



7120 Pav Way #103
Prescott Valley, Arizona 86314
www.ppprescott.com

Telephone: (928) 445-8750
Fax: (928) 445-5542
Email: info@ppmprescott.net

CHECKLIST FOR TURNING IN YOUR APPLICATION

The following items are required to be submitted with applications in order for the application to be processed. Please note that all occupants 18 and over must submit an application. We do not process the application without the fees and documentation. **Complete applications must be turned into the office no later than noon the day following the showing appointment.**

- Photo ID
- Picture of pet/animal on application
- Verification of income – Two times (2x) the amount of one month's rent
- \$35.00 per applicant processing fee in money order, cashier's check, or cash. No personal checks. This fee is **ONLY** refundable if we do not process your application

_____ Have you viewed the property? If you are unable to view it, are you willing to sign an "as is" wavier?

_____ Applications must be filled out completely, including landlord phone numbers, desired move-in date and **SIGNED**. All blanks must be completed. **Incomplete applications will NOT be processed.** Social security numbers are required for all occupants 18 years and older. Credit, legal background and eviction search will be processed. Current and prior landlord references and employment will be verified. If application does not meet certain criteria, a cosigner may be required; however, some properties do not accept cosigners.

If the above items have not been done upon submitting an application, Pierce Property Management will not process the application. **MULTIPLE APPLICATIONS WILL BE ACCEPTED ON PROPERTIES.** The applicant which scheduled their appointment first has priority if qualified. Once an application is approved, no further applications will be accepted. We will work to process your application within 48 hours of receipt. Your patience is appreciated in advance.

WHEN YOUR APPLICATION IS APPROVED

_____ **Within two (2) business days**, a security deposit equal to one month's rent plus a non-refundable carpet cleaning fee and non-refundable administration fee **MUST** be paid. An additional deposit required due to pets equal to ½ month's rent is also due. All deposit monies are refundable except the \$100.00 administrative fee and the carpet cleaning fee upon move out. **Deposits MUST be paid with money order or cashier's check (no personal checks or cash). The Lease-Rental Agreement must be signed.** For convenience, this may be emailed to you for review prior to move-in date. If married, both partners must sign if the Lease-Rental Agreement is for one (1) year or longer. Cosigners must also sign the Lease Rental Agreement. A property can be held up to one (1) week before starting rent if vacant.

_____ Rent is due upon picking up the keys and/or the first day of the lease. **This must be paid in cashier's check or money order and must be separate from the deposit monies. At this time, proof of utility transfer is also required. Keys will not be released without the above information.** First month's rent will be prorated if not moving in on the first of the month. Personal checks may be used for payment after moving in.

If the deposits are not paid or arrangements have not been made, Pierce Property Management has the right to cancel the approved application and accept further applications on the property. If deposit is paid and applicant decided not to take the property prior to signing Lease-Rental Agreement, one-half (½) of deposit money and non-refundable Administrative fee will be forfeited by applicant. Carpet fee and additional deposit due to pets are refundable.



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Reasons for Denial

- You misrepresent any information on the application. If misrepresentations are found after a rental agreement is signed, your rental agreement will be terminated.
- In the last five (5) years, you have ever been convicted of the manufacture or distribution of a controlled substance or possession of a controlled substance or have charges currently pending.
- In the last five (5) years, you have a conviction for any type of crime that would be considered a threat to real property or to other resident's peaceful enjoyment of the premises.
- Previous landlord reports significant complaint levels of non-compliance activity including, but not limited to:
 - o Repeated disturbances of the neighbors' peaceful enjoyment of the area
 - o Reports of illegal firearm activity, prostitution, drug dealing or drug manufacturing
 - o Damage to the property beyond normal wear and tear
 - o Monies owed to previous landlord and/or utilities
 - o Allowing persons or pets not on the lease to reside on the premises
 - o Repeated violations of HOA, or other regulatory association
 - o Previous landlords would be disinclined to rent to you again for any other reason pertaining to the behavior of yourself, your pets or others allowed on the property during your tenancy
- An open bankruptcy
- Registered and unregistered sex offenders
- An eviction or Forcible Detainer action
- Any unpaid property management company, landlord or apartment complex, negative rental reference, incomplete reference, unverifiable reference or refusal to pay rent
- Any history of disruptive, malicious or violent behavior
- Any convictions of sex crimes or crimes against children
- Any criminal conviction which involves theft, burglary, robbery, serious offense or crime of violence
- Any parole or probation violations
- Any outstanding warrant for arrest
- Breach of lease involving health or safety issues or substantial damage to rental

PIERCE PROPERTY MANAGEMENT HAS ZERO TOLERANCE FOR DRUGS. Illegal drugs are not permitted on the property. We do cooperate with the Prescott Area Narcotics Task Force and the various police departments. All Leaseholders will be required to sign Crime Free Addendum with their lease (copy attached).

A copy of the Arizona Residential Landlord & Tenant Act may be received from the Arizona Department of Housing online at www.azhousing.gov.