

Beaver Creek Realty Property Management
3325 E Beaver Creek Road
P.O. Box 571
Rimrock, AZ 86335

Rental Application Process

Please Read ~ Fees Apply

- 1) Prospective Tenant(s) can view our rental list in the office, online by visiting our website at **www.beavercreekrealty.com** or by calling the office at (928) 567-7448, and we will Fax a copy.
- 2) Prospective tenants can ask the Property Manager any questions about the rentals.
- 3) If the current list does not include exactly what the prospective tenant(s) are looking for, they may either periodically check for new vacancies or fill out a request form with the desired property needs.
The Property Manager will keep the form on file, and if a property meeting their desires becomes available, Property Manager will call and inform prospective tenants on a first come basis of the property. Prospective tenant(s) are always responsible for finding a rental either from Beaver Creek Realty or elsewhere.
- 4) Prospective tenant(s) interested in a property for rent can make an appointment with the Property Manager to view the property. Some properties may be currently occupied and require a notice to view the interior. Please do not disturb the tenants of any property occupied. It is important to make an appointment in advance.
- 5) Prospective tenant(s) must be aware of Beaver Creek Realty's policies on showing property.
 - a) No property will be shown after sunset.
 - b) Weekend or after hours showings require an appointment in advance.
 - c) No property listed for rent by other offices will be shown.
 - d) Vacant/very rural properties may require two agents to be available for showing.
- 6) Prospective tenant(s) must apply for a property to rent by following the uniform guidelines listed below:

Beaver Creek Realty requires each adult tenant to complete an application form, including basic information along with the consent form used to research background history. Beaver Creek Realty requires at least two business days to review the application and references. Applications will be taken on properties until the deposit money is received from a qualified tenant. Filling out an application is not a guarantee that the property applied for will be available.
- 7) **Each applicant is required to pay a nonrefundable \$15.00 fee and a copy of Photo I.D. for the credit and background search before the application can be processed.**

- 8) Prospective tenant(s) must be aware of Beaver Creek Realty's renting policies:
- a) All prospective tenant(s) under the age of 21 will need a cosigner.
 - b) Certain owners require that they approve the application.
 - c) Credit reports cannot be run on a married couple as one.
- Each must fill out a credit request form and be evaluated individually.
- 9) Property Manager will make an appointment with approved prospective tenant(s) to review the terms of the lease agreement. If tenant(s) are out of town, the lease agreement will be e-mailed, Faxed, or sent by U.S.P.S. **Upon signing the lease agreement, a cashier's check or money order for the security deposit and first month's rent will be required.** Personal checks hereafter will be acceptable. However, it is the decision of the Property Manager to accept personal checks from anyone after there has been a check returned from the bank for any reason.
- 10) By applying for and being accepted as a new tenant, when you enter into a lease with Beaver Creek Realty, you are agreeing to pay the total amount due for the entire length of the lease, broken up into monthly payments. The lease is a contract for the completed term; and, as such, any amount left unpaid by vacating the property before the expiration date of the lease will be considered due and payable by the lessee. Beaver Creek Realty will turn over any amount owed to a collection agency, and the balance due will accrue interest plus costs of collection, which will be added to the amount due.

By signing below, you are agreeing to these terms.

Tenant _____ Date _____

Tenant _____ Date _____

Tenant _____ Date _____

Property Manager _____ Date _____

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Tenant Application

**APPLICATION TO BE COMPLETED IN ITS ENTIRETY, OR SUBJECT
TO DISAPPROVAL**

Application is made to lease the premises know as _____ for monthly rent of
\$ _____. Intended lease period, if approved, is for: _____ months.

NAME: _____ **SSN:** _____

SPOUSES NAME: _____ **SSN:** _____

Address: _____

Mailing Address if different: _____

Phone: _____ (hm) _____ (wk) _____ (cell) _____

How did you hear about us?

_____ Sign _____ Website _____ Ad _____ other _____

CURRENT LANDLORD/MTG.CO.NAME _____

Address _____

Phone _____

May we call for reference ? _____ If not why ? _____

Previous Landlord if less then 2 years.

Address of residency: _____

Landlord: _____ Phone: _____

Mailing address of Landlord: _____

Rent/Mtg: _____ Why did you leave ? _____

How long did you live there ? _____ May we call for refernce ? _____

If not why ? _____

CURRENT EMPLOYER: _____

Address: _____ Phone: _____

Supervisors Name: _____ Phone: _____

Length of employment: _____ Position: _____

Gross Monthly Income: _____ May we call for personal/charater refence? _____

if not why ? _____

At Minimum, Employers will be called to verify income

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Previous employer if less then 2 years: _____

Address: _____

Supervisors Name: _____

Length of employment: _____

Gross monthly income: _____ May we call for personal/character reference ? _____

If not why ? _____

Why did you leave ? _____

SPOUSES EMPLOYER: _____

Address: _____ Phone: _____

Supervisors Name: _____ Position: _____

Length of employment: _____ Gross monthly income: _____

May we call for personal/character reference ? _____ If not why ? _____

Previous employment if less then 2 years: _____

Address: _____

Supervisors Name: _____ Phone: _____

Length of employment: _____ Gross monthly income: _____

May we call for personal/character reference ? _____ If not why ? _____

ANY ADDITIONAL MONTHLY INCOME ? _____

Source ? (child support, bonus, commissions ect) ? _____

How reliable/consistent is the additional income ? _____

Have you or your spouse ever filed bankruptcy ? _____ When ? _____ Why ? _____

Excluding rent/utilities, what are your additional monthly obligations/debts payments ?

Car pmts: _____ Make model: _____ How long to payoff ? _____

Car pmts: _____ Make model: _____ How long to payoff ? _____

Credit Cards: _____ How many ? _____ Amount past due if any ? _____

Child Support/Alimony: _____

Are there any past due or current tax liens, judgements or lawsuits against you or your spouse ? _____

Total of Monthly payments exluding housing: _____

Have you or your spouse ever been convicted of a felony ? _____ If yes please explain: _____

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DEPENDENTS/ADDITIONAL OCCUPANTS

Number of people who will occupy residence: _____

List occupants and there birthdays- CREDIT AND CRIMINAL BACKGROUND CHECK ARE REQUIRED
ON ANY PERSON 18 YEARS OLD & OVER please add the disclosure request form and additional fees.

Name: _____	Relationship: _____	D.O.B _____
Name: _____	Relationship: _____	D.O.B _____
Name: _____	Relationship: _____	D.O.B _____
Name: _____	Relationship: _____	D.O.B _____
Name: _____	Relationship: _____	D.O.B _____
Name: _____	Relationship: _____	D.O.B _____

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 death, pursuant to A.R.S. s33-1314(F), disability or incarceration.

Name: _____

Address: _____

Phone: _____ Email: _____

PETS/SERVICE ANIMALS

Will you have ? _____

Description of pets (recent photo required):

Breed: _____ Name: _____ Age: _____ Gender: _____ Weight: _____

Breed: _____ Name: _____ Age: _____ Gender: _____ Weight: _____

Do you have an assistive or service animal (paperwork required) ? _____

BANKING INFORMATION

Branch you bank with: _____ Checking: _____ Savings: _____ Other: _____

Personal references (minimum of 2 non-family members)

Name: _____ Phone: _____

Relationship: _____ How long have you know them ? _____

Name: _____ Phone: _____

Relationship: _____ How long have you know them ? _____

Name: _____ Phone: _____

Relationship: _____ How long have you know them ? _____

**DISCLOSURE AND AUTHORIZATION
FOR CONSUMER REPORTS**

Beaver Creek Realty
P.O. Box 571
Rimrock, Az. 86335
(928) 567-7448
(928) 567-7449
Email: rentals@beavercreekrealty.com

Please print and use FULL name and the same information as on the rental application. A separate form must be used for each person whose credit check is being requested.

Name; _____ SSN; _____

Present Address; _____ City; _____ State; _____ Zip; _____

Previous Address; _____ City; _____ State; _____ Zip; _____

Date of Birth; _____ Employment; _____ Phone; _____

Authorization

I hereby authorize procurement of consumer report(s) and/or investigative consumer report(s) by Company. This authorization shall remain on file and shall serve as ongoing authorization for the Company to procure such reports at any time during my lease period. I authorize without, reservation, any person, business or agency contacted by ACUTRAQ Background Screening, to furnish the above-mentioned information. I understand that I can dispute, at any time, any information that is inaccurate in any type of report with the ACUTRAQ Background Screening. I may view the ACUTRAQ Background Screening's privacy policy at their website: www.ACUTRAQ.com

I understand that I have right under the fair Credit Reporting Act, and I acknowledge receipt of the Summary of Rights _____ (initials).

Customer Signature; _____

ACUTRAQ Background Screening
P.O. Box 766 Elkins, Arkansas, 479-439-9174