



Confidential Rental Application, Instructions & Criteria

Each Adult over the age of 18 years-old applying or occupying the property will need to complete his/her own 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 PayLease does charge \$2.95 per payment

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;

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: _____, 2018

Address of property for lease: _____

Proposed date of moving to your new residence: _____, 2018

Why are you vacating your present residence? _____

List pets/Service Animals: (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
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2) _____

Address	Zip	Landlord	Phone	Dates
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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# _____

Criminal/Background History: Answer all the questions for yourself/spouse and/or anyone who will occupy the premises.

1. Have you or your Spouse / Co-Applicant ever received breach notice, an eviction notice or been evicted?
Yes ____ No ____ If yes, please explain: _____

2. Do you owe any Landlord money? Yes ____ No ____

3. Have you ever declared Bankruptcy? Yes ____ No ____

4. Have you ever used, sold or distributed any illegal drugs? Yes ____ No ____

5. Do you engage in the distribution or sale of illegal drugs? Yes ____ No ____

6. Have you ever been arrested, charged or convicted of a misdemeanor or felony or any crime related to cause harm to a person or property, including but not limited to arson, assault, intimidation, sex-crimes, drug-related offenses, theft, dishonesty, prostitution, obscenity and or any related violations?
Yes ____ No ____

If yes, please explain the reason: _____

7. Do you have any outstanding warrants for arrest? Yes ____ No ____

Signature _____ Date _____

Signature _____ Date _____



Applicant:

First Name	Middle Name	Last Name	
<hr/>			
Current Street Address	City	State	Zip
<hr/>			
Email Address		Phone #	
<hr/>			
Social Security Number			Date of Birth
<hr/>			
Applicant Signature			Date

Spouse / Co-Applicant(s):

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



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 PayLease does charge \$2.95 per payment 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_____