE, BEEN CONVICTED ON ANY DRUG OFFENSE, OR DO YOU MANUFACTURE ILLEGAL DRUGS? ☐ ☐

PROPOSED OCCUPANTS - LIST ALL IN ADDITION TO YOURSELF			
NAME	AGE	NAME	AGE

IN CASE OF EMERGENCY, PLEASE NOTIFY: NAME ADDRESS CITY HM. PHONE WK. PHONE RELATIONSHIP

1.

2.

PERSONAL REFERENCES: NAME ADDRESS CITY HM. PHONE WK. PHONE OCCUPATION

1.

2.

HAVE YOU EVER BEEN CONVICTED OF A CRIME? _____ IF YES, LIST DATE _____ PLACE _____

REASON_____

AUTOMOBILE MAKE _____ MODEL _____ YEAR _____ LICENSE NUMBER _____

AUTOMOBILE MAKE _____ MODEL _____ YEAR _____ LICENSE NUMBER _____

MOTORCYCLE/BOATS/OTHER VEHICLES_____

Applicant understands that occupancy is limited only to those names on this application. Applicant acknowledges that all information listed on this application is true and accurate. Applicant hereby authorizes verification of all information including credit check, criminal, rental history, and other reports by Action Property Management. Any false information listed shall constitute grounds for rejection of this application, termination of rental agreement and right of occupancy, and forfeiture of deposits. Applicant understands $25.00 for each adult are processing fees for verifying rental agreement application(s) and the fee(s) are NOT REFUNDABLE regardless of the circumstances.

Applicant has deposited with the OWNER, through his/her agent who is authorized to manage the property and receive legal notices for the owner, Action Property Management, a deposit and administrative fee for taking the rental property off the market AFTER approval. If applicant is not approved, the deposit will be refunded within 15 working days upon request. All offers received by agent from separate parties are considered. After approval, the property may be leased to another party if the applicant does not provide a deposit and administrative fee. If applicant is approved, this application becomes part of the lease and the deposit will be credited to the required deposits on the Rental Agreement. AFTER APPROVAL, SHOULD APPLICANT(S) FAIL TO ENTER INTO THE RENTAL AGREEMENT FOR ANY REASON OR FAILS TO TAKE OCCUPANCY ON DATE SPECIFIED, ALL DEPOSIT(S) ARE NOT REFUNDABLE INCLUDING A $100 ADMINISTRATIVE FEE REGARDLESS OF THE CIRCUMSTANCES.

IMPORTANT! Applicant MUST complete: Each address of property applied for: 1. _____

_____ 2._____

Date of Occupancy: _____ Length of lease: _____ Monthly rent: $: _____

Date of Application: _____ Time submitted: _____ ☐ AM ☐ PM

Signature of Applicant **Date** **Authorized Agent for Owner** **Date**

(PLEASE NOTE: A separate application is required for each adult over age 17)

For Office Use Only: Date of acceptance/rejection _____ Time of acceptance/rejection _____ AM PM

REV. 12/05