

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. **Proof that dogs are licensed is required.**)

**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)

**Properties cooled by an evaporative cooler are not recommended for people with sensitivity to mold and mildew. I acknowledge I am aware of this information and will only apply for an evaporative cooled property if I am not sensitive to mold and mildew.** \_\_\_\_\_ (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, housing choice voucher (where applicable) and 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 **at least** 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. If you have dogs that will be living with you, you will need to provide proof they are licensed in Arizona. Once the lease 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.