



## **Rental Application Policy**

Thank you for considering one of our rental homes. We strive to offer the best possible rental homes and we look for great tenants that take pride in the place they live.

After you have filled out the attached rental application form completely, please get it back to us. Please note that we cannot approve any application without all of the following information.

- Application fee of \$35.00 per person
- Copy of previous two pay stubs
- Copy of each primary applicant's drivers license
- If you are self employed or your income cannot be verified by phone we will need a copy of your tax returns or a paycheck stub as proof of income.
- We will contact prior landlords and references. Please make sure a valid phone number is provided.
- Cleaning deposit in the amount of \$300.00 and is non-refundable and due upon move in.
- Pet Deposit is \$125.00 per pet and is non-refundable and due upon move in.

We will process the application by obtaining a copy of your credit report. We will contact your employer for employment verification and income verification. Our requirement is that the verifiable income must be at least 3 times the amount of the rent. In addition we will look at the amount of total debt as reported on the credit report and your application. Our goal is to not exceed a 75% debt to income ratio. Please know that if you have extenuating circumstances we will be glad to consider them.

We welcome all applicants and we support equal housing opportunities for everybody. The Woods Group "Property Management" strives to provide the finest quality real estate service available. We look forward to earning the right to be your Realtor for life.

Sincerely,

The Woods Group "Property Management"

• 10101 North 92<sup>nd</sup> Street • Suite 101 • Scottsdale • AZ • 85258 •  
• Ph: (480) 516-0641 • Fax: (480) 516-0421 • [www.thewoodsgroup-pm.com](http://www.thewoodsgroup-pm.com) •



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

**IT IS IMPORTANT THAT ALL OF THE FOLLOWING INFORMATION BE GIVEN**

*Application is made to lease the premises known as \_\_\_\_\_ (property address) for \_\_\_\_\_ (lease term), beginning on \_\_\_\_\_ (dd/mm/yyyy) at the monthly rent of \$ \_\_\_\_\_ payable in advance on the first day of each month.*

1. Applicant's Full Name (Please print) \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Social Security #: \_\_\_\_\_ Home Phone #: \_\_\_\_\_  
Cell Phone #: \_\_\_\_\_

2. Present Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
How Long at the address?: \_\_\_\_\_  
Name of Landlord/Mortgage Co. \_\_\_\_\_ Phone #: ( ) \_\_\_\_\_  
Rent/Mortgage Per Month \$ \_\_\_\_\_ Office Phone #: ( ) \_\_\_\_\_  
If Mortgage Company give Account # \_\_\_\_\_ Fax #: ( ) \_\_\_\_\_

3. Previous Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
How Long at the address?: \_\_\_\_\_  
Name of Landlord/Mortgage Co. \_\_\_\_\_ Phone #: ( ) \_\_\_\_\_  
Rent/Mortgage Per Month \$ \_\_\_\_\_ Office Phone #: ( ) \_\_\_\_\_  
If Mortgage Company give Account # \_\_\_\_\_ Fax #: ( ) \_\_\_\_\_

(If #2 and #3 do NOT total 2 years of residence please put additional addresses on separate sheet.)

4. Applicant Employed by: \_\_\_\_\_ How Long?: \_\_\_\_\_  
Business Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Salary: \_\_\_\_\_ Per: \_\_\_\_\_  
Other income: \_\_\_\_\_ Source: \_\_\_\_\_

*(All other income such as alimony, child support, retirement benefits, social security must be verifiable to be considered.)*

5. Previous Employment (If less than one year at present position)  
Employed By: \_\_\_\_\_ How Long?: \_\_\_\_\_  
Business Address: \_\_\_\_\_ Fax: \_\_\_\_\_ Phone: \_\_\_\_\_  
Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Salary: \_\_\_\_\_ Per: \_\_\_\_\_

6. Spouse Full Name (Please print): \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Social Security #: \_\_\_\_\_ Home Phone #: \_\_\_\_\_  
Cell Phone #: \_\_\_\_\_

7. Present Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
How Long at the address?: \_\_\_\_\_  
Name of Landlord/Mortgage Co. \_\_\_\_\_ Phone #: ( ) \_\_\_\_\_  
Rent/Mortgage Per Month \$ \_\_\_\_\_ Office Phone #: ( ) \_\_\_\_\_  
If Mortgage Company give Account # \_\_\_\_\_ Fax #: ( ) \_\_\_\_\_

8. Previous Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
How Long at the address?: \_\_\_\_\_  
Name of Landlord/Mortgage Co. \_\_\_\_\_ Phone #: ( ) \_\_\_\_\_  
Rent/Mortgage Per Month \$ \_\_\_\_\_ Office Phone #: ( ) \_\_\_\_\_  
If Mortgage Company give Account # \_\_\_\_\_ Fax #: ( ) \_\_\_\_\_

9. Spouse Employed By: \_\_\_\_\_ How Long?: \_\_\_\_\_  
Business Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Salary: \_\_\_\_\_ Per: \_\_\_\_\_  
Other income: \_\_\_\_\_ Source: \_\_\_\_\_  
*(All other income such as alimony, child support, retirement benefits, social security must be verifiable to be considered.)*

10. Previous Employment (If less than one year at present position)  
Employed By: \_\_\_\_\_ How Long?: \_\_\_\_\_  
Business Address: \_\_\_\_\_ Fax: \_\_\_\_\_ Phone: \_\_\_\_\_  
Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Salary: \_\_\_\_\_ Per: \_\_\_\_\_

11. Children: How many?: \_\_\_\_\_ Names and Ages: \_\_\_\_\_  
\_\_\_\_\_

11. Pets: How many?: \_\_\_\_\_ Description of Pets: \_\_\_\_\_

12. Total Outstanding Debt: \_\_\_\_\_ (Include credit cards, car payments, loan payments, etc.)  
Average monthly payments toward your total outstanding dept.: \_\_\_\_\_  
Payments: Alimony: \_\_\_\_\_ Child Support: \_\_\_\_\_ Other: \_\_\_\_\_  
Are there any Tax liens? Yes No Explain: \_\_\_\_\_  
Have you ever filed Bankruptcy?: Yes No Explain: \_\_\_\_\_  
Have you or any other member of your household that will be residing at the property, whether an adult or a minor, pled to or been convicted of any felony or misdemeanor dealing with alcohol, gangs, drugs, children or violence?: \_\_\_\_\_

13. Drivers License #: \_\_\_\_\_ State: \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
Spouse's Drivers Lic #: \_\_\_\_\_ State: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Vehicles you own, are buying, and/or would be parking on the property:

Make	Model	Year	Color	Lic Plate #	Exp Date	State

14. Name of Bank \_\_\_\_\_ Branch/Address \_\_\_\_\_ Type of Account \_\_\_\_\_ Account Number \_\_\_\_\_  
\_\_\_\_\_

15. **Notify in an Emergency:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

16. **Personal Reference:** \_\_\_\_\_ **Address:** \_\_\_\_\_  
\_\_\_\_\_ **Phone:** \_\_\_\_\_

17. **Remarks:** (Unusual Circumstances)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**18. How did you hear about our company?**

Rentclicks.com \_\_\_\_\_ RentalHouses.com \_\_\_\_\_ HomeRentalAds.com \_\_\_\_\_ TheWoodsGroup-PM.com \_\_\_\_\_  
Sign on Property \_\_\_\_\_  
Agent Name \_\_\_\_\_ Agent Company \_\_\_\_\_ Agent Phone \_\_\_\_\_  
Other \_\_\_\_\_ (Please Describe)

**I acknowledge payment of \$35.00 per person as a non-refundable fee for the purpose of processing this application.**

I (We) hereby warrant that the foregoing information is true and accurate to the best of my (our) knowledge (We) hereby authorize the person or firm to whom this application is made, any credit bureau or other Investigative Agency employed by such person, to investigate the references, statements or other data herein listed obtained from me or from any other person pertaining to my credit and financial responsibility.

\_\_\_\_\_  
**Applicant Signature** **Date**

\_\_\_\_\_  
**Spouse Signature** **Date**

