

MARSH MANAGEMENT & REAL ESTATE

1791 E. Queen Creek Road, Suite 1, Chandler, AZ 85286

OFFICE 480-345-1590, FAX 480 345-2856, E-MAIL kristin@marshmanagement.net

Date of Application: _____

Property Address: _____ Application fee Paid/Form: _____

Leasing Realtor Name & Number: _____

Leasing Realtor MLS Code & Office Name: _____

Move in Date: _____ Length of Lease Requested: _____

PERSONAL INFORMATION

Applicant's Full Name: First _____ Middle _____ Last _____

Applicant's SS #: _____ Date of Birth: _____ Marital Status: _____

Drivers License #: _____ State Issued: _____

Home #: _____ Cell: _____ Work: _____

Applicant's E-Mail: _____

Spouse's Full Name: First _____ Middle _____ Last _____

Spouse's SS #: _____ Date of Birth: _____

Drivers License #: _____ State Issued: _____

Home #: _____ Cell: _____ Work: _____

Spouse's E-mail: _____

PET INFORMATION

Do you have pets? _____ How many? _____

Type _____ Breed _____ Size _____ Age _____

Type _____ Breed _____ Size _____ Age _____

ADDITIONAL OCCUPANTS

Name _____ DOB _____ Relationship _____

Name _____ DOB _____ Relationship _____

Name _____ DOB _____ Relationship _____

Name _____ DOB _____ Relationship _____

RESIDENCE HISTORY

Present Address _____ City _____ State _____ Zip _____

Dates From _____ To _____ Landlord/Mortgage Name _____ Phone _____

Monthly Payment _____ Reason for moving _____

Previous Address _____ City _____ State _____ Zip _____

Dates From _____ To _____ Landlord/Mortgage Name _____ Phone _____

Monthly Payment _____ Reason for moving _____

EMPLOYMENT INFORMATION

APPLICANT'S EMPLOYMENT HISTORY

PRESENT STATUS: Employed Full Time ___ Part Time ___ Unemployed ___ Retired ___ Student ___
Current Employer _____ Position _____
Employer's Address _____ Phone _____
Supervisor _____ Dates of Employment _____ Monthly Income _____
Previous Employer _____ Position _____
Employer's Address _____ Phone _____
Supervisor _____ Dates of Employment _____ Monthly Income _____

SPOUSE'S EMPLOYMENT HISTORY

PRESENT STATUS: Employed Full Time ___ Part Time ___ Unemployed ___ Retired ___ Student ___
Current Employer _____ Position _____
Employer's Address _____ Phone _____
Supervisor _____ Dates of Employment _____ Monthly Income _____
Previous Employer _____ Position _____
Employer's Address _____ Phone _____
Supervisor _____ Dates of Employment _____ Monthly Income _____

Additional Monthly Income _____ Source _____

Have you ever been evicted from a rental property? _____
Describe _____

Have you ever been sued by a landlord/management firm? _____
Describe _____

Have you or your spouse or any occupants ever been convicted of a felony? _____
Describe _____

Have you or your spouse or any occupants ever filed for bankruptcy? _____
Describe _____

Have you or your spouse or any occupants ever been involved in a dispute for a rental property? _____
Describe _____

ADDITIONAL INFORMATION

Number of vehicles (include company vehicles)
Make/Model _____ Year _____ Color _____ License # _____ State _____
Make/Model _____ Year _____ Color _____ License # _____ State _____
Make/Model _____ Year _____ Color _____ License # _____ State _____
Motorcycles/Boats/Trailers/Other (Describe) _____

EMERGENCY CONTACT

Name _____ Relationship _____ Home # _____
Address _____ Work # _____ Cell # _____

In the event of an emergency, the above emergency contact ___ is ___ is not authorized to enter the property and remove all contents. Please check the appropriate selection whether or not the emergency contact is allowed to enter the property.

Applicant(s) understands that occupancy is limited to only those names on the application and occupancy is contingent upon approval of the application by the owner or owner's agent.

Applicant(s) represents that all of the information on this application is true and complete. A full disclosure of pertinent facts may be made to owner's agent.

Applicant(s) understands that the information herein is submitted as representation for the procurement of occupancy and recognized that if any information is discovered to be false, the application can be rejected, the lease can be voided, occupancy terminated and deposits forfeited, and all at the owner's option. Applicant(s) authorizes verification of all information on this application, including credit checks, criminal background checks, employment verifications and rental history reports by the management of this rental property. Applicant understands that Marsh Management & Real Estate is an Agent for the property owner.

In the event that the applicant(s) is accepted, the security deposit will be required to be paid within 24 hours of being approved. Deposit must be paid by cashier's check. Applicant(s) agrees to sign a lease agreement required by the management company within 24 hours of being approved. In the event the applicant is accepted and has paid the security deposit, but fails to enter into the lease agreement or fails to take occupancy on the date specified or changes their decision on occupancy for whatever reason, the deposit will be forfeited and retained by the property owner as damages for holding the rental property off the rental market.

The preparation and execution of this application does not create a tenancy between applicant and Management Company or property owner nor any interest by the applicant(s) in the rental property. Applicant(s) understands that no promises have been made except those in writing.

I, the undersigned applicant(s) have read and agree to all provisions of this application.

Applicant's Signature _____ Date _____

Spouse's Signature _____ Date _____

You may bring, fax, e-mail or mail the application. **(The fee must be brought to our office.)**
You may use our drop box if it is after our business hours.

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Chandler, AZ 85286

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Hours: Monday-Friday 8:30am - 5:00pm

Thank you for your cooperation during the process of your application. The application process usually takes 24-48 hours to complete. Upon approval, you will be required to sign the lease agreement & pay the applicable security deposit within 24 hours. We do not release keys without proof of Renter's Insurance & proof that all utilities have been turned on in your name. We look forward to working with you!

MARSH MANAGEMENT & REAL ESTATE
INSTRUCTIONS FOR APPLICATION PROCESSING – PLEASE READ CAREFULLY

Welcome to Marsh Management & Real Estate.

Below is some information that will assist you when filling out our rental application.

- Please verify with our office that the property is still available. We take the first application that is submitted. We only process one application at a time.
- Our application fee is \$65.00 per last name, per applicant. This is accepted in cashier's check or money order only. This is a non-refundable fee. We do not accept personal checks.
- Any occupant 18 years or older must complete an application & pay an application fee of \$65.00.
- An application will not be processed without the application fee being paid.
- We must have current information so please make sure you fill out the application as accurately and complete as possible. This will help us process your application as quickly as possible. If you need to include an explanation for any information on your application, you are welcome to attach a personal letter or statement.
- Please inform us of any special needs or circumstances. For example, many communities do not allow company trucks, trailers, boats, etc. to be parked on the premises.
- Each applicant must have evidence that they have a current job & have solid prospects of remaining in that job.
- If you are self-employed, you will need to submit a recent bank statement with your application. Additional documents of proof of income can be discussed with our office.
- Each applicant's income must equal at least three times the amount of the monthly rent.
- Many times employers may not wish to verify wages, so please include current pay stubs with your application.
- Each applicant must have a positive & consistent rental history for at last one year.
- Each applicant's credit history, rental history, employment & income, (income to debt ratio: how much money you owe and your ability to pay back money you borrow) will be reviewed as well as a criminal background check.
- Signing of the lease and payment of security deposits must be completed within 24 hours of approval of your application. This will remove the property from the market. There is a non-refundable administrative fee of \$200.00 (separate from the security deposit). The refundable security deposit will equal at least 1 to 1 1/2 times the monthly rent, depending on the applicant's background check.
- All rent payments must be paid in the form of a cashier's check, money order or bill pay through your bank.
- Smoking is not allowed in any of the properties, including garages.
- Each city in Arizona has its own rent tax, which will be applied to all rental prices. Be sure to confirm with our office exactly what the total monthly rent will be with the rent tax added.

REVISED 4/2018