

## Arête Realty and Property Management, LLC

Dear Prospective Tenant,

Attached please find the following application forms for your review and completion:

- Rental Application
- Qualifying Criteria
- Applicant Employment Verification
- Applicant Rental History Verification
- \*Pet Policy - \*please be certain to check with your agent to ensure pets are in fact allowed at the property you are applying for
- Pool Safety Notice \* *if applicable*
- Arizona Residential Landlord & Tenant Act

**In order to expedite the application process, please ensure proper completion of the following:**

- Complete the entire Rental Application; for information that does not apply, list **N/A**, do not leave any lines blank.
- Provide current phone numbers and/or email addresses for former/current landlord and employers.
- Read and sign the Qualifying Criteria.
- Sign **ONLY** at the bottom (**do not fill out**) the Applicant Employment History and Applicant Rental History. These will be sent to your employer/ landlord for their completion/verification.
- Read and sign the Pet Policy. Please check with your agent to ensure the property you are applying for allows pets.
- Read and sign the Pool Safety Notice \* *if applicable*
- Provide proof of income - two (2) of your most recent paycheck stubs and two (2) months of bank statements OR last year's W2 and letter from employer indicating income.
- **A copy of your driver's license**
- Submit two (2) separate cashier's checks or money orders for the Earnest Money and Application Fees.
- Application Fees are \$40 per applicant. Application Fees are non-refundable.

Make funds payable to: Arête Realty and Property Management, LLC @:  
15849 N. 71<sup>st</sup> Street Suite 100 Scottsdale, Arizona

- If you cancel the move-in on your property after 48-hours of leaving your Earnest Money, your deposit becomes a non-refundable fee.
- If Application is declined (and no information has been falsified) earnest money is refundable as outlined in the Earnest Money Agreement.
- **Application will not be processed without complete applicant packet signed by Tenant(s) and Application Fee paid. Tenant acknowledges having read instruction sheet in its entirety.**

**Tenant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

- Agents must provide Broker's W9 and Real Estate Agency Disclosure at time of application submission. **Commissions paid on Maximum 12 months only, upon receipt of gross funds and occupancy.**

**Agent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_