

Date \_\_\_\_\_

# Grijalva Realty Corp.

Move-in date \_\_\_\_\_

4937 E. 5<sup>th</sup> St #115, Tucson, AZ 85711  
(520) 325-1574 | Fax (520) 918-6970

**Applicant** \_\_\_\_\_ DOB: \_\_\_\_\_ SS# \_\_\_\_\_  
Current Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip Code \_\_\_\_\_  
**Phone #:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
Current Rent \$ \_\_\_\_\_ Current Landlord \_\_\_\_\_ Current Phone \_\_\_\_\_  
Previous Address (if less than 2 yrs.) \_\_\_\_\_  
Landlord \_\_\_\_\_ Phone \_\_\_\_\_

**Co-Applicant:** \_\_\_\_\_ DOB: \_\_\_\_\_ SS# \_\_\_\_\_  
Current Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip Code \_\_\_\_\_  
**Phone #:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
Current Rent \$ \_\_\_\_\_ Current Landlord \_\_\_\_\_ Current Phone \_\_\_\_\_  
Previous Address (if less than 2 yrs.) \_\_\_\_\_  
Landlord \_\_\_\_\_ Phone \_\_\_\_\_

**Your Employer:** \_\_\_\_\_ Employer Address \_\_\_\_\_ Phone \_\_\_\_\_  
Position: \_\_\_\_\_ How Long: \_\_\_\_\_ Monthly Income: \_\_\_\_\_

**Co- App. Employer:** \_\_\_\_\_ Employer Address \_\_\_\_\_ Phone \_\_\_\_\_  
Position \_\_\_\_\_ How Long: \_\_\_\_\_ Monthly Income: \_\_\_\_\_

**Any Other Income:** \_\_\_\_\_ Source: \_\_\_\_\_

**# of Children living with you:** \_\_\_ Ages: \_\_\_\_\_ Names \_\_\_\_\_

**Do You Own Pets?** \_\_\_\_\_ Number \_\_\_\_\_ Type: \_\_\_\_\_ (All pets must be fixed.)

**Vehicle Year:** \_\_\_\_\_ **Make:** \_\_\_\_\_ **Color:** \_\_\_\_\_ **License Plate #** \_\_\_\_\_ **Mo-Payment\$** \_\_\_\_\_

**Co- App Vehicle Year:** \_\_\_\_\_ **Make:** \_\_\_\_\_ **Color:** \_\_\_\_\_ **License Plate #** \_\_\_\_\_ **Mo-Payment\$** \_\_\_\_\_

### Local References

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**Name, Address & Phone of Nearest Relative:** \_\_\_\_\_

I (we), the undersigned applicant(s), hereby certify that the above information is true and can be used and be considered by Grijalva Realty in granting me (us) the privilege of renting the premises known as: \_\_\_\_\_

Rent Amount: \$ \_\_\_\_\_ Deposit Amount: \$ \_\_\_\_\_ Move-in Spec? \$ \_\_\_\_\_ Pet Deposit: \$ \_\_\_\_\_

**\$30.00 per adult application fee (CASH or MONEY ORDER) is non-refundable.**

**You will need to give us a copy of a picture ID, verification of social security number, proof of income, and 3 months of full bank statements.**

Further I (we), give permission to Grijalva Realty Corp. to obtain a credit evaluation and verify any of the above information.

**THERE IS NO INDOOR SMOKING ALLOWED IN ANY RENTAL PROPERTY**

HOW DID YOU HEAR ABOUT US? \_\_\_\_\_ HAVE YOU SEEN THE PROPERTY? \_\_\_\_\_ (If not, we recommend you do.)

**I have read, "What We Look for to Approve an Application":** \_\_\_\_\_ (initial) \_\_\_\_\_ (initial)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Application taken by: \_\_\_\_\_ App Fee: \$ \_\_\_\_\_ cash m.o.

**FOR OFFICE USE ONLY**

**APPLICATION CHECKLIST**

**RESPONSIBLE PARTIES:** \_\_\_\_\_

**RESIDENT(S)** \_\_\_\_\_

**CO-SIGNER (IF ANY):** \_\_\_\_\_  
**(NOT A RESIDENT, BUT FINANCIALLY RESPONSIBLE)**

**APPLICATION RUN:** \_\_\_\_\_ **BY:** \_\_\_\_\_

**LANDLORD VERIFICATION SENT:** \_\_\_\_\_ **BY:** \_\_\_\_\_

**WHO REQUESTED OF:** \_\_\_\_\_ **NUMBER:** \_\_\_\_\_

**VERIFIED HOME OWNER THROUGH COUNTY RECORDS:** \_\_\_\_\_

**MORE INFO NEEDED:** \_\_\_\_\_

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

**CALLED LEFT A MESSAGE INFO:** \_\_\_\_\_

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

**Approved** \_\_\_\_\_ **or Declined** \_\_\_\_\_

**Why** \_\_\_\_\_

**Applicant called** \_\_\_\_\_ **by** \_\_\_\_\_



## **WHAT WE LOOK FOR TO APPROVE AN APPLICATION**

### **1) We Look to See That You Can Pay the Rent**

The easiest way to verify that is to have 2 paycheck stubs that show you make 3 times the rent in income AND bank statements showing reserves of 2 months' expenses. We also can use Social Security award letters for proof of income or food stamp vouchers. If you are receiving child support or other income, we can verify that with 3 months of bank statements. If you are self-employed, we can use 3 months bank statements, or your last year's tax return. If you don't make 3 times the rent but think you can afford the rent, we need 3 months bank statements showing no NSF charges and a reasonable balance in the account. If you have other information showing you can pay the rent, submit it with your application.

### **2) We do a Landlord Verification**

We verify with your last landlord to see if you have paid your rent on time, how many people live there, if you have pets, and if you had any lease violations.

### **3) We Run a Credit Report**

We look to see you have at least some positive credit. We are also looking to see that you do not have any evictions or collections for unpaid rent or utilities. If you have outstanding utility collections, that can cause you to not be able to pay your rent because you have to pay the collection to get your utilities on. If you have an eviction, we are going to look closely to the landlord verification on your current landlord to see that you are now able to pay your rent.

### **4) We Run a Criminal Background Check**

We are looking to see that you don't have anything that would make you a poor neighbor.

You are welcome to submit a letter with your application to explain any particular special circumstances.

(over)

## WHAT HAPPENS AFTER I APPLY?

The time to process an application is generally 3-5 business day if all necessary documentation is provided with the application. Usually what extends the processing time are rental/landlord verifications.

### **If You are Approved...**

You will be notified and will have 24 HOURS to pay the deposit to hold the property and take it off the market. After 24 hours, we may place it back on the market or offer it to the next most qualified applicant. Once paid, the deposit is non-refundable.

### **After The Deposit Is Paid...**

You will confirm a lease-start date which must occur within two weeks of paying your deposit. You do not have to physically move in on that date, but the lease will start then. A lease document will be created for you to sign. Once that is completed, a move-in time will be set for our realtor to do a move-in walk-through with you at the property.

### **On Move-In Day...**

You will need to then pay pro-rated rent and any pet deposits not already paid. You will do a move-in inspection at that time and receive the keys to the property.