
CAMP VERDE REALTY APPLICATION CHECKLIST

Please bring all of the following when submitting your rental application

COMPLETED APPLICATION

- ☐ Sign, initial, and date every line applicable.
- ☐ Contact information for your employer must be accurate to complete employment verification.
- ☐ Contact information for your landlord must be accurate to complete rental verification.

INCOME & EMPLOYMENT VERIFICATION

- ☐ Submit 8 weeks of proof of income via paystubs OR provide letter of benefits from other sources of income.
- ☐ Sign and date your employment verification
- ☐ Provide accurate contact information for your employer

ADDITIONAL ITEMS

- ☐ Government issued ID
- ☐ \$50 (*CASH OR MONEY ORDER ONLY*) per applicant
OR
- ☐ \$85 (*CASH OR MONEY ORDER ONLY*) per couple



Bridgett Bowers, Designated Broker
295 S. Main Street
Camp Verde, AZ, 86322
(928) 567-6474

A rental application must be signed and processed on all prospective occupants 18 years of age or older. A non-refundable application fee must be paid for each applicant leasing. All prospective occupants will be qualified on the criteria:

- 1.) INCOME / EMPLOYMENT
- 2.) CREDIT
- 3.) RENTAL HISTORY and
- 4.) CRIMINAL HISTORY

- All applicants must be 18 years or older
- Each single occupant, over 18 years of age, agree to pay a non-refundable \$50 application fee. A \$85 fee will be charged for couples.

INCOME / EMPLOYMENT: Gross monthly income must be at least 2.5 times the amount of the monthly rent. If employment/income does not meet the criteria, documentation of other supplemental income must be provided (i.e., savings, stock/bonds, social security, trust fund income, educational grants, etc.).

- Employment must be current and verifiable for a minimum of one year.
- Other income equaling 2.5 times the amount of the monthly rent.
- Verifiable income includes, as confirmed by employer, trust officer, tax returns, or other satisfactory documentation as required.

RESIDENCY: Rental history will be verified for each applicant.

- Must have a minimum of one year of verifiable rental/residence history.
- No more than two late payments in a 12-month period.
- No more than one NSF in a 12-month period
- No non-compliance issues that resulted in a non-renewal or eviction.

CREDIT: A credit report will be processed on each applicant.

- All applicants must have at least a 75% positive credit.
- No credit history will be considered good credit.
- Bankruptcy over six months old will not be considered.
- If credit is below 75% positive, the applicant will be required to have a co-signer.
- Medical, dental, and student loans may not be considered while reviewing credit status.





CRIMINAL: Local and National Public Records searches will be conducted on each applicant.

APPLICANT INITIALS:

X

APPLICANTS CAN BE DENIED FOR THE FOLLOWING REASONS:

- ✓ Prior or pending eviction.
- ✓ Foreclosure within the past three years with unresolved judgement.
- ✓ Monies owed to an apartment complex or Landlord.
- ✓ Bankruptcy in the last six months or pending bankruptcy.
- ✓ Conviction of any crime by applicant/occupant including misdemeanors.
- ✓ Falsifying information on the application.

Equal Opportunity Housing: Brokerage does not and will not discriminate against any person based on race, color, religion, sex, handicap, familial status, national origin, or sexual orientation.

I have read, understand, and accept the above qualifications and policies from Camp Verde Realty by which my application will be approved.

APPLICANT SIGNATURE:

X

Date:





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 (including minors) 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 applicants' current resident's household has committed any crimes withing the past 10 years, is subject to a lime time 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 withing the past ten 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)

X

Date: _____

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 PROCECSS, YOUR APPLICATION WILL BE DENIED/YOUR LEASE WILL BE IMMEDIATELY TERMINATED.

For office use only:

- ☐ Ran background check
 - ☐ Confirmed applicant/tenant/household members are not listed on the Dru Sjodin National Sex Offender Database (<https://www.nsopw.gov>) on _____
- **see attached record**



APPLICATION FOR OCCUPANCY

Document:
February 2013

The pre-printed portion of this form has been drafted by the Arizona Association of REALTORS®. Any change in the pre-printed language of this form must be made in a prominent manner. No representations are made as to the legal validity, adequacy and/or effects of any provision, including tax consequences thereof. If you desire legal, tax or other professional advice, please consult your attorney, tax advisor or professional consultant.



1. Address of Rental Property Applying for: _____

APPLICANT PERSONAL INFORMATION

2. NAME: _____

3. ☐ Single ☐ Married ☐ Separated ☐ Divorced (date of decree) _____

4. EMAIL ADDRESS _____ TELEPHONE _____

5. SOCIAL SECURITY NUMBER _____ DATE OF BIRTH _____

6. DRIVER'S LICENSE / GOVERNMENT ISSUED ID NUMBER _____ STATE _____ EXPIRATION DATE _____

7. DESIRED DATE OF OCCUPANCY _____ DESIRED LENGTH OF LEASE _____

8. How did you hear about us?

9. ☐ Sign ☐ Our website ☐ Ad ☐ Referral: _____ ☐ Other: _____

EMPLOYMENT & BANK REFERENCES (Minimum one year verified employment required)

10. Current Employer: _____

11. Address: _____ City: _____ State: _____ ZIP Code: _____

12. Telephone: _____ How long?: _____ Start date: _____

13. Department/Position: _____ Approximate Monthly Gross Income: \$ _____

14. If you have been with your current employer less than one year, please complete the following:

15. Previous Employer: _____

16. Address: _____ City: _____ State: _____ ZIP Code: _____

17. Telephone: _____ How long?: _____ Date left: _____

18. Please provide a valid, enlarged copy of your current driver's license or government issued photo ID and your 2 most recent paystubs or proof of income.

19. _____

20. Bank: _____ Branch: _____

21. Telephone: _____

22. Account Number (checking): _____ Account Number (savings): _____

23. Other Income: _____ (Indicate source & amount)

RESIDENCE HISTORY (Minimum one year required)

24. Current Rent/Mortgage Payment: \$ _____ How long?: _____ ☐ Own ☐ Rent

25. Current Address: _____

26. City: _____ State: _____ ZIP Code: _____

27. Landlord: _____ Telephone: _____

28. If owned, please provide mortgage company name and address:

29. Mortgage Company: _____ Telephone: _____

30. Address: _____

31. City: _____ State: _____ ZIP Code: _____

32. If you have been at your current address less than one year, please complete the following:

33. Previous Address: _____

34. City: _____ State: _____ ZIP Code: _____

35. How Long?: _____

>>



Application for Occupancy >>**PERSONAL REFERENCES**

36. 1. Name: _____ Relation: _____
 37. Address: _____ Telephone: _____

38. 2. Name: _____ Relation: _____
 39. Address: _____ Telephone: _____

40. 3. Name: _____ Relation: _____
 41. Address: _____ Telephone: _____

DEPENDENTS/ADDITIONAL OCCUPANTS

42. Number of people who will occupy residence: _____

43. List occupants and their birthdates - CREDIT AND CRIMINAL BACKGROUND CHECKS WILL BE RUN ON EACH PERSON 18 & OVER.

44. Name: _____ Relationship: _____ D.O.B.: _____
 45. Name: _____ Relationship: _____ D.O.B.: _____
 46. Name: _____ Relationship: _____ D.O.B.: _____
 47. Name: _____ Relationship: _____ D.O.B.: _____

48. ☐ Additional occupants, see attached.

49. **Person(s) to notify in case of emergency** and that you authorize to enter and take possession of your personal property in the event of
 50. death, pursuant to A.R.S. §33-1314(F), disability or incarceration:

51. Name: _____
 52. Address: _____ City: _____ State: _____ ZIP Code: _____
 53. Phone: _____ Email: _____

PETS/SERVICE ANIMALS

54. Will you have pets? ☐ Yes ☐ No (assistive and service animals are not considered "pets")

55. Description of pets (recent photo required):

56. Breed: _____ Age: _____ Gender: _____ Weight: _____
 57. Breed: _____ Age: _____ Gender: _____ Weight: _____

58. Will you have an assistive or service animal? ☐ Yes ☐ No (accommodation request required with application)

VEHICLE INFORMATION

59. Total Number of Vehicles (including company vehicles): _____

60. Vehicles:

61. Make: _____ Model: _____ Year: _____ Color: _____ Lic. Plate #: _____
 62. Make: _____ Model: _____ Year: _____ Color: _____ Lic. Plate #: _____
 63. Make: _____ Model: _____ Year: _____ Color: _____ Lic. Plate #: _____

64. Description of any other vehicles (boat, trailer, truck, recreational vehicle, etc.) you would like to keep on property:
 65. _____
 66. Prior written permission separate from this application must be obtained from management.

CREDIT AND BACKGROUND HISTORY

(ANSWER ALL QUESTIONS FOR YOURSELF AND FOR ANYONE WHO WILL OCCUPY THIS RESIDENCE)

67. Have you ever been evicted? ☐ Yes ☐ No
 68. Has a notice of eviction ever been filed against you? ☐ Yes ☐ No If so, when: _____
 69. Have you ever declared bankruptcy? ☐ Yes ☐ No If so, when: _____ Discharge Date: _____
 70. Have you had two or more late rental payments in the past year? ☐ Yes ☐ No
 71. Have you ever willfully or intentionally refused to pay rent when due? ☐ Yes ☐ No
 72. Do you currently owe any monies to an apartment community or landlord? ☐ Yes ☐ No
 73. Do you use illegal drugs? ☐ Yes ☐ No
 74. Have you ever engaged in the distribution or sale of illegal drugs? ☐ Yes ☐ No
 75. Have you ever been convicted, arrested or charged with any crime? ☐ Yes ☐ No
 76. Please give detailed explanation(s), date(s), and names for any question answered 'Yes' above: _____
 77. _____
 78. _____

79. Do you have any outstanding warrants or anticipate any warrants for arrest? ☐ Yes ☐ No



ADDITIONAL INFORMATION

80. Have you or anyone in your household had, or do you presently have, bed bugs or other pest issues? ☐ Yes ☐ No
81. If yes, please explain: _____
82. **Please give any information that might help evaluate this application:**
83. _____
84. _____
85. _____

DEPOSIT TO HOLD AGREEMENT

86. In consideration of management holding this property for me, I agree to pay:
87. Earnest/holding deposit of a minimum of \$ _____ and
88. A non-refundable application fee of \$ _____ per person over 18 in CERTIFIED FUNDS ONLY*
89. *Additional fees will apply for non-U.S. residents and will vary according to current rates. IF YOU ARE A NON-US RESIDENT, PLEASE
90. CALL FOR CORRECT APPLICATION FEE AMOUNT BEFORE APPLYING. Non-resident application fee _____
91. The earnest/holding deposit is refundable if my application is not approved (14-day delay required for bank clearance of check). If my
92. Application is approved, the earnest/holding deposit is credited to the required move-in costs. IF APPLICANT SHOULD WITHDRAW
93. THIS APPLICATION WITHIN 7 DAYS AFTER WRITTEN NOTIFICATION OF ACCEPTANCE, a minimum of \$ _____
94. of the earnest/holding deposit WILL BE RETAINED in addition to the non-refundable application fee. **IF AFTER 7 DAYS OF**
95. **NOTIFICATION OF ACCEPTANCE, APPLICANT WITHDRAWS OR FAILS TO EXECUTE LEASE AGREEMENT, ALL EARNST/**
96. **HOLDING DEPOSIT MONIES WILL BE FORFEITED. UNDER NO CONDITIONS WILL APPLICATION FEE BE REFUNDED.**
97. **Total deposits/fees submitted with application \$ _____**
98. I hereby authorize and instruct Owner/Broker/Property Manager to investigate the information supplied by me and to conduct inquiries
99. concerning my income, credit and character for the purpose of verifying and qualifying for this rental and any renewals thereof. I further
100. authorize the release of any and all information available from any reference, former owners, and credit reporting services, department of
101. motor vehicles, and governmental agencies. I hereby release and hold harmless all parties from liability for any damages that may result
102. from furnishing this information to its owners, its agents and others. NOTE: Copy of actual credit report will **not** be provided to applicant
103. by Owner/Broker/Property Manager.
104. Applicant acknowledges that Owner/Broker/Property Manager may not be able to complete a comprehensive evaluation of this
105. information prior to move-in. Owner/Broker/Property Manager reserves the right to verify application information after move-in and may
106. convert the proposed Lease Agreement to a month-to-month term or declare the lease irreparably breached and seek immediate eviction
107. if false or misleading information is contained in this Application. Applicant agrees to the terms of this Deposit to Hold Agreement. This
108. application is preliminary only and does not obligate owner or owner's representatives to execute a lease or deliver possession of the
109. proposed Property. Owner/Broker/Property Manager comply with federal, state and local fair housing laws and regulations.
110. **Unless otherwise agreed, I understand that the Brokerage, its Broker, its Agents, and employees are agents of and**
111. **represent the Owner in leasing this property.**
112. (Applicant's Initials Required) _____

APPLICANT

113. By signing below, I acknowledge and accept the qualifying criteria and policies of the Owner/Broker/Property Manager by which my
114. application will be approved.

115. **This application must be signed by applicant.**

116. _____
- ^ APPLICANT SIGNATURE MO/DA/YR

117. **FALSIFYING INFORMATION ON THIS APPLICATION IS GROUNDS FOR REJECTION.**

FOR OFFICE USE ONLY

118. Agent Name: _____
119. Co-Broke? ☐ Yes ☐ No Exclusive? ☐ Yes ☐ No
120. Referred by: _____ At: _____
121. ☐ ACCEPTED Date of Written Notification: _____
122. ☐ REJECTED Date Denial Letter Was Sent: _____
123. NOTES: _____
124. _____





Bridgett Bowers, Designated Broker - 295 S. Main St., Camp Verde, AZ. 86322

**ADDITIONAL TENANTS/OCCUPANTS
PLEASE USE FULL LEGAL NAME**

NAME: _____ **Phone:** _____

Email Address: _____

Date of Birth: _____ **SSN:** _____

Previous Address: _____

_____ **Landlord Phone:** _____

Driver's License: _____

Employer: _____ **Phone:** _____

NAME: _____ **Phone:** _____

Email Address: _____

Date of Birth: _____ **SSN:** _____

Previous Address: _____

_____ **Landlord Phone:** _____

Driver's License: _____

Employer: _____ **Phone:** _____

NAME: _____ **Phone:** _____

Email Address: _____

Date of Birth: _____ **SSN:** _____

Previous Address: _____

_____ **Landlord Phone:** _____

Driver's License: _____

Employer: _____ **Phone:** _____





PLEASE DELIVER EMPLOYMENT VERIFICATION TO:

Company: _____

Attention: _____

Phone: _____ email address: _____

Employee's Name _____

Date Hired: _____

Position: _____

Salary: \$ _____ per (circle one) HOUR WEEK MONTH YEAR

Number of Hours Work: _____ per (circle one) DAY WEEK

Comments regarding employee's performance:

I give Camp Verde Realty permission to request the above information:

SIGNATURE _____ Date: _____

Please fax to Camp Verde Realty @ (928) 567-6252 or email to cvrentals2011@gmail.com





Bridgett Bowers, Designated Broker
295 S. Main Street
Camp Verde, AZ 86322
Phone: 928-567-6474
RENTAL VERIFICATION FORM

To Whom It May Concern:

The applicant(s) named below have applied for one of our listings. If you could please answer the following questions and fax this form back to us. The applicant as well as our staff here at Camp Verde Realty Inc. would appreciate it. Thank you for your time.

Applicant(s) Please Complete Information with a STAR next to it.

*Name _____

*Current Rental Address _____

Original Lease Date _____

When Does Current Lease Expire? _____

Has Proper Notice Been Given? _____

Amount of Rent _____

Number of Late Payments _____ Number of NSF? _____

Would You Rent to the Resident Again? _____

If no, why? _____

Is Rent in Arrears? _____ How Much? _____

Any Lease Violations? _____ If yes, For What? _____

Any Pets? _____ Any Noise Complaints? _____

Your Signature and Title _____

I hereby authorize the release of information requested above to Camp Verde Realty Inc.

Applicant Signature _____

