

## Vendor and Contractor Referral Page – Rental Application

**Auto Repair:** Wilhelm Automotive, 142897 W. Grand Ave, Surprise, AZ 85374,  
Ph: (623) 544-3676

**Auto Repair:** Integrity Plus Automotive, Ph: (623) 826-5496

**Camera Sales and Repair:** Sun Camera, Jim Peterson, 10001 W. Bell Rd, Sun City,  
AZ 85351, Ph: (623) 933-6415

**Carpet Cleaning:** Advantage Plus Carpet Cleaning, Ph: (623) 825-0821 Website:  
[www.advantagepluscarpet.com](http://www.advantagepluscarpet.com)

**Carpet Cleaning:** Horizon Carpet Cleaning, Ph: (623) 561-6277

**Computer Repair:** Equipped Solutions, Michael Knepp. 5123 W. Thunderbird  
Rd, Glendale, AZ 85306, Ph: (602) 942-1719 Website:  
[www.equippedsolutions.com](http://www.equippedsolutions.com) , Email:  
[service@equippedsolutions.com](mailto:service@equippedsolutions.com)

**Home Warranty:** One Guard, Ph: (602) 499-5544  
Email: [s.schroff@oneguardhw.com](mailto:s.schroff@oneguardhw.com)

**Handyman / House Cleaning:** Diane and Tom Johnson, Ph: (602) 332-2882  
Email: [djohnson1234@cox.net](mailto:djohnson1234@cox.net)

**Landscaping and Yard Cleanup:** Joe's Gardening, Joe Montano  
Ph: (623) 330-4538

**Mortgage / Loan Broker:** Cornell Horga, Suburban Mortgage  
Ph: (602) 722-5216

**Photographer:** Quickpic Tours, Ph: (480) 550-8777  
Website: [www.quickpictours.com](http://www.quickpictours.com)

**Roofing Contractor:** Adobe Roofing, Ph: (623) 979-4877, Cell: (623) 229-1367.  
Email: [adoberoofingaz.da@gmail.com](mailto:adoberoofingaz.da@gmail.com)



**Ken Short Realty**  
and Property Management

## **Ken Short Realty & Property Management Rental Application**

**Application:** The application process is actually quite simple. Once you have selected a property, you will need to complete a rental application and submit it along with a copy of your driver's license and a non-refundable \$35.00 application fee for every adult aged 18 and over. We then run a report through a credit reporting agency.

**Guidelines:** Each home we manage is unique and each owner has different criteria for their rental property. The criteria that follow are guidelines that may vary from owner to owner or home to home.

- Your minimum income should be about three times the monthly rent.
- You must have a satisfactory credit score
- We must be able to verify your rental history
- If you have had a bankruptcy, you must have re-established your credit
- You must not have any outstanding judgments, evictions or Landlord Collections.
- You must not have a Felony Criminal record

(all other criminal records are at the discretion of the property owner.)

**Pets:** Some properties allow pets, while others do not. The following breeds of dogs, however, are not permitted at any of our homes: German Shepherd, Rottweiler, Doberman, Chows & Pit Bulls which include American Pit Bull Terriers, American Staffordshire Terriers, Staffordshire Bull Terriers, Staffordshire Terriers and any dog determined to be a Pit Bull type. We also do not permit any dogs mixed with any of the above breeds. Pet policies are strictly enforced. Tenants must obtain Renters insurance and provide pet pictures for all pets. Normal pet deposit is \$250, of which \$150 is refundable.

**Earnest Deposit:** At the time you submit your application, we will also have you submit a cashier's check or money order (payable to: "Ken Short Realty") for the Security Deposit and Administrative Fee as earnest money, so that we can take the property off the market. If you have any concerns about the property, please let us know about them at this time so that we make the lease offer contingent on these items. We will address them as we are receiving the owner's approval on the application. The Lease Agreement will normally be signed three to five days after your application is approved. If your application is not accepted, your earnest deposit will be promptly returned.

**Occupancy:** The total number of occupants cannot exceed 2 people per bedroom. All occupants, 18 years of age and older, must submit an application.

**Fair Housing:** It is unlawful and a violation of company policy to discriminate against any person based on race, color, religion, sex, national origin, handicap, or familial status, or to refuse to show, rent, negotiate, or otherwise make unavailable any rental unit. All Ken Short Realty Rental staff is trained to provide fair and equal treatment for all people, whether or not they are included in a protected class. The

application fee is \$65.00 for applicants from Canada and Puerto Rico. Non-USA citizens may be asked for additional documentation.

\*\* If occupancy of the unit is at least 15 days away, Ken Short Realty & Property Mgmt will accept a personal check. Rent payments after the first month can be paid by personal check.

## RENTAL APPLICATION

### Equal Housing Opportunity

**The undersigned hereby makes an application to rent the following property:**

\_\_\_\_\_ for with a move in date of \_\_\_\_\_ at a monthly rent of and an Earnest Deposit of \$ \_\_\_\_\_.

### PLEASE TELL US ABOUT YOURSELF:

Full Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
Phone: Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Email Address \_\_\_\_\_

Co-Applicant \_\_\_\_\_ Social Security # \_\_\_\_\_  
Phone: Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Email Address \_\_\_\_\_

Other Occupants - Number \_\_\_\_\_ Relationship \_\_\_\_\_  
Other Occupants' Dates of Birth: \_\_\_\_\_  
Animals - Number \_\_\_\_\_ Type, breed & weight: \_\_\_\_\_

### PLEASE GIVE RESIDENTIAL HISTORY (LAST 3 YEARS);

Current \_\_\_\_\_ Apt \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
County \_\_\_\_\_ Zip \_\_\_\_\_ Month/Year Moved In \_\_\_\_\_ Reasons  
for Leaving: \_\_\_\_\_ Rent: \_\_\_\_\_  
Owner/Agent \_\_\_\_\_ Phone # \_\_\_\_\_

Previous Address (last 3 years) \_\_\_\_\_ Rent: \_\_\_\_\_  
Owner/Agent \_\_\_\_\_ Phone #: \_\_\_\_\_

### PLEASE PROVIDE YOUR EMPLOYMENT INFORMATION:

Your status: Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Unemployed \_\_\_\_\_ Retired \_\_\_\_\_  
Employer; \_\_\_\_\_  
Dates Employed \_\_\_\_\_ Employed as: \_\_\_\_\_  
Supervisor Name \_\_\_\_\_ Phone \_\_\_\_\_ Salary \$ \_\_\_\_\_

If employed by above less than 12 months, give name and phone of previous employer:

If you have other sources of income that you would like us to consider, please list income, source and person (banker, employer, etc.) who we may contact for confirmation. You do not have to reveal alimony, child support or spouse's annual income unless you want us to consider it in this application.

Amount \_\_\_\_\_ Source/Contact \_\_\_\_\_  
Amount \_\_\_\_\_ Source/Contact \_\_\_\_\_  
Amount \_\_\_\_\_ Source/Contact \_\_\_\_\_

### Emergency Contacts:

Name \_\_\_\_\_ Address: \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail \_\_\_\_\_ Relationship: \_\_\_\_\_  
Name \_\_\_\_\_ Address: \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail \_\_\_\_\_ Relationship: \_\_\_\_\_

**Legal Representative:** Tenant may provide and update Landlord with the name and contact information of a person who is authorized to enter the Premises to retrieve and store Tenant's personal property in an emergency or if the Tenant dies during the term of this Agreement. In the event of Tenant's death during the term of this Agreement, Landlord may release Tenant's personal property pursuant to the Arizona Residential Landlord Tenant Act (ARLTA).

Name \_\_\_\_\_ Address: \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail \_\_\_\_\_ Relationship: \_\_\_\_\_

**Driver's License:**

Applicant's Driver's License Number \_\_\_\_\_ State \_\_\_\_\_  
Co-Applicant's Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

**Vehicle Information:**

Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ License  
Plate # : \_\_\_\_\_ State: \_\_\_\_\_  
Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ License  
Plate # \_\_\_\_\_ State: \_\_\_\_\_  
Motorcycle: \_\_\_\_\_ Year: \_\_\_\_\_ Color \_\_\_\_\_

Description of any other vehicle (boat, trailer, truck, recreational vehicle, etc.) you would like to keep on property.

\_\_\_\_\_  
Prior written permission separate from this Application must be obtained from management.

**PLEASE PROVIDE ADDITIONAL INFORMATION:**

Have you declared bankruptcy in the past seven (7) years? Yes \_\_\_\_\_ No \_\_\_\_\_  
Do you currently have any civil judgments or tax liens levied against you? Yes \_\_\_\_\_ No \_\_\_\_\_  
Have you ever been evicted from a rental residence? Yes \_\_\_\_\_ No \_\_\_\_\_  
Have you had two or more late rental payments in the past year? Yes \_\_\_\_\_ No \_\_\_\_\_  
Have you ever willfully or intentionally refused to pay rent when due? Yes \_\_\_\_\_ No \_\_\_\_\_  
Have you ever been convicted of a misdemeanor or felony other than a traffic or parking violation? Yes \_\_\_\_\_ No \_\_\_\_\_  
Are you a current illegal abuser or addict of a controlled substance? Yes \_\_\_\_\_ No \_\_\_\_\_  
Do you use illegal drugs? Yes \_\_\_\_\_ No \_\_\_\_\_  
Do you engage in the distribution or sale of illegal drugs? Yes \_\_\_\_\_ No \_\_\_\_\_  
Do you have any outstanding warrants for arrest? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes to any of the above, please indicate date of occurrence: \_\_\_\_\_

Please give any additional information that might help owner/management evaluate this application:  
\_\_\_\_\_

**AUTHORIZATION – RELEASE OF INFORMATION**

I hereby apply to lease the above described premises for the term and upon the set conditions above set forth and agree that the rental is to be payable the first day of each month in advance. I warrant that all statements set forth are true; however, should any statement made above be a misrepresentation or not a true statement of facts, all of the Earnest deposit will be retained to offset the agent's cost, time and effort in processing my application. I also agree that if I decide not to lease the property or change my mind for any reason, that all deposit money is forfeited. I hereby make an Administrative Fee payment of \$ 250 and security deposit \$ \_\_\_\_\_ as Earnest money (\$ \_\_\_\_\_).  
When so approved and accepted, I agree to execute a lease before possession is given and to pay the balance of the Move-In on or prior to the lease start date.

**FUNDS ON OR BEFORE THE MOVE-IN DATE:** Except for misrepresentation or untrue statements, if the application is not approved or accepted, the Security Deposit will be refunded, and I will hereby waive any claim for damages pertaining to the non-acceptance of my application. I recognize that as a part of your procedure for processing my application, an investigative consumer report may be prepared whereby information is obtained through personal interview with others with whom I may be acquainted. This inquiry includes information as to my

character, general reputation, personal characteristics and mode of living. I authorize an investigation of my credit, tenant, criminal, banking and employment history for the purpose of renting a house, apartment, or condominium from this owner/manager. According to the Fair Credit Reporting Act (FCRA), I am entitled to know if the considerations for which I am applying are denied because of information obtained from a consumer-reporting agency. If so, I will be notified and be given the name of the agency providing that report. I hereby authorize, without reservation, anyone contacted by Ken Short Realty & Property Management to furnish the information previously described.

I understand that Ken Short Realty & Property Management and its employees represent the owner and are acting as agents of the owner. The above information, to the best of my knowledge, is true and correct.

_____	_____
Applicant (please print)	Co-Applicant (please print)
_____	_____
Signature / Date	Signature / Date