



### **Application Standards**

All applicants pass through a screening process. This process includes, but is not limited to the following:

**Income:** Proof of income totaling at least three times the monthly rent is required.

**Credit History:** Positive credit history. Free of any unpaid tax liens. No unpaid judgements. No monies owed to a previous Landlord. Bankruptcy, if filed, must be discharged at least 6 months prior.

**Criminal History:** No crimes against children, pedophile or sex offence, drug related charge (except possession), violent crime or crime using a weapon. If convicted, must have completed your sentence over 10 years ago. Failure to disclose any criminal history regardless of severity is grounds for denial of your application.

**Rental History:** Your previous residences must be free of evictions, judgements, and unpaid rents. No negative rental history. 2 years, or more, of positive rental or mortgage history.

**Employment History-** At least 2 years of verifiable positive employment history. (If not, Co-signer required)

**Occupancy:** The number of occupants may not exceed 2 persons per bedroom. (Exception – City of Tempe – the maximum number of unrelated people that can live together is three (3), regardless of the size of the home or number of bedrooms in the home.)

**Co-Signer:** Must meet all qualifications of rental criteria and qualify on their own.

**Pets:** Policies on pets vary according to homeowner restrictions, City Codes or HOA Rules & Regulations and require an additional security deposit. (Assistive or Companion animals are not considered “pets”. Please contact management for additional information.)

**Section 8:** Not accepted.

FALSIFICATION OF ANY INFORMATION IS GROUNDS FOR DENIAL.

### **Submitting Your Application**

Once you have viewed and selected a home you should submit an application:

1. Verify the home is still available: Prior to submitting your application, ensure the property you are applying for is still available. Rentals are updated in real time on our website. If the home is still available, it will appear in the list of homes under “Available Rentals”. If an earnest deposit has been received by an alternate applicant and a lease is out for signature, but we are accepting backups, this will be indicated in the upper right hand corner of that listing. If the home you are interested in has been removed from the site, it’s no longer available to rent.

2. Complete the Application: Applications must be completed entirely, and all occupants over the age of 18 must complete an independent application. All adult occupant applications must be received before processing will begin. Missing information will result in delays in processing. Applications are date and time stamped and are processed on a first come, first serve basis. There is a non-refundable \$35 application fee per applicant.

3. Submit Copies of Recent Pay-stubs: Make a copy of your two most recent pay-stubs or any other proof of income to submit with your application and either email it to [admin@austinfleck.com](mailto:admin@austinfleck.com), or hand in with your physical paper application. If you are combining income to qualify please provide pay-stubs for each applicant.

4. Submit the Application: Online applications are the fastest way to have your application processed. Applications can also be handed in in person, faxed to 480-361-4440, or emailed to [admin@austinfleck.com](mailto:admin@austinfleck.com). Our office address is 690 E. Warner Rd., Gilbert, AZ, 85296. Office operating hours are 9am-5pm Monday-Friday. In addition, applications can be dropped off 24/7 via our drop slot in the front door. A \$35 application fee must be paid for each applicant in the form of a cashier’s check or money order, payable to Austin Fleck Property Management before the applications will be processed.

## Rental Application

**All occupants over the age of 18 must complete an independent application.** There is a **\$35 application fee per applicant**. Please ensure you have read the Application Standards and check the website to verify the property you are applying for is still available before submitting your application as this fee is non-refundable. If you decide to rent one of our properties, there is a one-time \$125 processing fee charged upon move-in.

Address of Rental Property Applying for				
<b>Address:</b>				
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>		
Applicant Information				
<b>Name:</b>				
<b>Date of birth:</b>	<b>SSN:</b>	<b>Phone:</b>		
<b>Email Address:</b>				
<b>Marital Status (Circle):</b>	Single	Married	Separated	Divorced
<b>Driver's License ID #:</b>	<b>State:</b>	<b>Expiration Date:</b>		
<b>Desired move-in date:</b>			<b>Desired lease length:</b>	
Residence History (Minimum two years required)				
<b>Current address:</b>				
City:	State:	ZIP Code:		
Own or Rent? (Circle)	Monthly payment or rent:		How long?	
Name of Landlord or Mortgage Company:				
Reason for leaving:				
<b>Previous address:</b>				
City:	State:	ZIP Code:		
Owned or Rented? (Circle one)	Monthly payment or rent:		How long?	
Name of Landlord or Mortgage Company:				
Reason for leaving:				
Employment Information (Minimum two years employment required)				
<b>Current employer:</b>				
Employer address:			Start Date:	End Date:
City:	State:	ZIP Code:		
Employer Phone:	E-mail:	Fax:		
Department/Position held:				
Supervisor Name:			Supervisor Phone:	
Hourly or Salary? (Please circle)			Approximate monthly income:	
References				
Name:		Phone:	Relationship:	
Name:		Phone:	Relationship:	
Name:		Phone:	Relationship:	
Dependents/Additional Occupants (other tenants)				
Name:		Date of birth:	Relationship:	
Name:		Date of birth:	Relationship:	
Name:		Date of birth:	Relationship:	
Name:		Date of birth:	Relationship:	
Name:		Date of birth:	Relationship:	
Name:		Date of birth:	Relationship:	

Name:	Date of birth:	Relationship:
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**Pets**

Will you, or any of your additional occupants, have pets? If yes, how many?

List the breed and weight of each pet:

Are any of them assistive/service animals?

Assistive/service animals are not considered "pets". Please contact management for additional details regarding assistive/service animals.

**Vehicle Information**

1) Make:	Model:	Year:
Color:	License Plate #:	State:
2) Make:	Model:	Year:
Color:	License Plate #:	State:
3) Make:	Model:	Year:
Color:	License Plate #:	State:

**Credit and Background History**

**Yes No**

Have you ever been evicted?		
Has a notice of eviction ever been filed against you?		
Have you ever declared bankruptcy?		
Have you ever been involved in a collection action or any collection activity?		
Have you had two or more late rental payments in the past year?		
Have you ever willfully or intentionally refused to pay rent when due?		
Do you currently owe any monies to an apartment community or landlord?		
Do you use illegal drugs?		
Have you ever engaged in the distribution or sale of illegal drugs?		
Have you ever been convicted, arrested, or charge with a felony?		
Have you ever been convicted, arrested, or charge with any crime?		
Do you have any outstanding warrants or anticipate any warrants for arrest?		
Do you have any derogatory or delinquent credit history?		

Please give a detailed explanation(s), date(s), and names for any question answered "Yes" above:

**Additional Information:**

**Yes No**

Have you or anyone in your household have, or presently have bed bugs or other pest issues?		
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Please give any information that might help evaluate this application:

APPLICATION AGREEMENT

**BY CHECKING THE BOX BELOW, I CERTIFY THAT I HAVE READ AND AGREE TO THE FOLLOWING:**

I hereby authorize and instruct Owner/Broker/Property Manager to investigate the information supplied by me and to conduct inquiries concerning my income, credit and character for the purpose of verifying and qualifying for this rental and any renewals thereof. I further authorize the release of any and all information available from any reference, former owners, and credit reporting services, department of motor vehicles, and governmental agencies. I understand that pay stubs and/or tax returns may be required to verify income. I further understand that if my application is approved I will be required to provide proof of Renter's Insurance also known as Liability Insurance with Austin Fleck Property Management listed as an additional insured prior to move-in. And, although there is no application fee, a one-time processing fee of one hundred twenty-five dollars will be charged on the lease and will be due upon move-in. **FALSIFYING INFORMATION ON THIS APPLICATION IS GROUNDS FOR REJECTION.** I hereby release and hold harmless all parties from liability for any damages that may result from furnishing this information to its owners, its agents and others. NOTE: Copy of actual credit report will not be provided to applicant by Owner/Broker/Property Manager.

Applicant acknowledges that Owner/Broker/Property Manager may not be able to complete a comprehensive evaluation of this information prior to move-in. Owner/Broker/Property Manager reserves the right to verify application information after move-in and may convert the Lease Agreement to a month-to-month term or declare the lease irreparably breached and seek immediate eviction if false or misleading information is contained in this Application. Applicant agrees to the terms of this Application agreement. This application is preliminary only and does not obligate owner or owner's representatives to execute a lease or deliver possession of the proposed Property. Owner/Broker/Property Manager comply with federal, state, and local fair housing laws and regulations.

Unless otherwise agreed, I understand that the Brokerage, its Broker, its Agents, and employees are agents of and represent the Owner in leasing this property.

APPLICATION TERMS

I Understand and Agree UPON FINAL ACCEPTANCE OF THE APPLICATION, ALL DEPOSITED MONIES, WILL BE APPLIED TO DEPOSIT REQUIRED IN THE LEASE. THE LANDLORD RESERVES THE RIGHT TO REQUIRE THAT THE ENTIRE AMOUNT OF THE SECURITY DEPOSIT BE PAID BY THE APPLICANT WITHIN 24 HOURS OF ACCEPTANCE TO RETAIN FIRST RIGHT OF REFUSAL ON THE PROPERTY. APPLICANT AGREES TO SIGN A LEASE AGREEMENT IN THE STANDARD FORM REQUIRED BY AGENT AT WHICH TIME THE PROPERTY WILL BE TAKEN OFF THE MARKET. NO APPLICATION FEE IS CHARGED, HOWEVER, A ONE-TIME \$125 PROCESSING FEE IS DUE ON OR BEFORE MOVE-IN. SHOULD APPLICANT WITHDRAW AFTER ACCEPTANCE OR FAIL TO TAKE OCCUPANCY ON THE AGREED DATE FOR ANY REASON, THE ENTIRE SECURITY DEPOSIT WILL BE RETAINED BY THE LANDLORD AS DAMAGES FOR TAKING THE PROPERTY OFF THE RENTAL MARKET. THE PREVAILING PARTY IN ANY LEGAL ACTION WILL BE ENTITLED TO ATTORNEY FEES AND COURT FEES AND OTHER EXPENSES. PERSONAL CHECKS WILL NOT BE ACCEPTED FOR DEPOSIT OR MOVE-IN FUNDS.

**RENTER'S INSURANCE, ALSO KNOWN AS LIABILITY INSURANCE IS REQUIRED FOR ALL TENANTS. PROOF OF INSURANCE WITH AUSTIN FLECK PROPERTY MANAGEMENT ADDED AS ADDITIONAL INSURED MUST BE PROVIDED PRIOR TO MOVE-IN AND MUST BE MAINTAINED THROUGHOUT TENANCY.**

**Initials**

	Yes, I have read, understand, and agree to the application terms and application agreement above.	
	I understand that <b>all persons over the age of 18 must submit their own application and I further understand that my application will not be processed until all applications have been received.</b> I will then receive an email response within one to two business days.	
	I understand <b>all blank boxes in this application must contain an answer</b> , and that an <b>incomplete application will not be processed.</b>	
	Signature of applicant:	Date: