



SEDONA

*Elite Properties*  
MANAGEMENT INC.

## RENTAL APPLICATION GUIDELINES

- Sedona Elite Properties Management Inc. welcomes all applicants and supports fair housing. We do not refuse to lease or rent any housing accommodations or property nor in any way discriminate against a person because of sex, race, religion, familial status, handicap, color or national origin.
- \$35.00 Application Fee Per Person
- Every adult, age 18 years and older, must personally fill out and sign an application if they are going to be a resident of the property.
- A valid government issued ID card is required for any Residents over 18yrs of age. A photocopy of such is required for each Resident.
- No application will be processed until the application is completed in full. Any questions that do not pertain should be marked N/A or marked as none. Leave NO blank spaces. Missing or incomplete information may delay or prevent verification, permitting another application to be approved before your application.
- Require Proof of Income – All income must be lawful and verifiable. Acceptable forms of verification include, but are not limited to the following:
  - Employees: Request for Income Verification form completed by the employer, original pay stubs, not copies. Cash or letters from your employer are not verifiable income.
  - Self-Employed: IRS 1040 (first two pages of the last two year's tax returns) and Schedule C (profit and loss statement of the last two year's tax returns)
  - Direct Deposit: bank statements for the past two months, which must list the source of the deposit.
  - Child Support: filed stamped court order. Must show history of payment received for a minimum 12-month period.
  - Award letter.
  - Court Documentation.
- Employment History
- Rental History
- Credit Check
- Eviction Search
- Criminal Background Check
- Landlord/Tenant Court Action



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### Credit Application

Date \_\_\_\_\_

How were you referred to us? \_\_\_\_\_

Rental Unit Applied for \_\_\_\_\_

Commencement Date \_\_\_\_\_ Term \_\_\_\_\_ Rent/Month \_\_\_\_\_

#### Personal Information

Name of Applicant \_\_\_\_\_ E-Mail \_\_\_\_\_

Telephone # \_\_\_\_\_ Work # \_\_\_\_\_ Cell# \_\_\_\_\_

Date of Birth \_\_\_\_\_ Best # and Time to call \_\_\_\_\_

Social Security #: \_\_\_\_\_ Drivers License #/State \_\_\_\_\_

#### Residence Information

Own \_\_\_\_\_ Rental Amount \_\_\_\_\_ Other \_\_\_\_\_

Present Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

How long have you lived at Present Address? \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Name of Landlord \_\_\_\_\_ Telephone # \_\_\_\_\_

Own \_\_\_\_\_ Rental Amount \_\_\_\_\_ Other \_\_\_\_\_

Prior Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

How long have you lived at Prior Address? \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Prior Landlord \_\_\_\_\_ Telephone # \_\_\_\_\_

How Long? \_\_\_\_\_ Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

#### Occupation / Income (Must Attach Proof of Income)

Do you operate a home based business: Yes No

Explain: \_\_\_\_\_

Employer: \_\_\_\_\_ Position: \_\_\_\_\_ Monthly Gross Income \_\_\_\_\_

Business Address: \_\_\_\_\_ Business Phone \_\_\_\_\_

Dates of Employment: Month \_\_\_\_\_ Year \_\_\_\_\_ - Month \_\_\_\_\_ Year \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

### Additional Income

Additional income need not to be discussed unless such additional income is to be included for qualification of applicant.

Other Income:      Yes   No                      Source:  
\_\_\_\_\_  
\_\_\_\_\_

### Bank Information

**Checking Account:**

Bank/Branch \_\_\_\_\_ Account # \_\_\_\_\_ Name on Account \_\_\_\_\_

**Savings Account:**

Bank/Branch \_\_\_\_\_ Account # \_\_\_\_\_ Name on Account \_\_\_\_\_

**Additional Account:**

Bank/Branch \_\_\_\_\_ Account # \_\_\_\_\_ Name on Account \_\_\_\_\_

### Financial Obligations

Creditor: \_\_\_\_\_ Phone #: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_

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### Have you, your spouse, or co-signer ever. . .

Filed for Bankruptcy? Yes \_\_\_\_\_ No \_\_\_\_\_      If yes, When? \_\_\_\_\_

Been served an eviction notice or been asked to vacate a property you were renting? Yes \_\_\_\_\_ No \_\_\_\_\_

Willfully or intentionally refused to pay rent when it was due? Yes \_\_\_\_\_ No \_\_\_\_\_      If Yes, When? \_\_\_\_\_

Been sued for unlawful detainer? Yes \_\_\_\_\_ No \_\_\_\_\_      If yes, when and why \_\_\_\_\_

Judgments or collections against you? Yes \_\_\_\_\_ No \_\_\_\_\_      If yes, list specifics \_\_\_\_\_

Have you ever been convicted of, plead guilty or not contest, to any felony or misdemeanor? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain \_\_\_\_\_

### Personal References

Name	Relationship/ How Long Known	Telephone
_____	_____	_____
_____	_____	_____

### List any other persons who will reside with you below

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_

### Pet Information

Total # of Pets \_\_\_\_\_ Where are animals when you are away \_\_\_\_\_

Type of Animal \_\_\_\_\_ Breed \_\_\_\_\_ Age \_\_\_\_\_ Weight \_\_\_\_\_

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### Vehicle Information

# Of Vehicles at the property (including company cars) \_\_\_\_\_

Do you have any recreational vehicles? (vans, boats, motorcycles, RV's) Specify \_\_\_\_\_

Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Plate # \_\_\_\_\_ State \_\_\_\_\_

Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Plate# \_\_\_\_\_ State \_\_\_\_\_

Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Plate# \_\_\_\_\_ State \_\_\_\_\_

### Emergency Contact Information

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone #'s \_\_\_\_\_

### Acknowledgement

I/We, the undersigned, understand that Sedona Elite Properties Management, Inc. is the leasing agency and representative for the Owner/Landlord And that the leasing agency fees will be paid by the Owner/Landlord. The undersigned acknowledges that this written notice was received prior to the undersigned receiving a lease agreement.

Applicants Signature \_\_\_\_\_ Date \_\_\_\_\_

Co-Applicants Signature \_\_\_\_\_ Date \_\_\_\_\_

### Consent to obtain credit/employment information

I/We authorize Sedona Elite Properties Management, Inc. to investigate my/our credit qualifications and hereby release, in any manner, all of the information obtained by you. I/We further release all persons, agencies, or firms from any liabilities resulting from providing such information.

I/We declare under penalty of perjury that the information listed in this application is true and correct.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Co-Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_