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Thank you for applying to rent one of our properties. Below you will find some of our policies and important information about the lease agreement and application form you will be signing. You must provide the following information for your application to be reviewed. Missing documentation will delay your application from being processed. All applicants must meet the following criteria and must reside at the property. A co-signer will not waive criteria that is unmet by any applicant. Your application fee can be submitted once management has preliminarily reviewed. The average turnaround time for application review is 3 business days.

Income to Rent Ratio: You must provide verifiable income that is equal to at least 3 times the monthly rent. One year of employment history is required. If you are transferring to Arizona, it must be with your current employer or be within the same profession.

Proof of Income: Pay check stubs, written verification from employer and tax returns are acceptable forms of proof of income. Income verification for employment must be provided for the past 3 months proving employment for the last year. If you are self-employed, you must provide last years' tax returns and 3 complete and current business bank statements.

Housing References: 24 months of previous residency must be verified. Living with or renting from relatives does not constitute a bona fide landlord reference. Prior Home ownership is an acceptable Housing reference. Written verification of current address is required. We will cross reference single family homes with the County records to verify ownership. You may also be asked to provide rental receipts, a copy of your lease and utility bills showing you as the occupant of the property.

Credit Worthiness: A credit report will be obtained for background information purposes. A \$40.00 fee is charged for each adult applicant to run these reports. Certain derogatory credit information needs to be explained and may require the payment of additional security deposit.

Arrest or Convictions: Certain non-violent criminal arrests or convictions may be considered for residency. Violent offenses will not be considered.

Application: Application must be filled out in its entirety. All applications will be considered based on the completeness and accuracy of application data.

Variance Policy: Payment of an additional security deposit of up to 1 and ½ times the monthly rent may be required under certain circumstances to offset risk factors present in the applicant's rental, employment or credit history.

Tenant Initials: ____ / ____ / ____ / ____

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Monthly Rent: A Tax and Administration Fee between 3.9% and 4.2%, depending upon the city in which the property is located, will be added to the monthly rent amount. Tenants have the ability to pay rent through a Tenant Portal powered by Appfolio.

Move-in Payments: Required Move in deposits and fees (\$200 lease signing fee, security, pet, etc.) and the first month’s rent payment must be in the form of cashier’s check or money order. Personal checks will not be accepted for move in deposits. This is not negotiable.

Tenant Initials: ___/___/___/___

Renters Insurance: You will need to obtain renters insurance. The owner’s insurance policy does not cover your personal belongings in case of damage to the property and owner will not be responsible for damages to your property. This is not negotiable.

Deposit to hold: After acceptance of your application a minimum of \$500.00 earnest money deposit is due. The Earnest deposit in the form of certified funds must be paid in full within 48 hours. If the money is not received the landlord may decide to rent the property to another applicant. Once an application is approved any and all deposits or monies paid are non-refundable should the applicants not complete the lease or take occupancy.

Utilities: You must turn on all required utility services, electric, water, trash, gas or any others before you take occupancy of the property. You must immediately report any problems you might discover in the process. If you are renting a house that has gas service you need to apply for service at least six days ahead of time to insure that it can be connected prior to your occupancy.

Verbal agreements: There are no verbal agreements. All changes to the property or agreement must be approved by the owner and signed by our company. A walkthrough of the property, including photographs will be performed at the start of your lease.

CANAM strives for a high standard in the preparation of rental units, but our standards may not be equivalent to your standards. Any request to make changes in the current condition of the property or terms of the lease agreement must be in writing at the time of application. These requests may be written on a separate page and will be considered at the time your application is processed. Unless these requests are accepted and put into writing by the management company the property will remain as is.

Occupants: All adult occupants that are not listed as Primary or co-applicant will need to have a separate application signed and are subject to a criminal background check.

Pet Information: Pets are accepted on a case by case basis per owner/property. A \$200 non-refundable pet fee is charged per pet. The Pet Fee does not apply to certified Service Animals. Certification must be provided. Pet and /or Service Animal damages, including but not limited to: pet stains on the carpet, chewing, tearing, or digging damage to any part of the property (inside or outside) are not normal wear and tear and will be the tenant’s financial responsibility.

Occupant Vehicle & Driver License Information: All vehicles that will be parked at the residence need to be listed. Please be advised to check the CC&R’s regarding appropriate parking for you Home Owners Association. Violations of the parking policy will be at the tenant’s expense.

Realtor Information: If you were shown the property by a Realtor/Agent other than an agent of the CANAM Realty Group. Please provide the following information:

Realtor Name: _____ Phone number: _____

Company: _____ Realtor Code: _____

Broker code: _____

I did not work with a Realtor/Agent on this property.

How did you hear about us? _____

Conditions of Application and Authorization to Investigate

Application must be signed by all applicants. All persons over the age of 18 must have signed the application before it will be considered by the landlord. Acceptance of this application and any monies deposited herewith are not binding until approved by the landlord. If applicant withdraws or fails to exercise the rental agreement, all deposit monies are forfeit. If landlord or agent rejects the application all deposit monies will be refunded with the exception of the application fee.

I/We hereby authorize the agents of CANAM Realty to investigate the information supplied by me/us and to conduct inquiries concerning my income, credit, and character including criminal background for the purpose of verifying and qualifying my application for rental. A full disclosure of pertinent facts may be made to this landlord. Applicant verifies that all the information contained herein is true and accurate. Falsifying information on this application is grounds for rejection of this application, termination of the rental agreement, right of occupancy, and forfeiture of any and all deposits collected.

Signature: _____ Printed Name: _____ Date: _____

Signature: _____ Printed Name: _____ Date: _____

Signature: _____ Printed Name: _____ Date: _____

Signature: _____ Printed Name: _____ Date: _____

Today's Date:	Desired Occupancy Date:
Property Address:	

Applicant Name (Include suffix if applicable)	Co-Applicant Name (Include suffix if applicable)
Married / Single / Divorced	Married / Single / Divorced
Social Security Number:	Social Security Number:
Date of Birth:	Date of Birth:
Driver's License Number:	Driver's License Number:
State: Exp.:	State: Exp.:
Home Phone:	Home Phone:
Cell Phone:	Cell Phone:
Work Phone:	Work Phone:
Email:	Email:

<u>Current Address:</u> Address	<u>Current Address:</u> Address
City State Zip	City State Zip
Owned / Rented	Owned / Rented
Name of Landlord:	Name of Landlord:
Contact Phone:	Contact Phone:
Lease Amount:	Lease Amount:
Date from / to:	Date from / to:
Lease Expires:	Lease Expires:
Reason for Moving:	Reason for Moving:

<u>Previous Address</u> Address:	<u>Previous Address</u> Address:
City State Zip	City State Zip
Owned / Rented	Owned / Rented
Name of Landlord:	Name of Landlord:
Contact Phone:	Contact Phone:
Lease Amount:	Lease Amount:
Date from / to:	Date from / to:

Tenant Initials: ____ / ____ / ____ / ____

Employment	Employment
Self Employed Yes / No	Self Employed Yes / No
Name of Employer:	Name of Employer:
Contact Phone:	Contact Phone:
Address:	Address:
City State Zip	City State Zip
Years on Job:	Years on Job:
Position:	Position:
Monthly Income:	Monthly Income:
Person to Verify:	Person to Verify:
Other Income:	Other Income:

Previous Employment	Previous Employment
Self Employed Yes / No	Self Employed Yes / No
Name of Employer:	Name of Employer:
Contact Phone:	Contact Phone:
Address:	Address:
City State Zip	City State Zip
Years on Job:	Years on Job:
Position:	Position:
Monthly Income:	Monthly Income:
Person to Verify:	Person to Verify:
Other Income:	Other Income:

Have you, your spouse or the co-applicant :		
Broken a rental agreement?	Yes _____	No _____
Been evicted?	Yes _____	No _____
Been convicted of a crime?	Yes _____	No _____
Been convicted of a felony?	Yes _____	No _____
Filed Chapter 7 or 13 bankruptcy in the last 10 years?	13 ___ 7 ___	No _____
Has the bankruptcy been discharged?	Yes _____	No _____
Planning to file bankruptcy?	Yes _____	No _____
If yes, explain:		

Tenant Initials: ___ / ___ / ___ / ___

Pets						
Will there be pets at/in the unit?				Yes _____	No _____	
<u>Name</u>	<u>Breed & Color</u>	<u>Weight</u>	<u>Age</u>	<u>Sex</u>	<u>Neutered</u>	<u>License Exp</u>
<u>Name</u>	<u>Breed & Color</u>	<u>Weight</u>	<u>Age</u>	<u>Sex</u>	<u>Neutered</u>	<u>License Exp</u>

Smoking		
Do any of the applicants/occupants smoke?		Yes _____ No _____
If yes, are you willing to smoke outside the premises?		Yes _____ No _____

Parking			
How many vehicles do you plan to park on the property?			
Make/Model:	Year/Color:	State:	License#:
Make/Model:	Year/Color:	State:	License#:
Make/Model:	Year/Color:	State:	License#:

List of Occupants		
Total number of Occupants:	Number of Adults (over 18):	
Name:	Relationship:	DOB:
Name:	Relationship:	DOB:
Name:	Relationship:	DOB:
Name:	Relationship:	DOB:
Name:	Relationship:	DOB:
Name:	Relationship:	DOB:

Emergency Notification		
In case of emergency, person(s) to notify and authorize to take possession of your personal property in such cases.		
Name:	Relationship:	Phone:
Name:	Relationship:	Phone:

Applicant References:					
Name:	Relationship:		Phone:		
Name:	Relationship:		Phone:		
Name:	Relationship:		Phone:		

Co-Applicant References:					
Name:	Relationship:		Phone:		
Name:	Relationship:		Phone:		
Name:	Relationship:		Phone:		

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