



Property Management Specialists in Phoenix, Arizona



## PROPERTY MANAGEMENT, INC.

APPLICANT SCREENING CRITERIA  
CABALLERO PROPERTY MANAGEMENT INC.  
OFFICE 480-813-1900/FAX 480-926-1900

- 1.) IDENTIFICATION- APPLICANTS SHALL PROVIDE PICTURE I.D. AT TIME OF APPLICATION(S).
- 2.) APPLICATION PROCESS-APPLICANT IS URGED TO REVIEW THE SCREENING CRITERIA TO DETERMINE IF REQUIREMENTS CAN BE MET. EACH APPLICANT OVER 18 SHALL SUBMIT A COMPLETED APPLICATION AND PAY THE APPROPRIATE FEE(S). UPON ACCEPTANCE APPLICANT(S) WILL BE REQUIRED TO PAY APPLICABLE SECURITY DEPOSIT (IN THE FORM OF CERTIFIED FUNDS) WITHIN 48 HOURS AFTER ACCEPTANCE.
- 3.) SOURCE OF INCOME-ALL SOURCES OF EMPLOYMENT AND NON-EMPLOYMENT INCOME SHALL BE LEGALLY OBTAINED AND VERIFIABLE.
- 4.) HOUSING REFERENCES-THE APPLICANT(S) SHALL PROVIDE INFORMATION NECESSARY TO VERIFY CURRENT AND PREVIOUS RENTAL HISTORY FOR THE PAST 5 YEARS. INFORMATION OBTAINED FROM THOSE RELATED BY BLOOD OR MARRIAGE MAY REQUIRE COMPLIANCE WITH THE VARIANCE POLICY.
- 5.) CREDIT WORTHINESS-CREDIT WORTHINESS WILL BE DETERMINED FROM A CREDIT REPORT WHICH SHALL REFLECT PRUDENT PAYMENT HISTORY. APPLICANT(S) HISTORY SHOULD BE FREE OF EVICTIONS, JUDGEMENTS AND COLLECTIONS. A VALID EXPLANATION MAY BE CONSIDERED BY THE PROPERTY MANAGER IF PROVIDED BY THE APPLICANT(S). AN APPLICANT(S) WITH AN EXISTING BANKRUPTCY, NOT DISCHARGED AT TIME OF APPLICATION, WILL NOT BE ACCEPTED.
- 6.) ARREST AND CONVICTIONS-A CRIMINAL REPORT WILL BE RUN ON ALL APPLICANTS. OUR POLICY DOES NOT ALLOW US TO RENT TO CONVICTED FELONS. A CRIME FREE ADDENDUM MUST BE SIGNED.
- 7.) INCOME TO DEBT RATIO-MONTHLY RENT SHALL NOT EXCEED MORE THAN 30% OF COMBINED GROSS INCOME.
- 8.) LIMITATION-OCCUPANCY IS LIMITED TO TWO (2) PEOPLE PER BEDROOM PER DWELLING UNIT. PARKING IS LIMITED TO THREE (3) VEHICLES UNLESS AUTHORIZED BY PROPERTY MANAGER.
- 9.) PETS-PETS MAY NOT BE PERMITTED UNLESS ACCEPTED BY THE PROPERTY OWNER. PET INFORMATION WILL BE PRESENTED TO OWNER AT TIME OF APPLICATION REVIEW. AT NO TIME WILL A CHOW, PIT BULL, DOBERMAN OR ROTTWEILER BE ALLOWED, IF OWNER OKAYS PET(S) A REFUNDABLE PET DEPOSIT OF \$200.00 PER PET AND A \$20.00 INCREASE IN RENT PER PET PER MONTH. NO ADDITIONAL PETS ALLOWED DURING TENACY. BREACH OF THIS MAY REQUIRE EVICTION.
- 10.) INCOMPLETE, INACCURATE OR FALSIFIED INFORMATION- ANY INFORMATION THAT IS INCOMPLETE, ILLEGIBLE, INACCURATE OR FALSIFIED MAY BE GROUNDS FOR REJECTION OF THE APPLICATION OR TERMINATION OF THE RENTAL AGREEMENT UPON DISCOVERY.

### VARIANCE POLICY

FALURE TO MEET THE SCREENING CRITERIA AS STATED MAY BE GROUNDS FOR:

- ❖ DENIAL OF APPLICATION
- ❖ OR
- ❖ IF A COSIGNER IS ACCEPTABLE, SUCH INDIVIDUAL(S) WILL ALSO BE REQUIRED TO MEET THE SCREENING CRITERIA, AND OR PAYMENT OF AN ADDITIONAL DEPOSIT AND OR ADDITIONAL PREPAID RENT.

\_\_\_\_\_  
APPLICANTS SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPLICANTS SIGNATURE

\_\_\_\_\_  
DATE



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## RENTAL INFORMATION

Date \_\_\_\_\_  
 Address of rental \_\_\_\_\_  
 Length of lease desired \_\_\_\_\_  
 Move-in Date \_\_\_\_\_  
 Daytime telephone \_\_\_\_\_

## HOW DID YOU HEAR OF THIS PROPERTY?

Yard sign  REALTOR®  Friend  
 Renclicks.com  Homerentals.net  
 Yahoo.com  Tribune newspaper  
 Other Internet site

## PERSONAL INFORMATION

Applicant's full name: First: \_\_\_\_\_ M.I. \_\_\_\_\_ Last: \_\_\_\_\_  
 Soc. Sec NO \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of birth \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_ - \_\_\_\_\_  
 Work Phone ( ) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_  
 Spouse or  
 Co Applicant's full Name First: \_\_\_\_\_ MI \_\_\_\_\_ Last: \_\_\_\_\_  
 Soc Sec No \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of birth \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_ - \_\_\_\_\_

Other residents Name	Relationship	Age	Other residents name	Relationship	Age

## RESIDENCE HISTORY

Current Address: \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_  
 How long at this address ? \_\_\_\_\_ Own or Rent \_\_\_\_\_ Landlord, if renting \_\_\_\_\_  
 Landlord's telephone Number \_\_\_\_\_  
 Current monthly rent \_\_\_\_\_ Reason for moving \_\_\_\_\_  
**If less than 3 yrs at above address**  
 Previous address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_  
 Years at this address \_\_\_\_\_ Own or Rent \_\_\_\_\_ Landlord, if renting \_\_\_\_\_  
 Landlord's telephone number \_\_\_\_\_

## EMPLOYMENT/INCOME INFORMATION

Full Time  Part Time  Student  Unemployed  Retired

Current Employer \_\_\_\_\_ How Long \_\_\_\_\_ years \_\_\_\_\_ months Gross monthly income \$ \_\_\_\_\_  
 Employer's Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_  
 To verify employment call \_\_\_\_\_ Telephone \_\_\_\_\_  
**IF LESS THAN 5 YEARS AT ABOVE**  
 Previous employer \_\_\_\_\_ How Long \_\_\_\_\_ years \_\_\_\_\_ months Gross monthly income \$ \_\_\_\_\_  
 To verify employment call \_\_\_\_\_ Telephone \_\_\_\_\_

**SPOUSE//CO-APPLICANT EMPLOYMENT INFORMATION**

Full Time \_\_\_ Part Time \_\_\_ Student \_\_\_ Unemployed \_\_\_ Retd \_\_\_

Current Employer \_\_\_\_\_ How Long \_\_\_ years \_\_\_ months Gross monthly income \$ \_\_\_\_\_

Employer's Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

To verify employment call \_\_\_\_\_ Telephone \_\_\_\_\_

**IF LESS THAN 5 YEARS AT ABOVE**

Previous employer \_\_\_\_\_ How Long \_\_\_ years \_\_\_ months Gross monthly income \$ \_\_\_\_\_

To verify employment call \_\_\_\_\_ Telephone \_\_\_\_\_

**ADDITIONAL INFORMATION**

Do you have any pets? \_\_\_\_\_ List each pet INCLUDE BREED IF PET IS A DOG

No Pit Bull, Rottweiler, Chow, Doberman, German Sheppard or attack dogs accepted.

Pet (1) Type \_\_\_\_\_ Age \_\_\_\_\_ Breed \_\_\_\_\_ Neutered? \_\_\_\_\_

Pet (2) Type \_\_\_\_\_ Age \_\_\_\_\_ Breed \_\_\_\_\_ Neutered? \_\_\_\_\_

Vehicles: NO vehicles over ¾ ton without written approval.

Vehicle #1 Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Lic. No. \_\_\_\_\_ State \_\_\_\_\_

Vehicle #2 Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Lic. No. \_\_\_\_\_ State \_\_\_\_\_

Please list 3 relatives or friends not currently living with you for use as an emergency contact.

Name: \_\_\_\_\_ relationship \_\_\_\_\_ Telephone \_\_\_\_\_

Name: \_\_\_\_\_ relationship \_\_\_\_\_ Telephone \_\_\_\_\_

Name: \_\_\_\_\_ relationship \_\_\_\_\_ Telephone \_\_\_\_\_

Has applicant, spouse or other proposed occupant ever been convicted of a felony? \_\_\_\_\_

Has applicant, spouse or other proposed occupant ever been evicted? \_\_\_\_\_

Does applicant, spouse or other proposed occupant use non prescription drugs \_\_\_? \_\_\_\_\_

Is applicant, spouse or other proposed occupant currently, or have they ever been on parole? \_\_\_\_\_

Is there currently a warrant for the applicant, spouse or other proposed occupants arrest? \_\_\_\_\_

Has applicant, spouse or other proposed occupant filed for bankruptcy? \_\_\_\_\_

**IF THE ANSWER TO ANY OF THE ABOVE QUESTIONS IS YES, FEEL FREE TO PPROVIDE ADDITIONAL INFORMATION IN THE BACK OF THIS FORM.****AUTHORIZATION**

A non-refundable application fee of \$40.00 is payable with this application with an additional fee of \$35.00 for each additional applicant. This fee is non refundable in all cases and will not apply to any monies due the lessor. If application is accepted the security deposit must be paid within 24 hours with a money order or bank certified funds in order to hold the property off of the market. In the event the applicant is accepted and has paid the security deposit but fails to enter into the rental agreement, OR fails to take occupancy, OR changes their decision on occupancy for any reason this deposit is forfeited to the property owner as damages for holding the rental unit off of the market.

Applicant(s) understand that this application is a part of the lease agreement. Also, that as a part of normal procedure for processing this application an investigative consumer report may be obtained whereby information as to character, income, employment stability, general reputation, personal characteristics and mode of living shall be researched.

\_\_\_\_\_  
Applicant's signature\_\_\_\_\_  
Applicant's signature