



## **Confidential Rental Application, Instructions & Criteria**

Each Adult over the age of 18 years-old applying or occupying the property will need to complete one application. Married couples can complete one application.

**(NOTE: \$40 per adult applicant OR one application and fee of \$40 per married couple.)**

Fee(s) can be paid through CTSRealty.com website; Go-to “Tenant Services,” click-on “Rental” Go-to [https://www.paylease.com/registration/pay\\_portal/36191834/STD?vpw=1583](https://www.paylease.com/registration/pay_portal/36191834/STD?vpw=1583)

### **Monthly income to equal 3-times the monthly rent**

Below are the sufficient sources to be presented with completed application(s) as income verification:

**Retired Applicants** will need Social Security award letter plus three month’s bank statements.

**Self-Employed Applicants** will need to show, three month’s bank statements, most current year’s income tax return and most current year’s 1099, if applicable.

**W-2 Wage-Earner Applicants** will need two month’s pay-stubs as income verification and most recent W-2

### **Reasonable credit = 580 minimum score**

ACUTRAQ Background & Tenant Screening is used to obtain Experian credit score, eviction search and background screening. Landlord will take in consideration to not include medical accounts in credit score review

**Rental history** – **IF** was renting at least **12** months of verifiable/good rental history Or **IF** not past-rental history, the equivalent of on-time mortgage payments that will present on credit-report-screening

**NO Felonies** period

**NO Evictions** in the past **5**-years UNLESS satisfaction of judgment is presented with application

**Applicant(s) can email or fax back completed application(s) along with above proof of income documentation and or other supporting documents to [Sherry@CTSRealty.com](mailto:Sherry@CTSRealty.com);**

**[Chalyce@CTSRealty.com](mailto:Chalyce@CTSRealty.com) OR EFax to 602-926-2491**

**Application fee(s) must be paid or collected at the time the property is viewed OR at the time application(s) are presented for consideration before application(s) received will be processed**

**Tenant(s) are required to show proof of renter’s insurance policy and or “deck page” upon move-in. Renter’s insurance policy will need to be underwritten with a minimum of \$100,000 in liability insurance AND for properties that have pools on Premise the liability insurance requirement is \$300,000.**



Date: \_\_\_\_\_, 2017

Address of property for lease: \_\_\_\_\_

Proposed date of moving to your new residence: \_\_\_\_\_, 2017

Why are you vacating your present residence? \_\_\_\_\_

List pets: (include number, inside or outside, breed, age, sex, spayed or neutered, house trained etc.)  
(NOTE: "ineligible" breeds are: Pitbull, Rottweiler, Mastiff, Doberman, Chow Chow and Presa Canario)

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

Name \_\_\_\_\_ S.S. \_\_\_\_\_ D.O.B \_\_\_\_\_

Name \_\_\_\_\_ S.S. \_\_\_\_\_ D.O.B \_\_\_\_\_

Present Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

How long at present address? \_\_\_\_\_ Rent \_\_\_\_\_ Own \_\_\_\_\_

If rent, Landlord's name \_\_\_\_\_ Phone \_\_\_\_\_ Rent Amount \_\_\_\_\_

How many to occupy house \_\_\_\_\_ Names \_\_\_\_\_

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

Number of vehicles? \_\_\_\_\_ Lic# \_\_\_\_\_ Yr & Make \_\_\_\_\_

Lic# \_\_\_\_\_ Yr & Make \_\_\_\_\_

Lic# \_\_\_\_\_ Yr & Make \_\_\_\_\_

Give the last two previous residences:

1) \_\_\_\_\_

Address Zip Landlord Phone Dates

2) \_\_\_\_\_

Address Zip Landlord Phone Dates

Present Employer \_\_\_\_\_ Job Title \_\_\_\_\_

How long \_\_\_\_\_ Salary \_\_\_\_\_ Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Spouse / Co-Applicant(s) Employer \_\_\_\_\_ Job Title \_\_\_\_\_

How long \_\_\_\_\_ Salary \_\_\_\_\_ Supervisor \_\_\_\_\_ Phone \_\_\_\_\_



**Personal References:**

Name(s) \_\_\_\_\_ Relationship \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Name(s) \_\_\_\_\_ Relationship \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

**IN CASE OF EMERGENCY CALL:**

Name(s) \_\_\_\_\_ Relationship \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

**Financial Information:**

Name of Bank \_\_\_\_\_ Branch \_\_\_\_\_ Acct# \_\_\_\_\_  
Savings Account Bank \_\_\_\_\_ Branch \_\_\_\_\_ Acct# \_\_\_\_\_

1. Have you or your Spouse/Co-Applicant ever been evicted? Yes \_\_\_ No \_\_\_
2. Declared Bankruptcy? Yes \_\_\_ No \_\_\_ Do you use illegal drugs? Yes \_\_\_ No \_\_\_
3. Do you engage in the distribution or sale of illegal drugs? Yes \_\_\_ No \_\_\_
4. Have you ever been convicted of a felony or any crime related to harm caused to a person or property, including but not limited to arson, assault, intimidation, sex crimes, drug-related offenses, theft, dishonesty, prostitution, obscenity and or related violations? Yes \_\_\_ No \_\_\_

If yes, please explain the reason: \_\_\_\_\_  
\_\_\_\_\_

5. Do you have any outstanding warrants for arrest? Yes \_\_\_ No \_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



**Applicant:**

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<b>First Name</b>	<b>Middle Name</b>	<b>Last Name</b>
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<b>Current Street Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
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<b>Email Address</b>	<b>Phone #</b>
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<b>Social Security Number</b>	<b>Date of Birth</b>
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<b>Applicant Signature</b>	<b>Date</b>
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**Spouse / Co-Applicant(s):**

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<b>First Name</b>	<b>Middle Name</b>	<b>Last Name</b>
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<b>Current Street Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
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<b>Email Address</b>	<b>Phone #</b>
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<b>Social Security Number</b>	<b>Date of Birth</b>
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<b>Spouse / Co-Applicant(s) Signature</b>	<b>Date</b>
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**APPLICATION DISCLOSURE**

**I / We hereby authorize *CTS Realty*, its Broker(s) / Agent(s) to run My / Our credit report(s), background check(s) and to verify/investigate all information contained herein for the purpose of qualifying my application for rental. *CTS Realty*, may also give a copy of the “Confidential Rental Application” and or credit report(s) to its respective Owner(s) or Collection Agency.**

**(NOTE: Any information that is found to be intentionally misrepresented will result in the immediate denial of this application or maybe reason for eviction if discovery is made after occupancy.)**

I / We acknowledge and agree that once My / Our application(s) is approved by **CTS Realty** as per Owner(s) instruction, “Earnest Money” denoted in the Listing Plano or otherwise advertised/disclosed to Applicant(s) is required to be delivered immediately to representing Agent and shall be in the form of guaranteed funds i.e. (cashier’s check or money order(s) made payable to **CTS Realty**. “Earnest Money” can also be paid online through CTSRealty.com website; Go-to “Tenant Services” click-on “Rental” Go-to

[https://www.paylease.com/registration/pay\\_portal/36191834/STD?vpw=1583](https://www.paylease.com/registration/pay_portal/36191834/STD?vpw=1583)

Once “Earnest Money” is received it shall be deposited into Brokers Trust Account and is deemed as consideration between Landlord and Tenant(s) “TO HOLD” the property in trust for Tenant(s) until at which time Lease Documents are executed. Once Lease Documents have been executed by ALL parties “Earnest Money” shall be applied towards the Tenant(s) security deposit(s) and or move-in costs as per terms denoted in Lease Documents.

IF Applicant(s)/Tenant(s) should NOT for ANY reason execute the Lease Documents “Earnest Money” shall become NON-REFUNDABLE to the Applicant(s)/Tenant(s) and IMMEDIATELY released to Owner(s) as liquidated damages. NO EXCEPTIONS shall be made unless for Military reasons.

**CTS Realty** uses A.R.S. “Residential Lease Agreement,” “Real Estate Agency Disclosure And Election” for both representing Agent “if applicable” and **CTS Realty**, “Disclosure of Information On Lead-Based Paint And Lead-Based Paint Hazards (Rentals)” “if applicable” and “proprietary” “Addendum to Residential Lease Agreement.”

**By signing below we are also authorizing My / Our previous Landlord(s) to release My / Our resident rental history to CTS Realty, its Broker(s) / Agent(s).**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_