



TENANT APPLICATION SCREENING PROCESS

Thank you for your interest in renting the property that Singer & Co. Properties is managing for the Owner. In order to process your application the following will be required:

- 1) You must view the property prior to submitting your application. FULL TERM RENTALS are a one year lease, with option to renew (per either party). Owner may approve exception.
- 2) All adult tenants must complete a separate application for rental. You will complete via the link provided and you will receive a more extensive application either in person or sent via email for completion (you can find on the website, as well).
- 3) Proof of income is required. Three times the monthly rent is the income requirement. Please provide ALL sources of income.
- 4) \$30.00 application fee PER tenant. Credit, Background and Eviction Reports are prepared via Rent Spree. You will receive a link to complete a Rent Spree Application which will then prepare your reports.
- 5) A rental reference will be requested, please sign the attached form to provide your permission.
- 6) Provide any other documentation that will support your application.
- 7) Once approved, move in costs will consist of FIRST months rent and SECURITY DEPOSIT equal to the months rent. PET (if allowed per owner) DEPOSIT is \$100.00 per pet. RENT IS DUE THE FIRST OF THE MONTH. (Payment drop box for after hours/weekend payments)

NOTE: No cash/credit cards accepted. Rent and Security Deposit must be paid with separate cashiers check or money order. Personal Checks will be accepted after move in; however, \$25.00 will be charged for all NSF checks. Any NSF checks must be replaced within 24 hours after such notice with another form of payment. After ONE NSF check, only cashiers checks or money orders will be accepted. No Exceptions.



APPLICATION

This application must be filled out and signed by every person 18 and over who intends to reside in the unit.

Address of rental property: _____

I. Applicant's rental information

Name: _____
Any other names you have used: _____
Single _____ Married _____ Divorced _____ (date of decree) _____ Separated _____
Phone number: _____
Email address: _____
DOB _____ SS# _____
Passport # _____ or Drivers license# _____, (or other Government Issued ID – copies required) _____
State _____, Expiration date _____
How did you hear about this rental? _____
Desired length of occupancy: _____
Desired date to begin occupancy: _____

II. Residential history (minimum of 2 years is required)

Current Address: _____ City _____ State _____
How long? _____ Amount of monthly rent/mtg _____
Own _____ Rent _____
Landlord Name _____ or your Mortgage Company _____
Address of Landlord or Mortgage Company _____
Telephone # of Landlord or Mortgage Company _____

Previous Landlord/Mortgage Company _____
Address _____ Phone# _____
From _____ to _____
Address of Landlord _____
Telephone # of Landlord _____

III. Employment

A. Current Employer _____
Address: _____ City _____ State _____
Telephone # _____ Start Date _____
Monthly income _____



Department _____ Position _____
Direct Supervisor's name and contact information _____

- Two (2) most recent paystubs required

B. Other sources of income: _____

IV. Bank References

Bank _____ Branch _____
Address _____ City _____ State _____
Checking Account # _____ Saving Account# _____
Other Account# _____

V. Additional Occupants

List each occupant (credit and criminal background check will be required on all applicants/occupants 18 and over).

A. Name _____ Relationship _____ DOB _____
B. Name _____ Relationship _____ DOB _____
C. Name _____ Relationship _____ DOB _____
D. Name _____ Relationship _____ DOB _____

Additional Occupants, see attached list.

VI. Pets/Assistive Animals

A. Will you have pets? Yes/No Will you have or intend to get an assistive animals?
Yes/No

B. Describe each pet/assistive animal (attach photo)

1. Breed _____ Name _____ Age _____ Gender _____
2. Breed _____ Name _____ Age _____ Gender _____

Assistive animals are permitted with proper documentation. See Landlord for details.

VII. Criminal/Credit/Rental/Background/History – answer all questions for yourself and anyone who will occupy the premises.

- A. Have you ever been arrested, charged or convicted of misdemeanor or felony
___yes___ no.
- B. Have you ever used, sold, or distributed any illegal drugs ___yes___ no.
- C. Do you anticipate any warrant being issued or do you have any outstanding warrants?
___yes___ no.
- D. Have you ever declared bankruptcy? ___yes___ no.
- E. Have you ever received a breach notice, an eviction notice or been evicted?
___yes___ no.
- F. Have you ever withheld rent, refused to pay rent or rent later than ten (10) days when due? ___yes___ no.
- G. Do you owe any landlord any money? ___yes___ no
- H. Do you have any pest issues or have you had any pest issues within the last 12 months?

___yes___ no.

*If any answer above is yes, give detailed explanation, dates, names and provide any additional details or documentation you want reviewed as part of this application:

VIII. Personal References

- 1. Name _____ Relationship _____
Address _____ Phone# _____
- 2. Name _____ Relationship _____
Address _____ Phone# _____
- 3. Name _____ Relationship _____
Address _____ Phone# _____

An application fee of \$ 30.00 is due at the time you submit this application. Additional fees for non-US residents vary. See management for details. This fee is non-refundable and must be paid in certified funds.

A holding deposit of \$ TBD is also due at the time you submit the application. This deposit will be forfeited if you fail to sign a lease within 48 hours after you have been approved. If you are approved, your holding deposit will be applied to the necessary move-in funds. By submitting this application, you authorize management to investigate the information for this lease and any renewals or for the purposes of collections. Any information that is misleading, insufficient or false may result in the rejection of the application or the termination of your lease if subsequently discovered. This information may be provided to any governmental entity upon request. Any applicant that is abusive, harassing, threatening or uses inappropriate/profane or racist language toward the staff, vendor or other resident will have their application rejected or, if a lease has been created but not fully executed by management, the lease will not be signed and occupancy will not be granted.

By signing below, I acknowledge and accept these qualifying criteria and policies. I further acknowledge that I have had the ability to review the rental criteria/rental policies prior to submitting this application.

Applicant Signature

Date

Application/Credit/Background Contingency: A credit/background report(s) application fee of \$ 30.00 per tenant is due by separate payment and is non-refundable. This Lease Agreement is contingent on satisfactory verification and approval by Landlord of Tenant's employment, credit, banking references, income, past rental history, and criminal and/or other background check(s) prior to possession. Tenant consents to these credit/background check(s) by Landlord or Broker. Tenant shall complete a separate rental and/or credit application containing all the required information. Tenant warrants that the information is correct and complete and that Tenant has disclosed all pertinent information and has not withheld any information, including, but not limited to, poor credit, early terminations of leases, evictions or bankruptcy. Tenant's material falsification of any information provided to Landlord shall entitle Landlord to terminate this Lease Agreement and pursue all applicable remedies, damages, court costs and reasonable attorneys' fees. The credit history of Tenant with respect to this Lease Agreement may be reported to any credit bureau or reporting agency.



NOTICE TO ALL APPLICANTS AND CURRENT RESIDENTS
REGARDING CRIMINAL BACKGROUND CHECK

The undersigned Applicant/Tenant hereby acknowledges that the Landlord performs criminal background checks on all applicants, current residents, and all members of the household both at the time the prospective tenant submits an application and prior to offering to renew a lease agreement or completing the recertification/reexamination process. This process checks the background of all persons listed above to determine if the applicant, a current resident, or a member of the applicant/current resident's household has committed any crimes within the past 10 years, is subject to a lifetime registration requirement under a State sex offender registration program or has pled guilty, pled no contest, or been found guilty of any crime.

Applicant/Tenant must mark the appropriate box and sign below:

I affirm that neither I, nor any member of my household, is subject to a lifetime registration requirement under a State sex offender registration program.

I affirm that neither I, nor any member of my household, has committed any crimes within the past 10 years or has pled guilty, pled no contest, or been found guilty of any crime.

I cannot deny one of the above. I, or a member of my household (please explain in detail) _____

Date: _____

Tenant(s): _____
WARNING: IF THIS PROCESS REVEALS THAT YOU OR A MEMBER OF YOUR HOUSEHOLD IS A LIFETIME REGISTERED SEX OFFENDER OR IF YOU WITHHOLD OR FALSIFY ANY INFORMATION ON THIS FORM OR IN THE APPLICATION OR RENEWAL PROCESS, YOUR APPLICATION WILL BE DENIED/YOUR LEASE WILL BE IMMEDIATELY TERMINATED.

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For office use only:

- Received Criminal Background Check on _____ from _____ agency, see attached record.
- Confirmed Applicant/Tenant/Household members are not listed on the Dru Sjodin National Sex Offender Website (<http://www.nsopw.gov>) on _____, 20____, see attached record.



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(928) 758-2005 fax
cindy@singerrents.com

TENANT RENTAL REFERENCE AUTHORIZATION

I, _____ do hereby authorize any person, business, entity contacted by a representative of Singer & Co. Properties to release any information regarding my relationship as a tenant at the following address:

from: _____ until: _____

This provides my authorization to release any truthful comments for the purpose of establishing my credit worthiness and tenancy.

Signature: _____ Date: _____

PLEASE COMPLETE THE FOLLOWING QUESTIONNAIRE: (circle or fill in where applicable)

- 1) Was the person identified above, specifically named on the rental agreement for the property indicated, during the period indicated? YES/NO (if yes, please continue. If no, the following questions do not apply)
- 2) Did the tenant provide a proper 30 day notice before moving out? YES/NO or was notice not required?
- 3) Did the tenant have a deposit? YES/NO If yes, how much was it? _____
- 4) Did you return or retain any portion of that deposit returned? All _____
Partial Return _____ If any funds were retained, please provide a general description of any deduction. _____

(It would be sufficient and appreciated to provide a copy of their security deposit disposition that was required per ARLTA)

- 5) Did the tenant pay the rent on time generally? YES/NO
- 6) Did you ever have to provide the tenant with a pay or quit notice? YES/NO
- 7) Did the tenant properly care for the property? YES/NO
- 8) Did you ever receive a code violation from the City during the tenant's lease period? YES/NO
If yes, please explain. _____

- 9) Would you rent to this tenant again? YES/NO

Thank you for your prompt reply to this questionnaire. Please email in return to the above mentioned email address, if possible.