

TENANT SELECTION PROCESS

Many prospective tenants have asked, "How do you process the rental application and how long does it take?"

Every effort will be made to process the application in a timely manner, usually a day or so, with the exception of weekends or holidays. If the information you provide isn't complete, the processing time may take longer. We have established guidelines but we know there may be exceptions. If you have special circumstances, write the information on the back of the application and discuss it with the person accepting the application. We are only trying to assist you in obtaining the rental property of your choice.

- 1) **All adults must** complete an application and applicants **must** have monthly gross income of at least three (3) times the rental rate. In certain circumstances, it may be required that each applicant qualify on his/her own (ie: roommates who do not have a history of living together). **If less than 1 year at your current employment, please provide previous history.**
- 2) Applicant should have a minimum of **two (2) landlord references, other than relatives**, with favorable comments and at least a two (2) year history of timely rental payments.
- 3) Applicants should have acceptable credit history. We specifically consider prior evictions, judgments and continual late payments of rent, credit cards or personal loans. We can't discuss or give you a copy of your credit report. If the application is denied for credit reasons you can discuss the situation with **Credit Data Southwest** at **(602) 252-6951**.
- 4) As most Homeowners Associations require a criminal background check on tenants, **we do criminal background checks on all applicants.**
- 5) Applicants **must** pay the required deposit, complete and sign the application before processing can begin. .
- 6) Any **false information** you provide is cause for immediate denial of the application.
- 7) You will be notified when the application is approved or denied. If approved, you will be expected to pay the balance of the move-in costs, get **all utilities transferred into your name - including water - effective on your move-in date** (unless specified differently in writing), sign the rental agreement and occupy the property, usually within the next two (2) weeks. Here are utility company telephone numbers for your convenience:

Arizona Public Service	602-371-7171	Salt River Project	602-236-8888
Southwest Gas Corp.	602-861-1999	Phoenix Water	602-262-6251
Glendale Water	623-930-3190	Peoria Water	623-773-7160
Tempe Water	480-731-8361	Scottsdale Water	480-312-7297
Avondale Water	623-333-2005	Mesa Water	480-644-2221
Citizens Utility (water)	623-876-4020	Az. American Water	623-876-4020
US West (phone) local	800-244-1111	Cox Cable TV	602-277-1000
Goodyear Water	623 932-3015		
- 8) If application is not approved, the application deposit will be refunded. The administrative fee is non-refundable. Applications will **not be processed** without the Administrative fee and the Application Deposit.
- 9) Many times there will be more than one application for the same property. Our legal responsibility to the owner is to accept the most qualified tenant. We will be fair and impartial. Only one group can occupy the property, possibly we will have another rental unit that could fit your needs.

KEY MANAGEMENT CO., INC.
5930 W. GREENWAY RD. SUITE 13, GLENDALE, AZ. 85306

(602) 298-1161
FAX (602) 298-0787

TENANTS ARE AWARE AND UNDERSTAND KEY MANAGEMENT CO., INC. REPRESENTS THE OWNERS IN THE RENTAL OF THIS PROPERTY BUT WE WILL TREAT ALL TENANTS FAIRLY AND HONESTLY.

APPLICATION FOR OCCUPANCY

PROPERTY ADDRESS: _____ PROPERTY # _____
DESIRED DATE OF OCCUPANCY: _____ LENGTH OF LEASE DESIRED: _____ RENTAL RATE: \$ _____
HAVE YOU SEEN THE PROPERTY? _____ BY WHOM: _____

**** ALL ADULTS MUST PROVIDE DRIVER'S LICENSE TO THE OFFICE FOR PHOTOCOPY ****
**** ALL MOVE-IN COSTS MUST BE PAID BY MONEY ORDER OR CASHIERS CHECK ****
****PREVIOUS EMPLOYMENT IS REQUIRED IF CURRENT IS LESS THAN 2 YEARS****

NAME: _____ BIRTHDATE: _____ SOCIAL SECURITY #: _____
EMPLOYER: _____ WORK PHONE #: _____
WORK ADDRESS: _____ POSITION: _____
GROSS INCOME: _____ HOW LONG: _____ DRIVER'S LICENSE #: _____
PREVIOUS EMPLOYER: _____ POSITION: _____
CLOSEST RELATIVE: _____ PHONE #: _____
ADDRESS: _____ RELATIONSHIP: _____

SPOUSE: _____ BIRTHDATE: _____ SOCIAL SECURITY #: _____
EMPLOYER: _____ WORK PHONE #: _____
WORK ADDRESS: _____ POSITION: _____
GROSS INCOME: _____ HOW LONG: _____ DRIVER'S LICENSE #: _____
PREVIOUS EMPLOYER: _____ POSITION: _____
CLOSEST RELATIVE: _____ PHONE #: _____
ADDRESS: _____ RELATIONSHIP: _____

VEHICLE MAKE & MODEL: _____ LICENSE PLATE #: _____
VEHICLE MAKE & MODEL: _____ LICENSE PLATE #: _____

PRESENT ADDRESS: _____ APT. #: _____ HOME PHONE #: _____
CITY: _____ STATE: _____ ZIP CODE: _____
LANDLORD/APT. COMPLEX: _____ LANDLORD'S PHONE # _____
HOW LONG AT THIS ADDRESS: _____ RENTAL RATE: _____ NOTICE GIVEN? _____
REASON FOR MOVING: _____

PREVIOUS ADDRESS: _____ APT. #: _____ HOME PHONE #: _____
CITY: _____ STATE: _____ ZIP CODE: _____
LANDLORD/APT. COMPLEX: _____ LANDLORD'S PHONE # _____
HOW LONG AT THIS ADDRESS: _____ RENTAL RATE: _____ NOTICE GIVEN? _____
REASON FOR MOVING: _____

OTHER SOURCE OF INCOME? YES/NO DESCRIBE: _____
MONTHLY AMOUNT \$ _____ PHONE # _____

ANY PETS? YES/NO HOW MANY? _____ WHAT BREED? _____ WEIGHT? _____

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PLEASE LIST ALL OCCUPANTS AND THEIR AGES:

By signing this application, the applicant gives authorization and recognizes that the landlord or his agent will investigate the information supplied by the applicant. If approved for tenancy, Application Deposit will be credited toward move-in costs. If not approved, the Application Deposit will be refunded. The Administrative Deposit is **non-refundable**.

APPLICATION DEPOSIT PAID \$ _____ ADMINISTRATIVE FEE \$ 50.00 (2 adults)
Deposits range from \$200 to \$500 & submitted with application / \$25.00 admin fee each over two adults

PAID BY: CHECK # _____ & _____ MONEY ORDER(S) _____

If after approval, applicant fails to sign the rental agreement, pay the security deposit and begin paying rent, the Application Deposit will be forfeited to the landlord.

COMMENTS: _____

***** ALL MOVE-IN COSTS MUST BE PAID IN MONEY ORDER OR CASHIERS CHECK *****

My signature below authorizes my employer(s) and landlord(s) to release any and all information required.

APPLICANT'S SIGNATURE: _____ DATE: _____

APPLICANT'S SIGNATURE: _____ DATE: _____

ACCEPTED BY: _____ DATE: _____

GENERAL INFORMATION

This will give you an idea of what to expect from us, before you move in, while you're a renter and when you move out.

- 1) The office is open from 8:30am to 5:30pm, Monday thru Friday. It is closed Saturdays, Sundays and most Holidays. We can be contacted for after hour emergency service by calling the office telephone number.
- 2) Due to insurance requirements and regulations, we can not accept cash for rent payments. It is a simple matter to obtain a money order for the proper amount. A drop slot is provided to the right of the front door under the No Smoking/No Soliciting sign.
- 3) When you first see the property, normally "what you see is what you get". If you have any questions or concerns about the property, ask us about it before you submit the rental application. If things can't be worked out, do not submit the application.
- 4) Range/Ovens are provided in all of the properties, they will be repaired or replaced if necessary. Non-built in appliances, refrigerators, washers, dryers are provided in some of the properties. The rent has not been increased for these items they have no rental value. If they need repair and the cost of repair is unreasonable, the owner may decide not to repair and opt to have them removed. No reduction in rent will be given.
- 5) Carpets are usually provided but if there is a question, ask before the application is submitted. Most of the properties have window coverings but many renters want to use their own drapes or curtains. That's okay, pack up our window coverings and store them in a closet. When you move out, re-hang the window coverings. Do not send drapes to the cleaners or wash them, normally they will shrink to the point of being unusable.
- 6) When you sign a rental agreement, you will be given a blank inspection form. Complete the blank inspection form and either mail it or fax it to our office within 2 days. We will put your inspection form in the property file to prevent any controversy when you move out. When you move in, you may find something that needs repair and feel it may be charged against your security deposit. Relax no one wants to take advantage of you!
If a repair is required, call our office to schedule the repair. The inspection form is not a repair request list.
- 7) Repairs are only authorized by our office, no one else. If we did not authorize the repair, we will not pay the repair bill.
- 8) We do not provide pest control service to the properties. We recommend an inexpensive pest spray found in most super-markets. Use it every month or so.
- 9) Window screens are always a problem. If there are no screens, we will provide enough for cross ventilation but we normally can't re-screen the complete house or install screen doors.
- 10) The air conditioning filter can save you a lot of money and increase the cooling efficiency. The filters cost about \$1.00 and you are responsible for replacing them on a monthly basis. The proper use of the filters will reduce your cooling/heating bills. Check & change your smoke alarm batteries at least yearly.

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11) You have agreed to pay the rent in a timely manner. If there is a real crisis, talk to us and we will try to work out a solution. Do not avoid us, that only makes matters worse. We are not heartless but we can't provide "free rent". If you avoid us, we have no choice but to start the eviction and assign the account for collection. The rent payment is normally used to pay the mortgage payment, HOA dues & repairs. If rent is not paid, everyone is upset.

12) When the time comes to vacate, there are several things you should do. If you are a month to month tenant, you **must** give us a 30 day notice, before the next rental due date. If you are a specific term tenant, it is customary to give a 30 day notice.

13) Prior to vacating, at a minimum you should clean the inside and outside of the property. Cleaning should include floors, range/oven, sinks, toilets, tubs, windows, etc. **Carpets must be professionally cleaned.** Remove all trash/debris from the outside (including any pet feces) cut the grass and trim the shrubs, etc.

14) After everything has been removed and the cleaning is completed, return the keys to our office. **Don't leave the keys in the property you will be charged rent until the keys are given to us.** After we have the keys, the property will be inspected. If you desire to be at the inspection, please schedule the walk through at least a week in advance.

15) The inspector will look at the inspection form he filled out before you moved in, the repairs made during your occupancy, the inspection form you completed at move-in and the inspection made after you vacated. It is a simple matter to determine if there should be charges to the security deposit.

16) The law is very specific about the security deposit. It **can't** be used as the last month rent. If you have damaged the property it is easier and cheaper for you to fix it. If you do not, we will and deduct the charges from your deposit.

17) Parking is not permitted on the front yard or along side of the drive or house. City ordinances say parking in a non-dust proof area is prohibited **and** subject to a fine.

KEY MANAGEMENT STAFF.

Applicants have read & understand this 2 page General Information.

Tenant's signature_____

Tenant's signature_____