



RENTAL APPLICATION GUIDELINES

- Sedona Elite Properties Management Inc. welcomes all applicants and supports fair housing. We do not refuse to lease or rent any housing accommodations or property nor in any way discriminate against a person because of sex, race, religion, familial status, handicap, color or national origin.
- There is a non-refundable \$20.00 application fee, paid by cash or check only, per Resident. Every adult, age 18 years and older, must personally fill out and sign an application if they are going to be a resident of the property.
- A valid government issued ID card is required for any Residents over 18yrs of age. A photocopy of such is required for each Resident.
- No application will be processed until the application is completed in full. Any questions that do not pertain should be marked N/A or marked as none. Leave NO blank spaces. Missing or incomplete information may delay or prevent verification, permitting another application to be approved before your application.
- Require Proof of Income – All income must be lawful and verifiable. Acceptable forms of verification include, but are not limited to the following:
 - Employees: Request for Income Verification form completed by the employer, original pay stubs, not copies. Cash or letters from your employer are not verifiable income.
 - Self-Employed: IRS 1040 (first two pages of the last two year's tax returns) and Schedule C (profit and loss statement of the last two year's tax returns)
 - Direct Deposit: bank statements for the past two months, which must list the source of the deposit.
 - Child Support: filed stamped court order. Must show history of payment received for a minimum 12-month period.
 - Award letter.
 - Court Documentation.
- Employment History
- Rental History
- Credit Check
- Eviction Search
- Criminal Background Check
- Landlord/Tenant Court Action



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SEDONA

Elite Properties
MANAGEMENT INC.

Credit Application

Date _____

How were you referred to us? _____

Rental Unit Applied for _____

Commencement Date _____ Term _____ Rent/Month _____

Personal Information

Name of Applicant _____ E-Mail _____

Telephone # _____ Work # _____ Cell# _____

Date of Birth _____ Best # and Time to call _____

Social Security #: _____ Drivers License #/State _____

Residence Information

Own _____ Rental Amount _____ Other _____

Present Address _____ City _____ State _____ Zip Code _____

How long have you lived at Present Address? _____ Reason for Leaving _____

Name of Landlord _____ Telephone # _____

Own _____ Rental Amount _____ Other _____

Prior Address _____ City _____ State _____ Zip Code _____

How long have you lived at Prior Address? _____ Reason for Leaving _____

Prior Landlord _____ Telephone # _____

How Long? _____ Contact Person _____ Telephone # _____

Occupation / Income (Must Attach Proof of Income)

Do you operate a home based business: Yes No

Explain: _____

Employer: _____ Position: _____ Monthly Gross Income _____

Business Address: _____ Business Phone _____

Dates of Employment: Month _____ Year _____ - Month _____ Year _____ Name of Supervisor _____

Additional Income

Additional income need not to be discussed unless such additional income is to be included for qualification of applicant.

Other Income: Yes No Source:

Bank Information

Checking Account:

Bank/Branch _____ Account # _____ Name on Account _____

Savings Account:

Bank/Branch _____ Account # _____ Name on Account _____

Additional Account:

Bank/Branch _____ Account # _____ Name on Account _____

Financial Obligations

Creditor: _____ Phone #: _____ Monthly Payment: _____

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Have you, your spouse, or co-signer ever. . .

Filed for Bankruptcy? Yes _____ No _____ If yes, When? _____

Been served an eviction notice or been asked to vacate a property you were renting? Yes _____ No _____

Willfully or intentionally refused to pay rent when it was due? Yes _____ No _____ If Yes, When? _____

Been sued for unlawful detainer? Yes _____ No _____ If yes, when and why _____

Judgments or collections against you? Yes _____ No _____ If yes, list specifics _____

Have you ever been convicted of, plead guilty or not contest, to any felony or misdemeanor? Yes _____ No _____

If yes, explain _____

Personal References

Name	Relationship/ How Long Known	Telephone
_____	_____	_____
_____	_____	_____

List any other persons who will reside with you below

Name _____ Relationship _____ Age _____

Name _____ Relationship _____ Age _____

Name _____ Relationship _____ Age _____

Name _____ Relationship _____ Age _____

Pet Information

Total # of Pets _____ Where are animals when you are away _____

Type of Animal _____ Breed _____ Age _____ Weight _____

Type of Animal _____ Breed _____ Age _____ Weight _____

Vehicle Information

Of Vehicles at the property (including company cars) _____

Do you have any recreational vehicles? (vans, boats, motorcycles, RV's) Specify _____

Make/Model _____ Year _____ Color _____ Plate # _____ State _____

Make/Model _____ Year _____ Color _____ Plate# _____ State _____

Make/Model _____ Year _____ Color _____ Plate# _____ State _____

Emergency Contact Information

Name _____ Relationship _____

Address _____ Phone #'s _____

Acknowledgement

I/We, the undersigned, understand that Sedona Elite Properties Management, Inc. is the leasing agency and representative for the Owner/Landlord And that the leasing agency fees will be paid by the Owner/Landlord. The undersigned acknowledges that this written notice was received prior to the undersigned receiving a lease agreement.

Applicants Signature _____ Date _____

Co-Applicants Signature _____ Date _____

Consent to obtain credit/employment information

I/We authorize Sedona Elite Properties Management, Inc. to investigate my/our credit qualifications and hereby release, in any manner, all of the information obtained by you. I/We further release all persons, agencies, or firms from any liabilities resulting from providing such information.

I/We declare under penalty of perjury that the information listed in this application is true and correct.

Applicant's Signature _____ Date _____

Co-Applicant's Signature _____ Date _____