S&S Southwestern Properties, LLC

New Tenant Application Package

The following is a brief outline of S&S Southwestern Properties' approval process:

- Completely fill out and return a ***Rental Application*** for each adult applicant/tenant who will be living in the home and signing the lease agreement. A photo ID is required for each applicant.
- Fill out & sign the top portion of the ***Rental History* Verification**, then have your landlord(s) fill out the rest and return it to S&S Southwestern Properties. We require a two year history, so please fill out a *Rental History Verification* for each residence you have rented during the last two years.
- Please provide the most current *pay stubs (or other proof of income) for the last month* for each adult tenant who will be living in the home and signing the lease agreement. This will prove that you are employed or receiving an income & the amount of income you receive. If you are unable to provide pay stubs a letter from your employer stating the monthly income, the employer's information or business card will work.
- Prior to processing your application, S&S Southwestern Properties requires that you pay a *non-refundable application fee* of *$35 per adult*, Cashier's Checks and Money Orders should be made out to: S&S Southwestern Properties.

  (All application fees must be paid with cash, cashier's check, or money order)
- You may ***drop off*** your documentation & application fee to our office in person, or ***mail it*** *to*:

  S&S Southwestern Properties
  607 E Western Avenue
  Avondale Az 85323
- Once ***ALL*** your documentation & application fee are received, we will proceed with our thorough background check. The approval process can take 2-5 business days depending on rental verification, and owners approval. We do not accept tenants with Evictions, Felonies of any kind. Income must be 3X rental rate, or as determined by individual owners, and bankruptcies must be discharged!
- The rental application, credit report, rental verifications, and results of the background check will be made available to the homeowner. The homeowner will make the final determination to approve or decline your application.

Please remember that the owner of this property would like to get the first *qualified* applicant, approved to move into this home as soon as possible. Therefore if you are serious about renting this home, it is in your best interest to return this information to S&S Southwestern Properties as quickly as possible, before somebody rents this beautiful home first!

Thank you,

S&S Southwestern Properties Management

623-882-0934 Office

623-882-0935 Fax

info@southwesternproperties.net

NO PERSONAL CHECKS ACCEPTED Initials _____/_____

S&S Southwestern Properties, LLC

Application for Rent or Lease

(Please use a separate sheet for each applicant and fill out form completely)

Personal Information **Property Address:** _____

Full Name: _____ Social Security: _____ Date of Birth: _____

Present Address: _____ City, State, Zip Code: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____ Fax Phone: _____

Best Contact Phone & Time: _____ Email Address: _____@_____

General Information

Other Occupants? Yes or No How many? _____ Relationship(s)? _____

Do you have Pets? Yes or No How many? _____ Type(s)? _____ Breed(s)? _____

What Vehicle do you drive? _____ Model: _____ Year: _____ Color: _____

License Plate: _____ Driver's License State: _____ Driver's License Number: _____ Are you a Smoker? Yes or No

Employment Information

Present Occupation: _____ Employer: _____ From When? _____ To When? _____

Address 1: _____ Employer's Phone: _____ Supervisor's Name: _____

Address 2: _____ Type of Business: _____ Gross Monthly Income: $_____

(If employed less than two years, please give same information on prior occupation)

Previous Occupation: _____ Employer: _____ From When? _____ To When? _____

Address 1: _____ Employer's Phone: _____ Supervisor's Name: _____

Address 2: _____ Type of Business: _____ Gross Monthly Income: $_____

Housing References

Present Landlord/Agent: _____ Landlord/Agent Phone: _____

Present Landlord's Address: _____ From When? _____ To When? _____

(If you lived there less than two years, please give same information on prior residence)

Previous Landlord/Agent: _____ Landlord/Agent Phone: _____

Previous Landlord's Address: _____ From When? _____ To When? _____

Credit References

Bank Accounts: Checking Account? Yes or No With which Bank? _____ Acct#: _____ Approx Balance: $ _____

Savings Account? Yes or No With which Bank? _____ Acct#: _____ Approx Balance: $ _____

Credit Reference 1: Name of Creditor: _____ Acct#: _____ Highest Amount Owed: $ _____

What was the purpose for the credit? _____ When was Acct Opened? _____ When was it Closed? _____

Credit Reference 2: Name of Creditor: _____ Acct#: _____ Highest Amount Owed: $ _____

What was the purpose for the credit? _____ When was Acct Opened? _____ When was it Closed? _____

Personal References

Reference's Name (Non-Relative): _____ Reference's Phone: _____ Length of Acquaintance: _____

Reference Address: _____ City, State, ZIP Code: _____

Nearest Living Relative: _____ Relative's Phone: _____ Relation: _____

Relative's Address: _____ City, State, ZIP Code: _____

Please answer the following:

Ever petitioned for Bankruptcy? **Yes or No**
Ever been evicted from any tenancy or had an eviction notice served on you? **Yes or No**
Ever willfully and intentionally refused to pay rent when due? **Yes or No**
Ever been convicted of a misdemeanor or felony? **Yes or No**
Are you a current illegal abuser or addict of a controlled substance? **Yes or No**
Ever been convicted of illegal manufacture or distribution of a controlled substance? **Yes or No**
If yes to any of the above, please indicate the date of the occurrence: _____

Declaration:

I DECLARE THE FORGOING IS TRUE AND CORRECT, authorize its verification and the obtaining of a credit report. I agree to pay the Landlord a non-refundable application fee of $35 per adult. I understand that I am entitled to a copy of any consumer credit report obtained by the landlord. I further agree that the Landlord may terminate any agreement entered into with any misrepresentation made above.

Sign: **Date:**

S&S Southwestern Properties, LLC

Verification of Rental History

ALL INFO MUST BE FILLED OUT

To: _____
(Landlord/Management Company)

_____ _____
(Phone Number) (Fax Number)

Regarding: _____ _____
(Tenant) (Tenant)

_____ _____
(SSN) (SSN)

The above identified persons have applied for residency with S&S Southwestern Properties, LLC, and have indicated you/your company now has, or recently have had this family as tenants in your property located at: _____.

As indicated by the persons signature below or attached, the tenants consent to the release of information pertaining to their rental history. We would greatly appreciate your cooperation in completing the applicable areas below.

Tenant Signature: _____ Date: _____

Tenant Signature: _____ Date: _____

The information below is to be filled out by Landlord or Management Company Representative

- Move in Date: _____
- Move out Date: _____
- Rental Amount: _____
- Lease Completed? ☐ Yes ☐ No ☐ Not Yet
- Lease Expires: _____
- Was Proper Notice Given? ☐ Yes ☐ No
- Any NSF Checks? ☐ Yes ☐ No
- Number of Late Payments: _____
- Deposit Returned? ☐ Yes ☐ No ☐ Not Yet
- Condition of Residence upon move-out:

  _____
- Do they owe any money? ☐ Yes ☐ No
- If so, how much? _____
- Other lease violations: _____
- Additional Comments: _____

_____ _____

_____ _____

_____ _____

Thank you for promptly Signing and Faxing this form back to S&S Southwestern Properties at 623-882-0935

Landlord/Management Signature: _____

Date: _____