

Tompkins Realty, Inc. Application Information

The following is information, which will be useful as you consider renting from our company. If you have any questions or are unclear about any of our policies please feel free to contact our office.

- Application fees are \$35.00 per occupant 18 years of age and older
- Application fees must be paid by Money Order or Certified Check
- Application fees are non-refundable
- Once approved, a non-refundable holding deposit is required which becomes the Security Deposit
- Security Deposits are 1 to 1 ½ times the monthly rent
- Properties are held for up to two weeks after an application is approved unless otherwise approved
- Pet fees for approved pets are \$200.00 for the first pet and \$100.00 for each subsequently approved pet
- Pet fees are non-refundable
- There is no pet fee for assisted living animals
- A Move-Out Inspection fee of \$47.23 is due at lease signing

Resident Selection Criteria

Equal Housing

This company does not discriminate on the basis of race, color, sex, religion, handicap, familial status, sexual orientation or national origin.

Occupancy Guidelines

Applicants must be 18 years of age. Our occupancy policy allows two occupants per bedroom.

Studio	Up to 1 occupant
One Bedroom	Up to 2 occupants
Two Bedroom	Up to 4 occupants
Three Bedroom	Up to 6 occupants
Four Bedroom	Up to 8 occupants

Additional occupants 18 years of age and older must qualify as a resident and be named on the lease. If the addition of such a resident will exceed the above "Occupancy Guidelines" the addition of that occupant will be denied.

Qualifying Standards-Rental History

APPLICATIONS WILL AUTOMATICALLY BE DENIED IF APPLICANT HAS BEEN EVICTED OR HAS A JUDGMENT FROM ANOTHER LANDLORD.

A minimum of two (2) previous landlord references is required. A positive record of prompt monthly payment, sufficient notice and no property damage are required. For applicants who are homeowners, permission is granted to check and verify payment history with banks, mortgage companies or other lending institutions.

Qualifying Standards-Credit History

An unsatisfactory credit report including past or current bad debts, late payments, unpaid bills, liens, judgments or bankruptcies can disqualify an applicant from renting through our company.

Qualifying Standards-Income

Applicants must have a gross income source that can be verified and is at least two (2) times the monthly rent of the property applied for. Acceptable income verification if required may include pay stubs, a letter from an employer, tax returns or proof of assets equal to one (1) years rent. Self-employed applicants will be required to submit the most recent tax return or certified verification of income from applicant's accountant or bank.

Criminal History

Criminal backgrounds on all applicants and occupants are checked. Applicants or occupants who have felony convictions, open warrants, misdemeanors involving moral turpitude or possession of a controlled substance or weapons within the last five (5) years may be denied.

Co-Signers

In the event a co-signer is required, co-signer must pay the application fee, complete a Rental Application and meet all of the Resident Selection Criteria. A co-signer is fully responsible for compliance with all terms as agreed to in the Lease Agreement.

APPLICANT(S) HAS READ, UNDERSTANDS AND AGREES TO THE RESIDENT SELECTION CRITERIA OF TOMPKINS REALTY.

Applicant Date

Applicant Date

**Tompkins Realty, Inc.
Rental Application**

Application Received By _____ Application Approved By _____

Today's Date _____ Desired Move-In Date _____

Property Address Applying For _____

Applicant Information

Last Name _____ First Name _____ Middle Initial _____

Social Security Number _____ Date of Birth _____

Current Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Drivers License # _____

Employment Information

Present Employer _____

Address _____

Phone Number _____ Date of Hire _____

Position _____ Salary _____

Other Sources of Income _____

Current Landlord Information

Landlord _____ Phone Number _____

Monthly Rent Amount _____ Dates of Occupancy _____

Previous Landlord Information

Landlord _____ Phone Number _____

Monthly Rent Amount _____ Dates of Occupancy _____

Bank Reference

Bank _____ City _____ State _____ Phone Number _____

Checking and Savings Accounts Numbers _____

Personal References

Name _____ Address _____ Phone Number _____

Name _____ Address _____ Phone Number _____

Have you ever been convicted of a felony? Yes _____ No _____

Explain _____

Answer the following questions "YES" or "NO" for you AND any members of your household, including juveniles

- 1. Have you been arrested, cited, prosecuted, plead guilty to or been convicted of a crime? _____
- 2. Have you ever been on probation, parole or any other type of release from jail or prison? _____
- 3. Have you been or are you currently a member of a gang? _____
- 4. Is there a current warrant for your or any member of you household's arrest? _____
- 5. Are you or any member of your household involved in ANY criminal activity? _____
- 6. Have you ever been evicted or had a forcible detainer filed against you? _____
- 7. Have you ever moved to avoid eviction? _____
- 8. Have you ever moved due to problems with other tenants or a landlord? _____

Explain all "YES" answers in detail

Co-Applicant Information

Last Name _____ First Name _____ Middle Initial _____

Social Security Number _____ Date of Birth _____

Current Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Drivers License # _____

Employment Information

Present Employer _____

Address _____

Phone Number _____ Date Of Hire _____

Position _____ Salary _____

Other Sources of Income _____

Current Landlord Information

Landlord _____ Phone Number _____

Monthly Rent Amount _____ Dates of Occupancy _____

Previous Landlord Information

Landlord _____ Phone Number _____

Monthly Rent Amount _____ Dates of Occupancy _____

Bank Reference

Bank _____ City _____ State _____ Phone Number _____

Checking and Savings Accounts Numbers _____

Personal References

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Explain _____

Answer the following questions "YES" or "NO" for you AND any members of your household, including juveniles

1. Have you been arrested, cited, prosecuted, plead guilty to or been convicted of a crime? _____
2. Have you ever been on probation, parole or any other type of release from jail or prison? _____
3. Have you been or are you currently a member of a gang? _____
4. Is there a current warrant for your or any member of you household's arrest? _____
5. Are you or any member of your household involved in ANY criminal activity? _____
6. Have you ever been evicted or had a forcible detainer filed against you? _____
7. Have you ever moved to avoid eviction? _____
8. Have you ever moved due to problems with other tenants or a landlord? _____

Explain all "YES" answers in detail

Minor Occupants

Name _____ Age _____ Name _____ Age _____

Name _____ Age _____ Name _____ Age _____

Pet Information

Type _____ Breed _____ Spayed or Neutered Yes _____ No _____

Type _____ Breed _____ Spayed or Neutered Yes _____ No _____

If pets are approved, the pet fee is **NON-REFUNDABLE**. The pet fee is intended as a fee for the privilege of having pets during the term of the lease. The non-refundable pet fee is \$200.00 for the first pet and \$100.00 per pet if approved thereafter. There is no pet fee for assisted living animals.

Tompkins Realty, Inc. is authorized to use the above information in any manner to for the approval or denial of this application. Applicant states that the information given on this form is true and complete and hereby authorizes verification of any and all information, references and credit history. In addition, the above party(s) has paid to Tompkins Realty, Inc. a non-refundable application fee of \$35.00 per person. Applicant acknowledges that any false or incomplete information may cause the termination of the lease in a 5-day period after notification to tenant (ARS 33-1368). The applicant is hereby notified that a free copy of the ARIZONA LANDLORD TENANT ACT is available from the Arizona Secretary of States Office.

APPLICANT(S) HAS READ AND AGREES TO THE PROVISIONS AS STATED ABOVE

Applicant

Date

Applicant

Date

Tompkins Realty, Inc.
711 N. Swan Rd., Tucson, AZ 85711
Phone: 520-327-3401 FAX: 520-327-1182

Verification of Employment

Date: _____

Employee Name: _____

Currently Employed: _____

Date of Hire: _____

Salary/Hourly Wage: _____

Number of Hours per Week: _____

Your Name: _____

Your Title: _____

Comments:

Applicants Authorization for release of information

Date

Tompkins Realty, Inc.
711 N. Swan Rd., Tucson, AZ 85711
Phone: 520-327-3401 FAX: 520-327-1182

Verification of Rental History

Tenant Name: _____

Property Address: _____

Roommate(s): _____

Move-In Date: _____

Move-Out Date: _____

Lease End Date: _____

Rent Amount: _____

Number of Late Pays: _____

Number of NSF's: _____

Noncompliance's: _____

Proper Notice Received: _____

Pets: _____

Deposit Refunded: _____

Would you re-rent?: yes or no

Comments:

Applicants Authorization for release of information

Date