



DATE APP FEE PD \_\_\_\_\_  
AMOUNT PD \_\_\_\_\_  
RECEIVED BY \_\_\_\_\_



KATHLEEN PEPPING, DESIGNATED BROKER

#### **APPLICATION**

**APPLICATION(S) MUST BE COMPLETELY FILLED OUT** AND SIGNED BY EACH PERSON 18 YEARS OR OLDER AND MUST BE SUBMITTED WITH THE APPLICATION FEE. THE APPLICATION FEE IS \$50.00 PER ADULT, THE FEE CAN BE PAID WITH A CASHIER'S CHECK, MONEY ORDER OR BY ZELLE (NO CASH). THIS FEE IS NON-REFUNDABLE. **BEFORE MAKING A ZELLE PAYMENT, CONTACT OUR OFFICE FOR INSTRUCTIONS.**

**APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT OR HAS MISSING DOCUMENTATION WILL NOT BE PROCESSED.**

THERE MAY BE AN ADDITIONAL FEE IF YOUR EMPLOYER USES AN OUTSIDE SOURCE FOR EMPLOYMENT/INCOME VERIFICATION. YOU ARE RESPONSIBLE FOR PAYING THIS NON-REFUNDABLE FEE AND IT NEEDS TO BE PAID WITH A CASHIER'S CHECK OR MONEY ORDER ONLY (NO CASH), PRIOR TO US ORDERING THE VERIFICATION. YOU MUST ALSO PROVIDE THE EMPLOYER CODE (ID NUMBER).

IF A CO-SIGNER IS NECESSARY, THE CO-SIGNER MUST COMPLETE AND SIGN THE APPLICATION. THEY MUST ALSO PROVIDE PROOF OF INCOME. THE CO-SIGNER MUST QUALIFY FINANCIALLY AND MUST HAVE GOOD CREDIT. THE ACCEPTANCE OF A CO-SIGNER IS SUBJECT TO INDIVIDUAL APPROVAL OR DENIAL BY TUCSON MANAGEMENT, INC. AND/OR THE PROPERTY OWNER. THE APPLICATION FEE OF \$50.00 PER ADULT NEEDS TO BE PAID WITH A CASHIER'S CHECK OR MONEY ORDER ONLY (NO CASH). THIS FEE IS NON-REFUNDABLE.

#### **INCOME VERIFICATION**

GROSS MONTHLY INCOME SHOULD BE APPROXIMATELY THREE TIMES THE AMOUNT OF THE MONTHLY RENT. **UNVERIFIABLE INCOME WILL NOT BE ACCEPTED.**

IF CURRENTLY EMPLOYED, YOU WILL NEED TO SUBMIT YOUR MOST RECENT PAYSTUB SHOWING YOUR YEAR TO DATE INFORMATION. **YOU MUST PROVIDE EMPLOYER'S PHONE AND FAX NUMBER AND IF POSSIBLE THEIR E-MAIL ADDRESS.**

IF CURRENTLY SELF-EMPLOYED, YOU WILL NEED TO SUBMIT A COPY OF YOUR MOST RECENT TAX RETURN AND THREE MONTHS OF CURRENT BANK STATEMENTS. IF YOU HAVE NOT BEEN SELF-EMPLOYED LONG ENOUGH TO HAVE FILED A TAX RETURN YOU WILL NEED TO SUBMIT THREE MONTHS OF CURRENT BANK STATEMENTS AND DOCUMENTATION OF YOUR CURRENT YEAR'S INCOME (ie. P & L, INCOME RECEIPTS, ETC.).

#### **IDENTIFICATION**

WE WILL NEED TO MAKE A COPY OF EACH APPLICANT'S PHOTO ID (I.E. DRIVER'S LICENSE, MILITARY ID, PASSPORT, ETC.)

#### **PETS & SERVICE ANIMALS**

IF YOU HAVE PETS, A PHOTO OF EACH PET IS REQUIRED. WE ALSO REQUIRE PROOF OF CURRENT REGISTRATION FOR EACH DOG. AN ADDITIONAL DEPOSIT/NON-REFUNDABLE FEE OF \$200.00 PER PET IS REQUIRED. **BREED RESTRICTIONS APPLY.** DEPENDING ON THE BREED YOU MAY BE REQUIRED TO CARRY \$1 MILLION DOLLARS IN LIABILITY INSURANCE. YOU WILL BE REQUIRED TO PROVIDE PROOF OF INSURANCE BEFORE YOUR LEASE SIGNING. IF YOU HAVE SERVICE ANIMAL(S), DOCUMENTATION FOR EACH SERVICE ANIMAL IS REQUIRED FROM YOUR MEDICAL PROVIDER FOR **YOUR** NEED FOR SUCH ANIMAL(S). NO DEPOSITS ARE REQUIRED FOR SERVICE ANIMAL(S).





TUCSON MANAGEMENT, INC.  
5671 N. ORACLE ROAD #1103  
TUCSON, AZ 85704  
PHONE: (520) 327-6995  
FAX: (520) 327-2293

Referred by: (Please Circle One)  
Friend/Family      Our Website  
Our Free List/Sign      Online advertising \_\_\_\_\_

## **RENTAL APPLICATION**

### **FORM MUST BE COMPLETELY FILLED OUT – NO BLANKS PERMITTED**

Applicants are hereby informed that Tucson Management, Inc. represents the owner of the property. After an initial review and pre-qualification, if the property management agrees to a complete processing of this application, **there shall be a processing fee of \$50.00 per adult. Said fee is to be paid with a cashier's check, money order or by Zelle only** prior to the property management's processing of the application. The processing fee is utilized by property management to offset the costs of completing the application process and is not refundable. There may be an additional fee if your employer uses an outside source (a third party verifier) for employment/income verification.

Prospective Address: \_\_\_\_\_  
Date Desired: \_\_\_\_\_ Lease Term Is One Year

### **APPLICANT**

Name: \_\_\_\_\_ SS#: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Prior Names Used: \_\_\_\_\_  
Phone: Home/Cell: ( \_\_\_\_\_ ) \_\_\_\_\_ E-Mail Address: \_\_\_\_\_  
Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

Current Address: \_\_\_\_\_ Apt #: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Current Payment Amount: \_\_\_\_\_ Why Are You Moving? \_\_\_\_\_  
Date Moved In: \_\_\_\_\_ Scheduled Move-Out Date: \_\_\_\_\_  
Current Landlord/Complex Name/Mortgage Co: \_\_\_\_\_  
Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Is your landlord a friend or family member? \_\_\_\_\_ If yes, relationship? \_\_\_\_\_

Previous Address: \_\_\_\_\_ Apt #: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Date Moved In: \_\_\_\_\_ Date Moved Out: \_\_\_\_\_ Why Did You Move? \_\_\_\_\_  
Previous Landlord/Complex Name: \_\_\_\_\_  
Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Was your landlord a friend or family member? \_\_\_\_\_ If yes, relationship? \_\_\_\_\_

Employer Name: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ HR Fax: ( \_\_\_\_\_ ) \_\_\_\_\_  
Address: \_\_\_\_\_ E-Mail of HR Dept.: \_\_\_\_\_  
Start Date? \_\_\_\_\_ Position? \_\_\_\_\_ HR Contact Full Name: \_\_\_\_\_

Gross Monthly Income: \$ \_\_\_\_\_ Other Income: \$ \_\_\_\_\_  
(    ) Self Employed    (    ) Wages    (    ) Commission    (    ) Salary    (    ) Tips    (    ) Gov't Assistance



**CO-APPLICANT**

Name: \_\_\_\_\_ SS#: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Prior Names Used: \_\_\_\_\_

Phone: Home/Cell: ( \_\_\_\_\_ ) \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

Current Address: \_\_\_\_\_ Apt #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Current Payment Amount: \_\_\_\_\_ Why Are You Moving? \_\_\_\_\_

Date Moved In: \_\_\_\_\_ Scheduled Move-Out Date: \_\_\_\_\_

Current Landlord/Complex Name: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Is your landlord a friend or family member? \_\_\_\_\_ If yes, relationship? \_\_\_\_\_

Previous Address: \_\_\_\_\_ Apt # : \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date Moved In: \_\_\_\_\_ Date Moved Out: \_\_\_\_\_ Why Did You Move? \_\_\_\_\_

Previous Landlord/Complex Name:/Mortgage Co: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Was your landlord a friend or family member? \_\_\_\_\_ If yes, relationship? \_\_\_\_\_

Employer Name: \_\_\_\_\_ Phone:( \_\_\_\_\_ ) \_\_\_\_\_ HR Fax:( \_\_\_\_\_ ) \_\_\_\_\_

Address: \_\_\_\_\_ E-Mail of HR Dept: \_\_\_\_\_

Start Date? \_\_\_\_\_ Position? \_\_\_\_\_ HR Contact Full Name: \_\_\_\_\_

Gross Monthly Income: \$ \_\_\_\_\_ Other Income: \$ \_\_\_\_\_

( ) Self Employed ( ) Wages ( ) Commission ( ) Salary ( ) Tips ( ) Gov't Assistance

**MINOR CHILDREN (LIST ALL – FIRST & LAST NAME) DATE OF BIRTH RELATIONSHIP**

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

**VEHICLE MAKE MODEL YEAR COLOR LICENSE PLATE# & STATE OWNER NAME**

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



**PETS & SERVICE ANIMALS**

American Staffordshire Terriers, American Pit Bull Terriers (Pit Bulls) or any mix of these breeds will NOT be allowed as pets.

Other certain breeds of dogs may require you to carry \$1 Million in Liability Insurance,  
the property owner & Tucson Management must be named as additional insured.

Service animals are not considered pets – documentation is required for each service animal.

Reasonable accommodation request form required for each service animal.

**PHOTO OF EACH PET IS REQUIRED. PROOF OF CURRENT REGISTRATION FOR ALL DOGS IS REQUIRED,  
FOR PIMA COUNTY, PROVIDE “PET LICENSE PROOF” FORM AVAILABLE THROUGH DOCUPET**

| ANIMAL<br>NAME | BREED | WEIGHT | SEX | AGE | SERVICE ANIMAL<br>Yes/No | IS REGISTRATION CURRENT<br>for Dogs only, Yes/No | OWNER<br>NAME |
|----------------|-------|--------|-----|-----|--------------------------|--|---------------|
|----------------|-------|--------|-----|-----|--------------------------|--|---------------|

**EMERGENCY CONTACT IS AUTHORIZED TO REMOVE MY BELONGINGS FROM  
THE RENTAL PROPERTY IN THE CASE OF MY INCARCERATION, INCAPACITATION OR DEATH.**

**Applicant Emergency Contact**  
**List Name, Address, and Phone #**

**Co-Applicant Emergency Contact**  
**List Name, Address, and Phone #**

**Applicant Nearest Relative**  
**List Name, Address, and Phone #**

**Co-Applicant Nearest Relative**  
**List Name, Address, and Phone #**

I hereby certify that the answers I have given in this application are true and correct to the best of my knowledge. I understand that any omissions, false answers or statements made by me will be sufficient grounds for denial of this rental application.

***RELEASE AUTHORIZATION***

In connection with my rental application with Tucson Management, Inc., I understand that an investigative consumer report may be requested that will include information as to my character, credit, present and past tenant history and employment.

I voluntarily and knowingly authorize any present or past landlord; administrator law enforcement agency, state agency, federal agency; finance bureau/office; credit bureau; collection agency; private business; personal reference; and/or other persons to give records or information they may have concerning my criminal history, credit history, character, and employment history or any other information requested by Tucson Management, Inc. I voluntarily, knowingly, and unconditionally release any named or unnamed informant for any and all liability resulting from the furnishing of this information. This authorization shall be valid for one year from the date signed and a photographic, faxed or e-mailed copy of this authorization shall be as valid as the original.

This release includes all state and federal agencies. According to the Fair Credit Reporting Act, I am entitled to know if my application is denied because of information obtained from a Consumer Reporting Agency. If so, I will be so advised and be given the name of the agency or source of information.

Applicant (wet signature required – no e-signature)

Date

Co-Applicant (wet signature required – no e-signature)

Date



**ADDENDUM TO RENTAL APPLICATION**  
**(APPLICANT & CO-APPLICANT MUST COMPLETE)**

|   | <b>Applicant</b><br>Circle One | <b>Co-Applicant</b><br>Circle One |
|---|--------------------------------|-----------------------------------|
| Have you or ANYONE (regardless of age) who will be residing with you EVER:  |                                |                                   |
| Been arrested, cited, prosecuted, plead guilty to or been convicted of <b>ANY</b> crime?<br><b>(This includes Traffic Violations)</b> | YES / NO                       | YES / NO                          |
| Been placed on probation, parole, or affected by the Megan Laws? <b>(Child Sex Offender)</b>  | YES / NO                       | YES / NO                          |
| Been in a gang, or are you currently a member of a gang?  | YES / NO                       | YES / NO                          |
| Been involved in, or are you currently involved in any illegal activity?  | YES / NO                       | YES / NO                          |
| Been evicted or had a forcible detainer filed against you?  | YES / NO                       | YES / NO                          |
| Had a warrant, or do you currently have a warrant for your arrest?  | YES / NO                       | YES / NO                          |
| Moved to avoid eviction or because of problems with a tenant or landlord?   | YES / NO                       | YES / NO                          |
| Do you know of anything which may interrupt your income or ability to pay rent?   | YES / NO                       | YES / NO                          |
| Have you filed bankruptcy or had a foreclosure in the last 7 years?   | YES / NO                       | YES / NO                          |

**IF YOU ARE CURRENTLY ON PROBATION OR PAROLE,  
YOUR P.O. NAME AND PHONE NUMBER IS REQUIRED.**

**Please explain all “YES” answers in detail. (What happened, when, where, and the results – for criminal history – what was the actual charge, what was the conviction for?)**

**APPLICANT** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CO-APPLICANT** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Applicant (wet signature required – no e-signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant (wet signature required – no e-signature)

\_\_\_\_\_  
Date