



# Simply Rentals, LLC

Dee Ann Reber, Designated Broker, Property Manager

657 E Cottonwood Street Ste 5c

Phone (928)649-9020

SimplyRentalsAZ@gmail.com



Thank you for choosing Simply Rentals, LLC to assist you with your property rental needs. All occupants 18 years of age or older are required to sign and submit a rental application. A **non-refundable application fee of \$35** must be paid with each applicant. All prospective occupants will be considered on the following criteria:

a.) credit history, b.) income/employment, c.) rental or housing history, d.) criminal history

## **Please read all instructions and guidelines below:**

- 1.) Application fees are non-refundable once the application has been run. Applications will not be accepted without the application fee. Please pay application fees with cash or money order - no personal checks will be accepted
- 2.) Application(s) **must** be complete, (no blanks), place N/A in blanks that don't apply.
- 3.) Applications are processed on a first come, first serve basis. Only complete applications will be considered accepted. In the event of multiple applications on the same property, the owner and manager have authorization to rent to the best overall qualified applicant.
- 4.) **Copy of photo ID is required for all applicants at the time of submittal.**
- 5.) Income/Employment - applicants' combined gross monthly income must be 2.5 times the amount of the monthly rent. Income may be verified by the applicant's employer, 6 months bank statements, tax returns or other satisfactory documentation. Please bring 2 months most recent pay stubs with your application.
- 6.) As a part of the application process we run a thorough background check to include: credit check, criminal history reports, income and employment verification and rental or housing references. If you have been convicted of a felony in the last 10 years, your application will be declined regardless of the nature of the felony. If you have questions regarding credit requirements or concerns please contact us prior to submitting an application
- 7.) Additional information that may be necessary for Manager to qualify you for the property: self employment, financial records (P&L), tax records, residency letters of references, pet reference letters, pay stubs, etc.
- 8.) Rental history will be verified for each applicant. Landlord, current and previous must be listed on application.
- 9.) Each applicant must have at least 75% positive credit. If the applicant's credit is below 75% positive, a co-signer will be required. If the applicant or co-signer has filed for bankruptcy, the bankruptcy discharge needs to be more than six months ago.
- 10.) Medical and dental delinquent accounts will not necessarily preclude an applicant from being approved.
- 11.) Upon approval, a **security deposit to hold** the property will be necessary to hold and take the property off the available listing. Security deposit must be received in our office within 24 hours of approval. Payment must be in the form of cashiers check or money order made payable to Simply Rentals, LLC. Property is NOT held for you or secured until funds are received. **Once applicant has given funds to secure property, the funds are non-refundable if applicant should decide to not take property prior to move in date.**
- 12.) Applicant(s) understands that occupancy is limited to **ONLY** those names on this application



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Please fill out form completely - missing information may delay processing of your application  
**A NON-REFUNDABLE Application Fee of \$35.00 per person- Each adult (18 or older) is due with the application**  
**Fill out all information completely**

Application for property address: \_\_\_\_\_ Length of Lease requested \_\_\_\_\_ Move in date \_\_\_\_\_ Application Date \_\_\_\_\_

**Applicant 1**

\_\_\_\_\_  
 \_\_\_\_\_

Soc Sec # \_\_\_\_\_ First \_\_\_\_\_ Middle (REQUIRED) \_\_\_\_\_ Last \_\_\_\_\_

Date of Birth \_\_\_\_\_ Driv Lic # & State \_\_\_\_\_

Phone # \_\_\_\_\_ Alternate Phone # \_\_\_\_\_ Email (REQUIRED) \_\_\_\_\_

**Current Address**

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date Moved In \_\_\_\_\_ Date Moved out \_\_\_\_\_ Monthly Rent/Pmt \_\_\_\_\_ Reason for moving \_\_\_\_\_

Landlord/Mortgage Co Name \_\_\_\_\_ Landlord/Mortgage Co Phone \_\_\_\_\_ Rent or Own? \_\_\_\_\_

**Previous Address**

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date Moved In \_\_\_\_\_ Date Moved out \_\_\_\_\_ Monthly Rent/Pmt \_\_\_\_\_ Reason for moving \_\_\_\_\_

Landlord/Mortgage Co Name \_\_\_\_\_ Landlord/Mortgage Co Phone \_\_\_\_\_ Rent or Own? \_\_\_\_\_

**Employment**

Employer Name \_\_\_\_\_ Address \_\_\_\_\_ Monthly Wages \_\_\_\_\_ Date Hired \_\_\_\_\_

Supervisor Contact Name \_\_\_\_\_ Supervisor Phone \_\_\_\_\_ Occupation/Position \_\_\_\_\_

Any other sources of income (if you wish to disclose for consideration of application): \_\_\_\_\_

Have you ever been evicted as a tenant?  Yes  No  
 Have you ever filed for bankruptcy?  Yes  No  
 If Yes, when was it discharged? \_\_\_\_\_  
 Do you have a medical marijuana card?  Yes  No  
 Have you ever been convicted of a felony?  Yes  No  
 Are you a U.S. Citizen?  Yes  No  
 Do you have the legal right to reside in the U.S.?  Yes  No

**References**

Name \_\_\_\_\_ Phone # \_\_\_\_\_ Relationship \_\_\_\_\_ How Long? \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_ Relationship \_\_\_\_\_ How Long? \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_ Relationship \_\_\_\_\_ How Long? \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Phone # \_\_\_\_\_ Relationship \_\_\_\_\_



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**Applicant 2**

Soc Sec #	First	Middle (REQUIRED)	Last
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Date of Birth	Driv Lic # & State
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Phone #	Alternate Phone #	Email (REQUIRED)
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<b>Current Address</b>	Street Address	City	State	Zip
	Date Moved In	Date Moved out	Monthly Rent/Pmt	Reason for moving
	Landlord/Mortgage Co Name	Landlord/Mortgage Co Phone	Rent or Own?	

<b>Previous Address</b>	Street Address	City	State	Zip
	Date Moved In	Date Moved out	Monthly Rent/Pmt	Reason for moving
	Landlord/Mortgage Co Name	Landlord/Mortgage Co Phone	Rent or Own?	

**Employment**

Employer Name	Address	Monthly Wages	Date Hired
Supervisor Contact Name	Supervisor Phone	Occupation/Position	

Any other sources of income (if you wish to disclose for consideration of application):

Have you ever been evicted as a tenant?  Yes  No

Have you ever filed for bankruptcy?  Yes  No

If Yes, when was it discharged? \_\_\_\_\_

Do you have a medical marijuana card?  Yes  No

Have you ever been convicted of a felony?  Yes  No

Are you a U.S. Citizen?  Yes  No

Do you have the legal right to reside in the U.S.?  Yes  No

**References**

Name	Phone #	Relationship	How Long?
Name	Phone #	Relationship	How Long?
Name	Phone #	Relationship	How Long?
Emergency Contact Name	Phone #	Relationship	

**Other Occupants - list additional in comments section**

Full Name	Date of Birth	Relationship
Full Name	Date of Birth	Relationship
Full Name	Date of Birth	Relationship
Full Name	Date of Birth	Relationship



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Pets ~ Do you have any pets or assistive animals?  YES  NO

Name	Breed	Dog or Cat?	Age	Weight	Has this pet ever bitten or attacked anyone?

Property owner reserves the right to reject pets at their discretion. (assistive animals excluded)

Absolutely no Pit Bulls, Rottweilers, Chows, Dobermans, Presa Canario, Wolf Hybrid, Wolf dogs, or mix of any listed breeds

**Vehicles**

How many: Vehicles \_\_\_\_\_ Boats \_\_\_\_\_ Motorcycles \_\_\_\_\_ RV / Trailers \_\_\_\_\_

Make/Model	Color	Year	Plate # - Tag Expiration
Make/Model	Color	Year	Plate # - Tag Expiration
Make/Model	Color	Year	Plate # - Tag Expiration
Make/Model	Color	Year	Plate # - Tag Expiration

Additional information you feel necessary to assist in qualifying for this application:

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By signing below, I/We recognize that this rental application is subject to acceptance or rejection and I/We have read the Application Policy instruction cover page. I/We hereby state that the information set forth above is true and complete under penalty of perjury and authorize verification of the information and references given. Failure to give accurate information is grounds for denying your application. I/We authorize Manager to run and obtain any necessary credit history, check reference and employment and criminal history. Any statement made on this application that is misrepresented or false shall constitute grounds for rejection of the application, termination of rental contract, right of occupancy and all deposits shall be forfeited. Information collected on this application may be used for debt collection. No alterations may be made to above policies to rent unless agreed upon in writing. I/We understand that if after approval, I/We choose not to rent this property for ANY reason, I/we forfeit the amount of deposit placed with Manager with no exceptions. I/We attest to the fact that I/We have read this application and understand that a copy of the office policies and procedures are included on the cover page and are also available upon request at 657 E Cottonwood Street Ste 5c, Cottonwood, AZ. I/We understand the preparation and execution of this application does not create a tenancy between the applicant and the Management Company nor any interest by applicant in the rental property. No promises by the Management Company have been given to the applicant except for those in writing.

Information collected is confidential and is used exclusively for qualification purposes only. If applicant does not rent from manager, any information and documentation is retained in Manager's company files. Applicant understands they are not entitled to receive a copy of the credit report.

Applicant 1 Signature \_\_\_\_\_ Date \_\_\_\_\_ Printed Name \_\_\_\_\_

Applicant 2 Signature \_\_\_\_\_ Date \_\_\_\_\_ Printed Name \_\_\_\_\_

**OFFICE USE ONLY**

Date Received _____	Approved? YES NO
	Reason _____
	Date letter sent - _____