



Prudential

**Prudential Arizona Realty**

Payson Property Management

609 S. Beeline Hwy., Payson, AZ 85541-5302

Bus 928 474-5276 Fax 928 474-3067

Toll Free 800 474-5276 [www.PaysonRentals.com](http://www.PaysonRentals.com)

**R E N T A L S**

9:00am to 5:00pm

Monday through Friday

8:00am to 12:00 Noon Saturday

(928) 474-5276

(800) 474-5276

**INFORMATION**

**DEPOSIT TO HOLD - \$200.00**

Usual Deposit to hold. Subject to approval of application, and goes towards the cleaning/security deposit if prospective tenant is approved. Forfeitable if rental is not taken within 15 days, unless otherwise agreed. Refundable if application is rejected.

**NON-REFUNDABLE APPLICATION AND CREDIT CHECK FEE - \$30.00 per person.**

**UPON APPROVAL OF APPLICATION, RENT MUST START WITHIN 15 DAYS ON A VACANT UNIT.**

**PET DEPOSIT - \$200.00 one pet**

Only if allowable, in accordance with owners direction. See individual remarks under properties for acceptance or non-acceptance.

**SECURITY AND CLEANING DEPOSITS**

(This may vary per property) In most instances, these are equal to the rental amount.

**NON-REFUNDABLE LEASING FEE - \$100.00**

(This may vary per property) A one-time charge only.

**MAXIMUM NUMBER OF OCCUPANTS**

(Company Policy)

1 Bedroom	-	2 people
2 Bedrooms	-	4 people
3 Bedrooms	-	6 people
4 Bedrooms	-	8 people



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Dear Applicant:

Welcome to Prudential Arizona Realty. We hope that you will find a property that meets all of your needs.

For your convenience, the following is a brief overview of the general guidelines used to process an application.

**Completed application form, telling us about yourself:** Everyone over the age of 18 wanting to live in one of our properties, must fill out an application and be approved. All sections of each application must be complete and accurate.

**Employment, in order to verify that there is adequate income to make rental payments:** In general, we expect an applicant to have been in their current place of employment for at least six (6) months, and that income is more than two times the monthly rental amount, preferably three to four times the rent in monthly income.

**Rental history, in order to verify that the prospective tenant has demonstrated a desire to meet lease obligations:** In general, we want to verify the amount of current rent and that the rent was paid in a timely manner; that the property was kept in good condition; that there is no history of complaints from the neighbors; that all lease obligations have been met; and, that the tenancy has been a positive experience.

**Credit history, in order to verify that the prospective tenant has demonstrated fiscal responsibility:** In general, we look for payments that are made on time, that there are no judgments or bankruptcy records, and that credit responsibilities are in line with income. Any unpaid, past due, charges owed to a utility company, are grounds for denial.

Vehicle information, including make, model, color, and year of any vehicle to be kept at the rental property.

A valid photo ID, so that we can assure the property owner that the person applying for the property is indeed the person moving in. Authorization for us to verify information given on the application and to order a credit check.

**IF YOU HAVE A JUDGMENT AGAINST YOU TO A LANDLORD OR PROPERTY MANAGEMENT FIRM, YOU WILL BE DENIED. IF YOU HAVE A FELONY CONVICTION, YOU WILL BE DENIED.**

No person shall be denied the right to rent one of our properties based on applicant's race, color, religion, national origin, sex, age, disability, marital status, or familial status.

Thank you for applying for one of Prudential Arizona Realty properties.

(FILL IN ALL SPACES)

1. Name \_\_\_\_\_ Married\_Single \_\_\_\_\_

Date of Birth \_\_\_\_\_ Present Phone No ( \_\_\_\_\_ ) \_\_\_\_\_ Social Security No. \_\_\_\_\_

Best way to reach you by phone

2. Information about other occupants. (Separate application required for all adults except spouse):  
Name \_\_\_\_\_ Relationship \_\_\_\_\_ Date of Birth (if under 18) \_\_\_\_\_ Social Security No. \_\_\_\_\_

a. \_\_\_\_\_

b. \_\_\_\_\_

3. Will a pet of any type live on the property? Yes \_\_\_ No \_\_\_ If yes, please describe:

Age \_\_\_\_\_ Weight (full grown) \_\_\_\_\_ Spayed/Neutered \_\_\_\_\_ Licensed- Yes \_\_\_ No \_\_\_

Breed (if mixed, provide all significant blood lines) \_\_\_\_\_

4. Residence Information:

Current Address: \_\_\_\_\_ City, State, Zip Code: \_\_\_\_\_

Dates at this address \_\_\_\_\_ Name of Landlord \_\_\_\_\_

Landlord Phone # \_\_\_\_\_

*If less than two years at your present residence, list previous residence below:*

Former Address: \_\_\_\_\_ City, State, Zip Code: \_\_\_\_\_

Dates at this address \_\_\_\_\_ Name & Phone # of Landlord \_\_\_\_\_

5. Employed by \_\_\_\_\_ Address \_\_\_\_\_

(we will need proof of income )

Phone \_\_\_\_\_ Position \_\_\_\_\_ How Long? \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Phone Number \_\_\_\_\_ Monthly income \_\_\_\_\_

Other Source of Income for Rental Payment \_\_\_\_\_

*If less than two years at your present employer, list previous employers below:*

Employed by \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Position \_\_\_\_\_ How Long? \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Phone Number \_\_\_\_\_ Monthly income \_\_\_\_\_

6. Spouse:

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Security No. \_\_\_\_\_

Maiden Name if Married Less than Two Years \_\_\_\_\_

Employed by \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Position \_\_\_\_\_ How Long? \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Phone Number \_\_\_\_\_ Monthly income \_\_\_\_\_

*If less than two years at your present employer, list previous employers below:*

Employed by \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Position \_\_\_\_\_ How Long? \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Phone Number \_\_\_\_\_ Monthly income \_\_\_\_\_

(OVER)

7. Your Drivers License No \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_  
Spouse's Driver's License No \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_

Will you be parking any commercial vehicle on the property Yes \_\_\_\_\_ No \_\_\_\_\_

Vehicles you would like to Park on Property:  
Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ License Plate No \_\_\_\_\_ State \_\_\_\_\_  
Auto \_\_\_\_\_  
Auto \_\_\_\_\_

Motorcycle \_\_\_\_\_  
Description of any other vehicle (boat, trailer, truck, recreational vehicle etc.) you would like to keep on the property. Prior written permission separate from this application must be obtained from management.  
Other Vehicle: Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ License Plate No. \_\_\_\_\_ State \_\_\_\_\_

8. Have you or your spouse/roommate ever been evicted? Yes \_\_\_\_\_ No \_\_\_\_\_  
Do you owe any previous landlords? Yes \_\_\_\_\_ No \_\_\_\_\_  
Declared Bankruptcy? Yes \_\_\_\_\_ No \_\_\_\_\_  
Do you use illegal drugs? Yes \_\_\_\_\_ No \_\_\_\_\_  
Do you engage in the distribution or sale of illegal drugs? Yes \_\_\_\_\_ No \_\_\_\_\_  
Have you ever been arrested for ANY crime, other than minor traffic violations including but not limited to arson, assault, intimidation, sex crimes, drug-related offenses, theft, fraud, prostitution, obscenity, DUI, disorderly conduct and related violations? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please explain the reason: \_\_\_\_\_

9. Do you have any outstanding warrants for arrest? Yes \_\_\_\_\_ No \_\_\_\_\_

10. Are you a United States Citizen? Yes \_\_\_\_\_ No \_\_\_\_\_ If not, we will need a copy of your visa, green card, picture ID or drivers license.

11. Person(s) to notify and person you authorize to take possession of your personal property in Case of Emergency:  
For Applicant Name \_\_\_\_\_ Relationship \_\_\_\_\_ Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_ Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_  
For Co-Applicant Name \_\_\_\_\_ Relationship \_\_\_\_\_ Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_ Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Note: Management is NOT responsible for damage to residents' property unless caused by negligence on the part of management or an employee of management. Residents are strongly advised to obtain renters insurance to cover loss or damage to their property!

Applicant represents and warrants that all of the above statements are true and complete and herewith authorizes verification of above information, references, and credit records. Applicant acknowledges that the inclusion of any false information herein shall constitute grounds for rejection of this application, immediate termination of any rental agreement and right of occupancy, and/or forfeiture of deposits. Applicant agrees that Prudential Arizona Realty may share all information provided on application to the owner of the property.

Applicant has deposited with the owner/manager the amount of \$200.00 as an application deposit in consideration for owner/manager taking the dwelling unit off the market if the application is approved, we reserve the right to accept multiple applications and select the best one in our opinion. If applicant is approved a 24-hour acceptance/refusal period is given to the prospective tenant. If accepted and a rental agreement is entered into, the application deposit shall be credited to the required rent/deposit(s) due. If applicant is approved but fails to enter into the rental agreement or fails to take residency for any reason, the application deposit is forfeited. If applicant is not approved, the application deposit will be refunded.

Applicant has deposited with the owner/manager a non-refundable fee of \$30.00 for a credit check and application processing. All prospective tenants over the age of 18 years of age must fill out an application and remit the \$30.00 fee for a credit check.

This application is preliminary only and does not obligate owner/manager to execute a lease or deliver possession of the proposed premises. It is the decision of this office to approve or disapprove applications based on the information given, credit history and rental references. We reserve the right to run a criminal background check with this application or at anytime during the rental agreement.

Rental property must have been previewed and accepted as is. If any questions need to be addressed, these should be taken care of before application is filled out.

On an approved application, rent must start within 14 days on a vacant unit. Proof of utilities is needed at the time of signing the rental agreement. If proof of utilities is not provided at time of signing rental agreement, possession may not be obtained by tenant.

Prudential Arizona Realty is the agent of the owner and represents the owner's best interest in the rental of this property.

Date of Application: \_\_\_\_\_ Approximate Date of Occupancy: \_\_\_\_\_

Address: \_\_\_\_\_

Total Month Rent: \_\_\_\_\_ Refundable Security Deposit: \_\_\_\_\_ Non-Refundable Deposit: \_\_\_\_\_

Length of Lease: \_\_\_\_\_ Pet Deposit (if applicable): \_\_\_\_\_

\_\_\_\_\_  
Tenant Date

\_\_\_\_\_  
Tenant Date

\_\_\_\_\_  
Received by Owner's Authorized Representative  
9-21-2011

\_\_\_\_\_  
Date

## POLICIES AND PROCEDURES AT PRUDENTIAL ARIZONA REALTY

Thank you for choosing Prudential Arizona Realty as your rental resource. Our office hours are Monday through Friday 9:00am to 5:00pm and Saturday 8:00am to 12 noon. Our management staff is set up to service our owners, existing tenants, new applicants, answer questions regarding residential and/or commercial units, and dispatch vendors to repair calls. We hope to serve you to the best of our ability in the time that you will be with us. Please understand that by adhering to the following policies and procedures we can build and maintain a solid relationship between Prudential Arizona Realty, Property Management and you, our valued tenant.

### UPON APPLICATION:

1. The rental property must have been previewed and accepted as is. If any questions need to be addressed, these should be taken care of before application is filled out. Once the property meets all of your expectations, an application needs to be completed and turned in.
2. Two (2) checks are needed when an application comes in: A non-refundable \$30.00 credit check fee and a \$200.00 deposit to hold the property check. The deposit to hold the property check is refundable if the application is declined. If the application is approved, the \$200.00 goes toward the cleaning and security deposit.
3. Everyone over the age of 18 who will be residing in the unit must fill out an application and qualify. From a married couple, one application is acceptable. A non-refundable \$30.00 fee is charged for each person over 18 years old.
4. Automatic rejection of application occurs with any lien or judgement to a past utility company and/or rental agency or property.
5. Tenant has the right to cancel within 24 hours of receiving notice of approval and receive the \$200.00 back. After the 24 hour period, the \$200.00 is non-refundable and is forfeited if tenant does not take possession or cancels.
6. If deposit to hold or application checks are dishonored for any reason, there will be an immediate rejection of the application. Please be advised we do not accept cash or 3rd party checks.
7. Total refundable security and cleaning deposits are equal to one months rent. There is a non refundable \$100.00 leasing fee. If a pet is allowed, there is an additional \$200.00 refundable pet deposit per pet.

### UPON APPROVAL OF APPLICATION:

1. Rent must start within 14 days of the approval of the application on a vacant unit.
2. Tenant must request service from the appropriate utility companies. If information regarding utilities is needed, a list of local companies can be supplied from this office. Proof of utilities in the tenants name is needed at time of signing the rental agreement. If proof of utilities cannot be provided, then tenant defaults application and \$200.00 application fee is forfeited.
3. If tenant moves into the home on the 16<sup>th</sup> of the month or thereafter, a proration of rent to the end of the month, plus the upcoming months rent will be due at time of signing the rental agreement.
4. Rental agreement, crime free addendum, policies and procedures, lead based paint disclosure, and CCR's are to be reviewed and signed by all parties at lease signing. At the signing of the lease agreement, keys will be handed over to tenant and lease begins.

### UPON MOVE-IN:

1. Upon approval, please make an appointment for signing the lease agreement and the move-in inspection. The move-in inspection is for the tenants benefit. The tenant/manager needs to mark down any items that appear to be damaged or created by a previous tenant, normal wear and tear, etc. The tenant's noted damages, as well as those seen by the property inspector, will be recorded. Once the tenant moves from the property, this list will be compared to the move-out inspection and security deposits dispersed accordingly. During tenancy, the tenant is required to maintain yard, rake, weed, water, keep the drainage ditches and culverts clear unless otherwise noted.

### UPON MOVE-OUT:

1. Any lease period must have expired or if it is a month-to-month agreement, a thirty-day written notice must be given. The thirty-day (30) written notice must include one full remaining monthly period. Tenancy cannot be terminated in the middle of the rental period. Example: Today is April 15 and you wish to terminate tenancy. Term period is April 1-30; therefore, notice must be given on or before April 30 with a vacate date of May 31. **LOSS OF SECURITY DEPOSIT WILL OCCUR WITHOUT WRITTEN THIRTY-DAY NOTICE OF TERMINATION APPROPRIATELY SUBMITTED TO THE PRUDENTIAL ARIZONA REALTY, PROPERTY MANAGEMENT OFFICE.**
2. The rental unit and yard must be cleaned thoroughly before your move-out inspection otherwise be prepared to be charged for corrections. Standard professional cleaning fee for a home is \$250.00, yard maintenance \$200.00. Also be advised that the tenant is responsible for burnt out light bulbs in interior/exterior fixtures, appliances, ceiling fans, batteries in smoke detectors, etc. Carpets must be **PROFESSIONALLY** cleaned by a company approved by Prudential Arizona Realty, with a receipt submitted to Prudential for the file, or charges will be assessed by estimate or bill from a professional carpet cleaner approved by Prudential Arizona Realty, Property Management. Prior arrangements can be made with this office to have a carpet cleaning service professionally clean the carpets after the tenant vacates the residence, at the tenant's expense. Prudential Arizona Realty maintains a list, available upon request, of approved carpet cleaning companies.
3. Upon tenant's request, Property Management will notify the tenant when the move-out inspection will occur. The inspection must be done when you have completely moved out and are no longer residing in the unit.

(Over)

