

# 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!