

**AH Properties - Property Management Division**  
**www.ah-az.com**

**Application for Occupancy Cover Sheet**

Today's Date: \_\_\_\_\_ Proposed Move-in Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

Monthly Rent \$ \_\_\_\_\_ Initial Lease Term: \_\_\_\_\_/Months

Leasing Agent/Realtor: \_\_\_\_\_

**Realtor contact information (if applicable)**

Agency name/or I.D.: \_\_\_\_\_

Realtor phone number: \_\_\_\_\_

Realtor email address: \_\_\_\_\_

**Primary contact regarding this application:**

\_\_\_\_\_  
First Name Last Name

Cell Phone \_\_\_\_\_

Home Phone \_\_\_\_\_

Email \_\_\_\_\_

- How did you find our property?
- \_\_\_ For Rent Sign
  - \_\_\_ Internet
  - \_\_\_ Newspaper
  - \_\_\_ Realtor
  - \_\_\_ Stopped in Office
  - \_\_\_ Tenant Referral
  - \_\_\_ Other

Application must be fully and accurately completed then submitted online or returned to one of our offices, including the non-refundable application fee of **\$50 per adult**.

Proof of income and copies of photo identification of each applicant must be submitted with this application for it to be processed.

**Application fees must be cashier's check or money order, payable to:**  
**AH PROPERTIES**



Merit Enterprises Inc., dba AH PROPERTIES

3404 W Cheryl Dr. #A158  
Phoenix, AZ. 85051  
Tel: (602) 863-1900  
Fax: (602) 863-1638

1660 S. Alma School Rd. #205  
Mesa, AZ. 85210  
Tel: (480) 969-4787  
Fax: (480) 969-9780

21408 S. Ellsworth Rd.  
Queen Creek, AZ. 85142  
Tel: (480) 398-2472  
Fax: (480) 398-2477

## AH PROPERTIES TENANT APPLICATION PROCEDURE

Thank you for choosing AH PROPERTIES. In order to complete the application process quickly, be sure to read this completely and follow all necessary procedures.

### THINGS YOU WILL NEED TO SUBMIT WITH THE APPLICATION

#### **APPLICATION CHECKLIST:**

1. Completed and signed application for each person over 18 years of age who intends to occupy the residence.
2. Copy of valid Driver's License from each applicant, or valid picture ID.
3. Proof of income from each applicant: Your two most recent pay stubs.
4. Non-Refundable application fee of \$50 per adult, and \$500 Earnest Money. Only cashier's checks or money orders will be accepted. If your employer uses 'The Work Number' for employment verification there is an additional \$20 application fee per applicant requiring this service.
5. Additional documentation may be requested from an applicant depending on individual circumstances.

AH PROPERTIES will process your application upon receipt of the **completed** application plus all copies of required documents. If your application is accepted, your property manager will make an appointment with you to sign the lease contract. All move-in funds are due in full and **MUST** be received prior to receiving your keys. All move-in funds must be in the form of cashier's check or money order. After moved in, you can pay your subsequent monthly rent payments by personal check or money order. ***If for any reason after approval, you do not sign your lease OR move into the property, you will forfeit any and all deposits received. NO EXCEPTIONS.***

#### **PETS & DEPOSITS**

##### **PETS:**

1. At properties where pets are allowed, there are breed and size limitations so please contact the property manager for details.
2. Service animals are accepted according to Arizona Revised Statutes.
3. At properties where pets are allowed, typically a minimum pet deposit of \$300 is required, but the amount varies per property and what amount is refundable or non-refundable. Contact the property manager for details. Picture of pet may be required.

##### **DEPOSITS:**

1. Typically equal to one month's rent for security deposit. Applicant may volunteer to pay higher deposits.
2. \$500 Earnest Money Deposit. Amount may vary.

#### **Qualifications for rental applications:**

##### **CREDIT HISTORY:**

1. Your credit profile will be reviewed along with a criminal background check and residential history. A risk assessment will be made focusing on your ability to maintain the monthly rental payments.
2. Bankruptcy is OK provided it has been discharged and recent payment history is satisfactory.

##### **FELONIES:**

Except for limited circumstances, AH PROPERTIES does not have complete prohibition of applicants with criminal backgrounds. Each application is individually reviewed. Further, AH PROPERTIES does not pre-screen applicants and suggest that any person interested in leasing one of our properties complete the written application.

##### **WORK HISTORY:**

1. Minimum six months steady work history (job transfers and new employers in the same career field are acceptable)
2. Income and employment must be verifiable! In addition to paystubs, we may contact your current and previous employers.

##### **RENTAL HISTORY:**

1. No broken leases or evictions, whether verified by credit reports or by previous landlords, will be accepted unless paid in full.
2. Previous landlords will be contacted and verified. Please fill out and sign the 'Authorization to Release Information' form attached to the application.

**TAXES:** Please know that most cities in Arizona charge a rental tax. Rental tax will be added to your base rental rate. The taxes vary by city and we will let you know the tax rate upon approval of the application.

**Phoenix Office:** 3404 W. Cheryl Dr #A158, Phoenix, AZ. 85051. Phone: (602) 863-1900 Fax (602) 863-1638  
**Mesa Office:** 1660 S. Alma School Rd. #205, Mesa, AZ. 85210. Phone: (480) 969-4787 Fax (480) 969-9780  
**Queen Creek Office:** 21408 S. Ellsworth Rd., Queen Creek, AZ. 85142. Phone: (480) 398-2472 Fax (480)398-2477  
Merit Enterprises, Inc. dba AH PROPERTIES



Initial

Initial

Property Address: \_\_\_\_\_

**Applicant #1**

Name (Last, First, MI): \_\_\_\_\_ Social Security#: \_\_\_\_\_

Drivers License#: \_\_\_\_\_ State: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Cell Phone (\_\_\_\_) \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_ Relationship to other applicants: \_\_\_\_\_

**Present Address:** \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

How long at residence: \_\_\_\_\_ to \_\_\_\_\_ Monthly Payment \$: \_\_\_\_\_

Landlord/Mortgage Co.: \_\_\_\_\_ Phone: \_\_\_\_\_

Reason for moving: \_\_\_\_\_

**Previous Address:** \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

How long at residence: \_\_\_\_\_ to \_\_\_\_\_ Monthly Payment \$: \_\_\_\_\_

Landlord/Mortgage Co.: \_\_\_\_\_ Phone: \_\_\_\_\_

Reason for moving: \_\_\_\_\_

**Employer:** \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

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

Position: \_\_\_\_\_ How long: \_\_\_\_\_ Gross Monthly Income \$: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

**Previous Employer:** \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

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

Position: \_\_\_\_\_ How long: \_\_\_\_\_ Gross Monthly Income \$: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Character Reference	Address	Telephone	Relationship
_____	_____	_____	_____
_____	_____	_____	_____

**In case of Emergency, Please Notify:** \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

Ever filed for bankruptcy: NO / YES If yes, explain: \_\_\_\_\_

Ever been evicted: NO / YES If yes, explain: \_\_\_\_\_

Ever been convicted of a felony: NO / YES If yes, explain: \_\_\_\_\_

Property Address: \_\_\_\_\_

**Applicant #2**

Name (Last, First, MI): \_\_\_\_\_ Social Security#: \_\_\_\_\_

Drivers License#: \_\_\_\_\_ State: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Cell Phone (\_\_\_\_) \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_ Relationship to other applicants: \_\_\_\_\_

**Present Address:** \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

How long at residence: \_\_\_\_\_ to \_\_\_\_\_ Monthly Payment \$: \_\_\_\_\_

Landlord/Mortgage Co.: \_\_\_\_\_ Phone: \_\_\_\_\_

Reason for moving: \_\_\_\_\_

**Previous Address:** \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

How long at residence: \_\_\_\_\_ to \_\_\_\_\_ Monthly Payment \$: \_\_\_\_\_

Landlord/Mortgage Co.: \_\_\_\_\_ Phone: \_\_\_\_\_

Reason for moving: \_\_\_\_\_

**Employer:** \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

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

Position: \_\_\_\_\_ How long: \_\_\_\_\_ Gross Monthly Income \$: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

**Previous Employer:** \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

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

Position: \_\_\_\_\_ How long: \_\_\_\_\_ Gross Monthly Income \$: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Character Reference	Address	Telephone	Relationship
_____	_____	_____	_____
_____	_____	_____	_____

**In case of Emergency, Please Notify:** \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

Ever filed for bankruptcy: NO / YES If yes, explain: \_\_\_\_\_

Ever been evicted: NO / YES If yes, explain: \_\_\_\_\_

Ever been convicted of a felony: NO / YES If yes, explain: \_\_\_\_\_

Property Address: \_\_\_\_\_

**Additional Information**

Additional Occupant(s) (Names & Ages) \_\_\_\_\_

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

Auto Make	Model	Year	License#	Boat? _____
_____	_____	_____	_____	Trailer or R.V.? _____
_____	_____	_____	_____	Work Vehicle? _____
_____	_____	_____	_____	ATV? _____

Number of Animals: \_\_\_\_\_

	Breed	Age/Weight	Neutered/Spayed	Declared
[ ] Cat [ ] Dog [ ] Other	_____	_____	_____	_____
[ ] Cat [ ] Dog [ ] Other	_____	_____	_____	_____

**Pet acceptance is subject to management/owner approval based on size and breed. AH PROPERTIES does not accept aggressive breed pets such as, but not limited to; pit bull, rottweilers, chow chow, etc.**

**Service and Support Animals** are not considered pets and do not require an additional deposit. However, they still must be disclosed and verified. Please let us know if you have a service or support animal, and we will provide you with the necessary verification forms to complete.

Service/Support animal details: \_\_\_\_\_

\_\_\_\_\_

**EARNEST DEPOSIT AGREEMENT**

Applicant understands an earnest deposit in the amount of **\$500.00 (money order/cashiers check) payable to AH PROPERTIES** is needed to hold a property. If the application is not approved, the earnest deposit will be refunded/returned. If the application is approved by owner/agent and a rental agreement is entered into, the earnest deposit will be credited to the required security deposit and/or redecorating fee and/or cleaning deposits. If applicant is approved, but fails to enter into the rental agreement, or fails to take occupancy on the date specified, the earnest deposit will not be refunded unless owner/agent received written notice of changes within 24 hours of submitting this application.

By signing below, applicant hereby grants permission by the owner/agent to verify the above information and the applicant's credit history, criminal background and residential history. Applicant hereby verifies that the above information is correct and understands that deliberate falsification of information on this application is grounds for rejection. **The application fee is \$50 non-refundable per person(s) over 18, and is required by cashier's check or money order payable to AH PROPERTIES.** Applications are not presented to the owner until application fees are complete and all required documentation is provided.

Applicant #1 Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant #2 Signature \_\_\_\_\_ Date \_\_\_\_\_

# AH PROPERTIES

## **AUTHORIZATION TO RELEASE INFORMATION**

3404 W. Cheryl Dr. Suite A158  
Phoenix, AZ. 85051  
Tel: (602) 863-1900  
Fax: (602) 863-1638

1660 S. Alma School Rd. #205  
Mesa, AZ. 85210  
Tel: (480) 969-4787  
Fax: (480) 969-9780

21408 S Ellsworth Rd.  
Queen Creek, AZ. 85142  
Tel: (480) 398-2472  
Fax: (480) 398-2477

Property Manager: \_\_\_\_\_ Date: \_\_\_\_\_

### **To Whom It May Concern:**

I/We authorize you to provide AH PROPERTIES, its agents, any/all information they request. Such information is not limited to, employment history, income, rental history, credit history and criminal background records.

PRIVACY ACT NOTICE: This information is to be used by the agency collecting it or its assignees in determining whether you qualify as a prospective renter under its program. It will not be disclosed outside the agency except as required and permitted by law.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



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