



J&T Properties
4389 S. Potter Drive Tempe, AZ 85282
Phone: 602-438-0500/Fax: 602-438-0517
www.WeRentHomesAZ.com

HOW TO APPLY FOR A RENTAL PROPERTY WITH J & T PROPERTIES, LLC.

J & T Properties welcomes all applicants and supports Fair Housing. We do not refuse to lease any property nor do we discriminate against any person because of sex, marital status, race, creed, religion, age, familial status, physical or mental handicap, color or national origin.

You **MUST** meet the following criteria to be considered for one of our rental homes.

- A) **Verifiable monthly income of 3 times the rent of all applicants COLLECTIVELY.** Married couples and related residents over the age of 18 may combine income. Each applicant over the age of 18 or older must submit a separate application. Self employed persons must submit income tax returns for the past two years. Retired persons or persons receiving Social Security Benefits must submit proof of income.
- B) Credit will be checked and credit references will be contacted. Previous evictions, unpaid judgments and unpaid rents will not be accepted.
- C) Valid Identification. Anyone convicted of a crime or felony will not be accepted.

HOW TO HOLD A PROPERTY

MONIES DUE AT MOVE IN

(1) **½ MONTHS RENT PLUS TAX**

½ MONTHS RENT

(2) **\$55.00 APPLICATION FEE PLUS TAX**

SECURITY DEPOSIT

(3) **\$195.00 ADMIN FEE PLUS TAX**

PET FEE IF APPLICABLE

1) **HOLD FEE (DUE AT TIME OF APPLYING)- IS 1/2 of one month's rent, plus city tax.** Submit a separate money order or cashiers check for your hold fee, payable to J & T Properties. Please submit along with your application fee and your admin fee. You **MUST** have all applications & verifiable income information submitted to J & T Properties within 5 days of submitting your hold fee. The hold fee is **non-refundable** if you change your mind and decide not to rent the property **AFTER** approval. If you are not accepted, the hold fee (less application fees) will be returned to the address on your application within 3 business days.

2) **APPLICATION FEE (DUE AT TIME OF APPLYING) Is \$55 (plus city tax) & NON-REFUNDABLE.** This application fee is required for each applicant, including cosigners **and payable to J & T Properties in a separate money order or cashier's check (NO PERSONAL CHECKS ACCEPTED).** Your application will NOT be processed without this fee prepaid. This fee is not refundable whether you are accepted or declined. This is our cost to process the application, do a **credit check**, verify employment and rental history.

3) **ADMIN FEE (DUE AT TIME OF APPLYING) – A \$195.00 admin fee (plus city tax) is required .** This is our cost to process your paperwork and to show the property.

4) **EACH** prospective resident, 18 years and older, **AND COSIGNERS**, must sign and completely fill out an application. **When approved, the lease must be signed by all parties. J & T must be in possession of the signed lease within a 7 day period.**

5) If you have **NOT** submitted a hold fee and your application has been processed, the property will remain on the market until we receive your hold fee. If another party applies in the same time period, and submits a hold fee, they will take first priority over you. Once accepted, the hold fee will be applied to balance of move in costs. An application submitted with an application fee and a hold fee will then be processed and reviewed. Once approved the lease must be signed by all parties and all move-in cost must be received by J & T Properties within seven (7) business days.

6) **RETURN A COMPLETED & SIGNED** application(s) to J & T Properties, 4389 S. Potter Drive Tempe, AZ 85282 with the application fee(s) and/or hold fee and admin fee. You can also do this by going to our website at www.WeRentHomesAz.com. Applications can be sent by email to info@werenthomesaz.com/faxed or dropped off Monday – Friday 8 am to 4:30 pm, and Saturdays by appointment only. Your application will not be processed without your paid application fee.

7) **FAILURE TO SIGN** the application and provide complete information will cause delays in processing and may cause your application to be rejected.

8) **OCCUPANCY:** The number of occupants may not exceed two (2) persons per bedroom.

9) **RENTERS INSURANCE:** is required listing J & T Properties as additional insured for \$100,000.00.

10). **PETS:** Renters must carry a pet insurance addendum with their renter's insurance if pet(s) are approved by J & T Properties. Applicant must submit proof that any approved cat has been spayed or neutered, prior to occupying the premises. No Pit Bulls or Pit Bull mix, no Rottweiler's or Rottweiler mix allowed.

11) **COSIGNERS** are accepted and must meet the same criteria as tenant applicant. There is a \$55.00 (plus city tax) application fee to run credit. Cosigner must read the lease and sign on the cosigners addendum. The Cosigner(s) are fully responsible for the entire monthly rental amount due (we rent houses not rooms). We will accept 1 or more cosigners per home as long as the criteria of the cosigner is met.

A. RENTAL HISTORY: Must have 5 years of valid and verifiable rental or mortgage history with no late payments.

B. CREDIT HISTORY: At least 4 accounts in good standing with no derogatory credit history.

C. EMPLOYMENT: 12 months with current employer or previous employment in same field of work.

D. INCOME: 3 times the rental amount of the unit in verifiable, garnishable income. All tenants will be combined to determine if they are eligible. Every attempt will be made to process your Application within 3 business days of receipt.

J & T Properties shall have the right to reject incomplete or falsified applications or applications without all names, phone numbers and addresses necessary for verification purposes.

Applicant's Signature: _____ Date: _____

Property Address: _____



J & T Properties

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APPLICATION FOR RESIDENCY & COSIGNER

Date: _____

ADDRESS OF HOME YOU ARE APPLYING FOR: _____

APPLICANT - E-MAIL ADDRESS: _____

| | | | | | | | |
|--|----------------|-------------|----------------|------------------------------------|--------------------|-------------------------------------|-----------------------|
| _____ Last | _____ First | _____ MI | _____ Jr/Sr | _____ Social Security Number | _____ Birthdate | _____ Drivers License # State | |
| _____ Current Address | | | _____ Apt # | _____ City | _____ State | _____ Zip | _____ Phone Number |
| _____ If Leased or Rented, Name of Landlord & Complex | | | | | | _____ Landlord Phone Number | |

Residency Dates: From: _____ To _____ Monthly Rent: \$ _____

| | | | | | |
|--|----------------|---------------|----------------|--------------|-----------------------|
| _____ Previous Address | _____ Apt # | _____ City | _____ State | _____ Zip | _____ Phone Number |
| Residency Dates: From: _____ To _____ Monthly Rent: \$ _____ | | | | | |

CURRENT EMPLOYER

| | | | |
|------------------------------|-----------------------------|-------------------------------------|------------------------|
| _____ Company Name | _____ Supervisor/Manager | _____ Supervisor Phone Number | _____ Your Position |
| \$ _____ Income Per Month | _____ Date Employed | \$ _____ Other Income | _____ Source |

BANK / PERSONAL REFERENCE

| | | | |
|-------------------------|---------------------------------|------------------------|-------------------|
| _____ Bank Name | _____ Bank Phone Number | _____ Bank Location | _____ How Long |
| _____ Reference Name | _____ Reference Phone Number | _____ Relation | _____ How Long |
| _____ Reference Name | _____ Reference Phone Number | _____ Relation | _____ How Long |
| _____ Reference Name | _____ Reference Phone Number | _____ Relation | _____ How Long |

How did you hear or find out about us?

Have you or your spouse ever been evicted?

Have you or your spouse ever broken a rental agreement?

Have you or your spouse ever declared bankruptcy?

Have you or any residing in the property ever been convicted of a crime

Have you or any residing in the property ever been convicted of a drug related crime?

| | |
|-----|----|
| | |
| Yes | No |
| Yes | No |
| Yes | No |
| Yes | No |
| Yes | No |

If you answered yes to any of the above questions, please explain below:

How many residents will be occupying the home? _____ Please list all occupants below:

| Name | Date of Birth | Relationship |
|------|---------------|--------------|
| 1) | 1) | 1) |
| 2) | 2) | 2) |
| 3) | 3) | 3) |
| 4) | 4) | 4) |
| 5) | 5) | 5) |
| 6) | 6) | 6) |
| 7) | 7) | 7) |
| 8) | 8) | 8) |

Do you have any pets? If so, how many _____ Dog(s) _____ Cat(s) _____ Other(s)

Breed _____ Color _____ Weight _____ Age _____ Name _____
 Breed _____ Color _____ Weight _____ Age _____ Name _____
 Breed _____ Color _____ Weight _____ Age _____ Name _____
 Breed _____ Color _____ Weight _____ Age _____ Name _____

How many vehicles will be parked on the property? _____

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

In Case of Emergency Notify:

| Name | Address | Phone Number | Relationship |
|------|---------|--------------|--------------|
|------|---------|--------------|--------------|

PLEASE READ CAREFULLY:

| | | | |
|-------------------------------|-----------------------|--------------------------|--------------------------|
| _____ Property Address | _____ Hold Deposit | \$_____ Rent Amount | _____ Length of Lease |
| _____ Appliances Requested | _____ Move-in date | \$_____ Total Deposit | _____ Pet Deposit |

1. The applicant(s) agree that the above information is true and correct to best of his/her knowledge and hereby allows J & T Properties to obtain credit report(s) and/or verification(s) from any credit reporting agencies, employer(s), trade reference(s), bank reference(s) and personal reference(s) in order to obtain approval for residency.
2. The applicant(s) understand that the application fee is completely non-refundable whether the applicant(s) are accepted, not accepted or decide not to rent with J & T Properties.
3. It is understood that any monies deposited will be returned if the applicant(s) are not accepted as resident(s) through the normal application process, with exception to the application fee.
4. In the event that any information on this application is deemed untrue or falsified, all monies deposited will be retained by J & T Properties as liquidated damages and no other obligations will be made. Additionally, any falsification or untrue statements on this application will result in the rejection of this application and if discovered after move-in, can result in immediate termination of residency.
5. If applicant(s) decide not to rent from J & T Properties or subsequently do not move in on the agreed upon move-in date (as stated above), any monies received (as stated above), is hereby acknowledged as liquidated damages for non-performance and will be forfeited by the resident(s) as compensation for holding the home off the market.
6. Upon notice of approval the first months rent will be due. Applicant(s) will then pay remainder of all move-in costs on or before the scheduled move in date.
7. Any payments made by Credit Card payments (application, administration, rental etc.) there is service charge.

Applicant Signature Date

Cosigner Signature Date

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RENTAL VERIFICATION

Authorization is given to this agent to do a complete reference check on me, which includes direct contact with any references, credit reporting agencies, criminal reporting agencies, banks, employers, public records or other sources deemed appropriate.

Applicant Signature: _____

Print Name: _____

Property Address of Interest: _____

TO BE COMPLETED BY LANDLORD

If you could please take a brief moment to fill out this rental verification on:

Current/Resident in Apartment/Unit No: _____

and fax it back to (602) 438-0517, we would greatly appreciate it.

Name of Landlord: _____

Move - In Date: _____

Move Out Date: _____ Lease expires: _____

Was entire Lease Fulfilled: _____

Did they give proper notice: _____

Do they have any pets: _____ Type _____ Breed _____

Rent Amount: \$ _____ Was Rent Paid on Time: _____

How many late payments: _____ Any NSF checks: _____

Was any legal notices served/explain: _____

Still owing money: _____

Would you Re-rent?: _____

Comments: _____

Verified by: _____ Position: _____ Date: _____



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EMPLOYMENT VERIFICATION

Authorization is given to this agent to do a complete reference check on me, which includes direct contact with any references, credit reporting agencies, criminal reporting agencies, banks, employers, public records or other sources deemed appropriate.

Applicant Signature: _____

Print Name: _____

Property Address of Interest: _____

TO BE COMPLETED BY EMPLOYER

If you could please take a brief moment to fill out this employment verification on:

and fax it back to (602) 438-0517, we would greatly appreciate it.

Name of Company: _____

Start Date: _____

Stability of Employment: (please circle one) poor / fair / good / excellent

Hours per week: _____ Part Time: _____ Full Time: _____

Income: \$ _____ Salary / Monthly / Hourly

Comments: _____

Verified by: _____ Position: _____ Date: _____

NOTICE TO ALL APPLICANTS AND CURRENT RESIDENTS
REGARDING CRIMINAL BACKGROUND CHECK

The undersigned Applicant/Tenant hereby acknowledges that the Landlord performs criminal background checks on all applicants, current residents, and all members of the household (including minors) both at the time the prospective tenant submits an application and prior to offering to renew a lease agreement or completing the recertification/reexamination process. This process checks the background of all persons listed above to determine if the applicant, a current resident, or a member of the applicant/current resident's household has committed any crimes within the past 10 years, is subject to a lifetime registration requirement under a State sex offender registration program or has pled guilty, pled no contest, or been found guilty of any crime.

Applicant/Tenant must mark the appropriate box and sign below:

I affirm that neither I, nor any member of my household, is subject to a lifetime registration requirement under a State sex offender registration program.

I affirm that neither I, nor any member of my household, has committed any crimes within the past 10 years or has pled guilty, pled no contest, or been found guilty of any crime.

I cannot deny one of the above. I, or a member of my household (please explain in detail) _____
_____.

Date: _____

Tenant(s): _____

WARNING: IF THIS PROCESS REVEALS THAT YOU OR A MEMBER OF YOUR HOUSEHOLD IS A LIFETIME REGISTERED SEX OFFENDER OR IF YOU WITHHOLD OR FALSIFY ANY INFORMATION ON THIS FORM OR IN THE APPLICATION OR RENEWAL PROCESS, YOUR APPLICATION WILL BE DENIED/YOUR LEASE WILL BE IMMEDIATELY TERMINATED.

For office use only:

- Received Criminal Background Check on _____ from _____ agency, see attached record.
- Confirmed Applicant/Tenant/Household members are not listed on the Dru Sjodin National Sex Offender Website (<http://www.nsopw.gov>) on _____, 20____, see attached record.