

Date _____

Grijalva Realty Corp.

Move-in date _____

4937 E. 5th 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: \$ _____ Pet Deposit: \$ _____ Pet Rent: \$25 x _____ = _____

\$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 and understand the page, "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 enough income to cover, rent, utilities, and other living 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 and your last year's tax return.

We take a look at **3 months bank statements** to determine financial stability; to see that your income, minus your expenses, is enough to meet your payment obligations. We also look to see that there is not a history of NSF's, negative balances, or extremely low balances at the end of the month. If you don't use a traditional bank and instead use services like Chime or CashApp, we can accept statements from those accounts.

If your income isn't quite enough to meet the above parameters but you think you can afford the rent, we need 3 months of bank statements showing no NSF charges, no negative balances, and a balance of 2 months expenses 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. (If you are using a housing choice voucher, the full packet must be turned in with the deposit). 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.