

Susan Austin-Fleck / Terry Fleck

Austin Fleck Property Management

OF JOHN HALL & ASSOCIATES

Welcome

Thank you for considering us as your housing provider. My team and I are dedicated to giving you prompt and professional service. Since 1987 we have provided quality and affordable homes for households throughout the Valley. As a management team, we represent homeowners who have entrusted us to care for their properties. We invite you to view the homes we manage. As a potential customer, we ask that you carefully review the following information. For additional information please call (480)361-6105.

Application Standards

All applicants pass through a screening process:

- Income** Pay check stubs are reviewed to ensure sufficient income levels.
- Credit History** Completing this application grants permission for us to run a report through a credit reporting agency.
- Rental History** Your previous residences must be free of evictions, judgments, and unpaid rents.
- Occupancy** The number of occupants may not exceed 2 persons per bedroom plus 1 additional person.
- Pets** Policies on pets vary according to the home and may require an additional security deposit.

Submitting Your Application

Once you have viewed and selected a home you should submit the attached application:

1. **Complete the Application** – The application must be completely filled out and signed before it can be processed. Missing information will result in delays in the processing. Each person over 18 not married to one-another must fill out their own application.
2. **Submit Copies of Recent Pay-stubs** – Make a copy of your most recent pay-stub or any other proof of income to submit with your application. If you are combining income to qualify please provide a pay-stub for each applicant.
3. **Submit the Application** – You may fax the completed application to (480) 361-4440 or E-mail the application to susan@austinfleck.com. You may also bring your completed application to our office @ 690 E. Warner Rd. Bldg. #10 Suite 153 – Gilbert – 85296, between 9 a.m. and 5 p.m. Monday through Friday, or any time after hours through the drop slot in the door.

Fair Housing Policy

It is unlawful and a violation of company policy to discriminate against any person based on race, color, religion, sex, national origin, handicap, or familial status, or to refuse to show, rent, negotiate, or otherwise make unavailable any rental unit. We will provide fair and equal treatment for all people, whether or not they are included in a protected class. If you have any questions or comments, please contact Susan Austin-Fleck @ (480) 361-6105.

Acknowledgment

Applicant acknowledges that the above information is understood, and has been informed:

1. A free copy of the Landlord/Tenant law is available at the AZ Secretary of State's office at 1700 W. Washington, Phoenix, AZ.

Signed: _____ **Date:** _____

Please Print Your Name: _____ **Date:** _____

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Rental Application

Please Complete the Application in its entirety. All Non-Married Individuals 18 and Older Must Complete a Separate Application.

Today's Date _____ Address of Home Desired _____
 Move-in Date _____ Where did You Hear About Us? _____

Applicant Full Name _____ SS# _____ Birthdate _____
 E-Mail Address: _____ Married Divorced (If yes, how long?) _____ Separated Single
 Spouse Full Name _____ SS# _____ Birthdate _____

List All Other Residents	Relationship	Age	Other Residents	Relationship	Age

Present Address _____ City _____ State _____ Zip _____
 Telephone _____ Cell Phone _____ Rent or Mortgage Payment _____
 How Long at this Address? _____ Landlord or Mortgage Co _____ Telephone _____
 Reason for Leaving _____
Previous Address _____ City _____ State _____ Zip _____
 Rent or Mortgage Payment _____ How Long at this Address? _____
 Landlord or Mortgage Co. _____ Telephone _____
 Reason for Leaving _____

Applicant Employer _____ How Long? _____ Gross Income _____ per _____
 Address _____ Supervisor _____ Telephone _____
 Position _____ (Attach Pay-stubs)
 Previous Employer _____ How Long? _____ Telephone _____
Spouse Employer _____ How Long? _____ Gross Income _____ per _____
 Address _____ Supervisor _____ Telephone _____
 Position _____
 Previous Employer _____ How Long? _____ Telephone _____
Other Sources of Income _____

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Nearest Relative (not living with you) _____ Telephone _____	
Address _____	City _____ State _____ Zip _____
Character Reference _____ Relationship _____ Telephone _____	
Address _____	City _____ State _____ Zip _____

Do You Have Pets? _____ If yes, list breeds and weights _____
Has any Applicant been sued for eviction from a rental property? <u>YES / NO</u> If yes, describe _____

Have you ever been convicted of a felony? <u>YES / NO</u> If yes, describe _____
Do you have a criminal background? <u>YES / NO</u> If yes, describe _____

Please provide any other information that will help us better evaluate your application

Would you expect a credit report to disclose past or current credit difficulties? _____ If yes, please explain: _____

<u>AUTHORIZATION</u>	
<p>This application must be signed by the applicant before consideration by the Agent. Acceptance of application by the Agent and any monies herewith, is not binding until approved by the Property Owner. Upon final acceptance of the application, all deposited monies, will be applied to the deposit required in the lease. The landlord reserves the right to require that the entire amount of the security deposit be paid by the applicant within 24 hours of acceptance to hold the property. Applicant agrees to sign a lease agreement in the standard form required by Agent. Should applicant withdraw after acceptance or fail to take occupancy on the agreed date for any reason, the entire security deposit will be retained by the landlord as damages for taking the property off the rental market. The prevailing party in any legal action will be entitled to attorney fees and court fees and other expenses.</p>	
<p>If the application is declined, all monies will be refunded.</p>	
<p>The information on this application is true and correct. I hereby authorize Susan Austin-Fleck & Terry Fleck of John Hall & Associates to investigate the information supplied by me and to conduct inquiries concerning my income, family composition, mode of living, credit, and character for the purpose of verifying and qualifying for residency. A full disclosure of pertinent facts may be made to the Agent and Property Owner. FALSIFYING INFORMATION ON THIS APPLICATION IS GROUNDS FOR DENIAL AND FORFEITURE OF ALL DEPOSITS.</p>	
Signed: _____	Date: _____
Signed: _____	Date: _____
PERSONAL CHECKS WILL NOT BE ACCEPTED FOR DEPOSIT OR MOVE-IN FUNDS	