

# CMA REALTY

Property Management & Sales

## WELCOME TO THE PROPERTY MANAGEMENT GROUP CMA REALTY

CMA is one of the leading Property Management firms in the quad-city area and we try very hard to maintain a high level of personal service both to our property owners and to our tenants. This document is intended to familiarize you with our policies and procedures in renting and managing the properties that have been entrusted to us. Please read this document and if you have any questions, please feel free to call us.

**Availability List:** CMA publishes a "Property List" at least three times each week describing our available rentals. This list is distributed at our front desk, placed in a box outside the door for after-hours availability, is also published on our web site at [www.cmareal.com](http://www.cmareal.com) under "Tenants & Rentals". If you still have questions, please call us at one of the numbers below or email us at [frontdesk@cmareal.com](mailto:frontdesk@cmareal.com).

**Definitions:** Once an "Applicant" has been accepted, he/she will be referred to as "Tenant" in this document.

**Screening:** Our pre-approval screening process is rather detailed and will include complete credit history (consumer debt, bankruptcies, tax liens, judgments, and so forth), employment verification, former landlord verification and any criminal record. CMA is a participant in the "Crime Free Neighborhood", (ARS 33-1368) program and you will be required to sign this agreement as a term & condition of your lease. This process may take several days if your previous landlord(s) or employer do not reply to us in a timely manner. CMA is motivated to process applications as quickly as possible—we want to fill our properties. Often people we need information from are not cooperative and/or timely. Applications, either approved or incomplete shall be held for thirty (30) days and then considered abandoned if no action has been taken by the applicant.

**Showings:** All of our properties require an appointment to show. Before one of our agents shows you a property, we will require that you have an approved application on file. Interior photos of properties are available for viewing in our office. If there is any question in your mind whether your application will be approved, we suggest that you fill out a Tenant Data Form (Application) as early as possible and let us run you through the screening process. This form may be picked up at our office or downloaded from the website. It normally takes between 24 to 48 hours to complete this process and will avoid us showing you and you looking at, a property(s) you wouldn't qualify for. This will avoid a disappointment down the line.

**Leases:** All of our properties except those that are for sale require a minimum six (6) month lease unless otherwise noted on the Availability List.

**Lease/Rental Agreement:** The fully executed Lease Agreement must be signed by all Tenants and Co-Tenants prior to obtaining keys to the Premises.

**Move-in Costs:** The first month's rent or the pro-rated portion thereof, plus any applicable taxes, security deposits and administrative fee must be paid to Agent in either certified check or money order prior to obtaining the keys to the Premises.



8556 E. State Route 69 • Prescott Valley, AZ 86314 • (928) 775-2984 • Fax (928) 772-0274

Rev 02-05-20

**Occupancy:** CMA has an occupancy limit of two (2) persons per bedroom for health and safety reasons. This is not a statute or an ordinance; it is an industry accepted limit and has been accepted by the courts as a reasonable limit.

**Holding a Property:** If you request us to hold a property and you want to place a Hold Deposit, we require that you complete the screening process and have an approved application. We suggest that before you start the screening process you read all of our forms carefully, including the Lease. Hold Deposits are **non refundable** and are forwarded to the Owner if you fail to perform as agreed upon. The Hold Deposit shall be equal to ½ of (1) one month rent. The minimum Hold Deposit shall be three (3) hundred dollars. Hold deposits shall be date and time stamped to determine who is first in line.

**Deposits:** All of CMA's rentals require certain deposits. Some are refundable and some are not. All rents, fees and deposits will be listed in our "Good Faith Estimate". Please read it carefully. Our required deposits and fees are as follows:

1. Security Deposit 1.5 times rent amount. Refundable if Tenant meets all terms and conditions of the lease. **Security Deposit may not be used by Tenant for any month's rent.** Security Deposits are refunded after the walk-thru and after the keys have been turned in to this office if there are no Tenant-related damages. The Arizona Residential Landlord-Tenant Act allows a landlord/agent (14) fourteen business days to either return said deposits or submit to the Tenant a detailed list of damages in writing, to be accessed the Tenant.
2. Pet Rent (\$50.00 min. per month, if applicable, based upon number & type): **Non-Refundable** and will remain for the term of the lease even if the pet is no longer in the unit.
3. Administrative Fee of \$125.00, which is **non-refundable**.
4. Application Fee of \$100.00 for Married Couple and \$50.00 for each Applicant & Co-Applicant. Application fees are **non-refundable** and must be paid with cash (**if paying with cash must be exact amount**) or money order or cashiers check.

**Payment of Funds:** Please note that initial rent and deposits must be paid with **certified funds** and **not** a personal check. This is particularly important if you are coming in from out of town. We suggest that you arrange for these funds before you leave to travel here because there is often a delay in getting access to your funds after you arrive here. **Do not, under any circumstances, drop cash into our night deposit slot. CMA will not be responsible for cash inserted into this slot that turns up missing.**

**Rent:** We do not accept cash. Rent must be paid by check or money order or cashiers check. Tenant understands and agrees that partial payments of rent will not be accepted without a written agreement with the Property Manager. There is a \$25.00 service charge for partial payment agreements. If Tenant posts in the U.S. mail, or places a partial rent payment in the office drop box, it will not be accepted and will be returned to Tenant. Tenant also understands and agrees that if a balance exists in their account at the time rent is paid, that the payment is first applied to the existing account balance and then to the rent due. If there are not sufficient funds remaining to cover the rent due, the Tenant will be notified to remit the balance due and charged late fees until the full rent is paid.

**Returned Check Policies:** If Tenant tenders a check for rent or deposits that is returned for insufficient funds by the bank, a fee of Fifty dollars (\$50) will be charged to the Tenant. If the check is not covered by cashiers check or money order within twenty-four (24) hours, Tenant will be sent by certified mail a 12-Day Notice to make good on the check and a 5-Day Notice to pay or quit. Insufficient funds checks will be prosecuted to the full extent of the law. **Note:** Arizona State Law awards double damages for checks not covered during the 12-Day Notice period. After the second incident of a returned check, you will lose the privilege of paying your rent by check for a period of not less than six (6) months during which time your rent must be paid by certified check or money order. Late fee penalties must be paid at the time the returned check is covered.

**Utilities:** Prior to receiving keys to any unit the tenant will be required to produce proof (generally a deposit receipt) that utility deposits have been paid and the account has been placed in the Tenant's name. Some utilities may be included in the rent. Your lease will clearly specify which



utilities & services are paid by the Owner and which are paid by the Tenant. Unless Tenant pays for the water, washing of automobiles is not permitted on the premises.

**Pet Restrictions:** Some of our properties permit pets and some do not. Some dog breeds will not be permitted under any circumstances because most insurance companies will cancel the owner's policy if they are discovered on the premises. These breeds are German Shepard, Doberman, Rottweiler, Chow, Akita and Staffordshire Terrier (Pit Bull). Pets such as iguanas, snakes, and ferrets are on approval only. Pets must be spayed or neutered and have proof of current immunizations. See Deposits above for pet rent. **\*Assistance animals are not considered pets and therefore no pet rent is required. Proof of need of an Assistance Animal is required thru your health care provider. Service animal certificates obtained online are not acceptable.\***

**Pools, Spas & Hot Tubs:** New laws and ordinances require that pools (even the small inflatable types), spas, & hot tubs must be within approved child-proof fences. Before installing such a device, obtain a copy of the town, city or county ordinance and make sure that you are in compliance. If not, you will be in violation of the code and will also be in violation of your lease.

**Trampolines:** To the best of our knowledge, accidents and injuries caused by using trampolines are not covered by any insurance company. Trampolines will not be approved for installation in any of our managed properties.

**Smoking:** All of our rental units are "No Smoking inside" units. To avoid any misunderstanding at move-out, please read your lease carefully. De-odorizing a unit can be costly and if it has been established that you have smoked, this de-odorizing will be done at your expense.

**Allergies/Sensitivities:** CMA has no way of determining whether Tenants are chemically sensitive, environmentally ill or allergic to molds, animal dander or plants and trees surrounding the unit you rent. In order to be fair to all parties concerned, we request that you disclose to us, up front, any such substances that you may be allergic or sensitive to. Very few of our units are set up for tenants who might be environmentally sensitive and we want to avoid problems of this nature, if at all possible. CMA tries to insure that units are clean when we rent them, but sometimes that is not enough. Often the presence of such substances is not easily determined. CMA will not take the responsibility for allergies and/or environmental sensitivities, however we will do our best not to place a Tenant in such an environment.

**Repairs and/or Alteration to Property:** Tenant understands and agrees that all repairs and/or alteration to the property must be scheduled through the Property Manager. Neither the Agent nor the Owner are responsible, financially or otherwise, for work or repairs that are done by or ordered by the Tenant. All alterations must have prior written approval by the Agent.

**Health Hazards:** Accumulations of trash of any kind, garbage, raw sewage or animal waste constitute a health hazard and are considered a breach of the lease agreement. A 5-Day Notice will be sent to the offending Tenant to correct problem or face eviction.

**Incident Report:** Whenever Agent receives a complaint against the Tenant from a neighbor or the local authorities, an Incident Report will be placed in the Tenant's file and the Tenant will be notified. Tenants are responsible for respecting the rights of the neighbors.

**Storage of Personal Property:** Personal property shall be stored inside the unit, the garage or the storage locker-whichever is applicable. No personal property shall be stored outside the unit.

**Insurance:** Tenant is responsible for carrying Renter's Insurance to cover personal property including vehicles, animals, furniture, appliances, food stored in cabinets and refrigerators, etc. The Owner's liability and hazard insurance does not cover the Tenant's personal property and neither Owner nor Agent assumes responsibility for uninsured personal property that is damaged.

**Signs:** Tenant shall not remove any signage from the Premises. If there is still a "For Rent" sign on Premises, please call our office and we will remove it promptly. "For Sale" signs will remain until the Owner or Agent has them removed.

**Pest and Weed Control:** For single family units, the Tenant is responsible for pest and weed control on the Premises after the Premises has been accepted or move-in occurs (whichever is



sooner) and for maintaining the existing landscaping (watering, grass cutting, etc.) during the period of residence. In multifamily units, individual fenced-in yards are not considered "common areas" and it is the Tenants responsibility to maintain the yard.

**Access to Property:** Tenant shall not unreasonably deny access to the property for purposes of inspections, repairs and, in the case of property for sale, showing of the property. If access is unreasonably denied by Tenant, this will be considered a breach of the Lease Agreement and Agent will forward to Tenant a 10-Day Notice of this breach and commence eviction proceedings.

**Inspections:** Tenant understands and agrees that the inside of the premises will be inspected by the Property Manager a minimum of twice each calendar year with adequate notice.

**Inside Light Bulbs:** The property will be turned over the Tenant with all inside light bulbs in working condition. After the Tenant takes possession of the property, it is the Tenants responsibility to replace burned out bulbs.

**Satellite Dishes, Antennae, etc:** The Tenant is not authorized to attach or mount any object to the outside of the building without written permission from the Owner or Owner's Agent. Any damage resulting from unauthorized mounting or attachment will be repaired at Tenants expense. Satellite dishes must be removed when a Tenant leaves or you will be charged for it.

**Automobile Parking & Repair:** Tenants shall declare on the Lease how many automobiles they intend to park on the property. Many properties have limited parking and the Tenant must find alternative accommodations for additional vehicles. Authorization to park a vehicle on the premises does not included the right to repair-to-repair vehicles on the premises. Oil or any other petroleum-based fluids are considered hazardous waste. Any leakage or dumping of such fluids is not permitted and shall be deemed a breach of your lease. Such leaks and spills will be cleaned up from concrete and landscaping at the Tenant's expense.

**Damage to and/or Missing Property:** Tenant shall be responsible for the replacement cost of the Owner's personal property that has been damaged during the tenancy or is determined to be missing at the end of the tenancy. Normal wear and tear not included.

We try hard to make your stay with us a pleasant experience and we sincerely hope you do all that you can to help us achieve this goal.

Sincerely,

**Kelly Lapp,  
Director of Operations**

By Signing below, Tenant has been made aware of, understands and agrees to all policies herein, and certifies that he/she has been provided a copy of this document, which becomes an Addendum to the Lease Agreement.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



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### CHECKLIST FOR TURNING IN YOUR APPLICATION

- Have you viewed the interior and exterior of the property? If not, do you have an appointment to view it?
- Is your *non-refundable cash/money order/cashiers check* application fee enclosed? (**No personal checks**). There is a \$50 fee for each applicant. This fee is **ONLY** refundable if we do not process your application. Credit, legal background search and prior landlord references will be checked. Employment will be verified. If your application does not meet our criteria, some application may require a cosigner.
- Are applications completely filled out, including desired move-in date and **SIGNED**? **All blanks must be filled out**. Applications not signed cannot be processed. *Incomplete applications will NOT be processed.*
- Are all applications submitted? An application must be completed and submitted for every person 18 years or older who will be an occupant of the property. *Social Security numbers are required for all occupants who are 18 years of age and older that will be residing on the property. Copies of Social Security Cards preferred.*
- Do you have a photo ID? A copy of your photo ID must be attached to your application. We can copy your ID at the office. Photo ID is **required** for each person 18 years of age and older. *Applications will not be processed without them.*

If the above items have not been done upon submitting application, CMA Realty has the option of not processing that application. **Multiple applications will be accepted on properties.** The most qualified applicant will have the first option to rent the property. In the event the applicants are equally qualified, the applicant that scheduled the first appointment will have priority. Once an application is approved and a Hold Deposit has been received, no further applications will be accepted. We will try to process your application within 48 hours of receipt. **Applications are processed in the order they are received. Your patience is appreciated in advance.**

You can secure the rental with a non-refundable Hold Deposit equal to .5 times the rental rate. This must be in the form of Cashiers Check or Money Order. Caution – There may be other qualified applications for this same rental, the first Hold Deposit submitted will get the rental property. Once a Hold Deposit is given the property will be taken off the rental market. Hold Deposits **are non-refundable** and are forfeited to the owner if a lease is not in place by the date indicated on the Hold Deposit form.

All other monies indicated on the Good Faith Estimate are due on the day the lease is written. This must be paid for in a Cashiers Check or Money Order. **At this time proof of utility transfer is also required.** Keys will not be released without the above.



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## REASONS FOR DENIAL OF APPLICATION

- You misrepresent any information on the application. If misrepresentations are found after a rental agreement is signed, your rental agreement will be terminated.
- In the last seven years, you have ever been convicted of the manufacture or distribution of a controlled substance or possession of a controlled substance or have charges currently pending.
- In the last seven years, you have a conviction or have charges currently pending for any type of crime that would be considered a threat to real property or to other resident's peaceful enjoyment of the premises.
- Previous landlord reports significant complaint levels of non-compliance activity including, but not limited to:
  - Repeated disturbance of the neighbors' peaceful enjoyment of the area
  - Reports of illegal firearm activity, prostitution, drug dealing or drug manufacturing.
  - Damage to the property beyond normal wear and tear.
  - Monies owed to previous landlord and/or utilities
  - Allowing persons or pets not on the lease to reside on the premises
  - Repeated violations of HOA, or other regulatory association
  - Previous landlords would be disinclined to rent to you again for any other reason pertaining to the behavior of yourself, your pets or others allowed on the property during your tenancy.
- No rental history
- An open bankruptcy
- Registered and unregistered sex offenders
- An eviction or Forcible Detainer action or in the process of eviction or Forcible Detainer
- Any unpaid property management company, landlord or apartment complex, negative rental reference, incomplete references, unverifiable reference or refusal to pay rent
- Any history of domestic violence, disruptive, malicious or violent behavior
- Any charges or conviction of sex crimes or crimes against children
- Any criminal conviction, which involves, theft, burglary, robbery, serious offense or crime of violence
- Any parole or probation violations
- Any outstanding warrant for arrest
- Breach of lease involving health or safety issues or substantial damage to rental

CMA Realty **HAS ZERO TOLERANCE FOR DRUGS.** Illegal drugs are not permitted on the property. We do cooperate with the Prescott Area Narcotic Task Force and the various police departments.

A copy of the Arizona Residential Landlord & Tenant Act may be received from the Arizona Department of Housing online at [www.azhousing.gov](http://www.azhousing.gov)





**RESIDENTIAL AND COMMERCIAL  
RENTALS AND REAL ESTATE SALES**

\*CHINO VALLEY, \*CORDES LAKES, \*DEWEY,  
\*HUMBOLDT, \*MAYER, \*PRESCOTT,  
\*PRESCOTT VALLEY  
CMA REALTY

8556 E. State Route 69  
PRESCOTT VALLEY, AZ 86314  
928-775-2984 FAX: 928-772-0274

[frontdesk@cmareal.com](mailto:frontdesk@cmareal.com)  
<http://www.cmareal.com>

**IMPORTANT NUMBERS:**

**PRESCOTT**

APS: 776-3636 (1-800-253-9405)  
\*WATER: 928-777-1291 – 201 S. CORTEZ  
CABLE ONE/SPARKLIGHT: 928-445-4511 –  
3201 TOWER RD.  
NATURAL GAS:  
UNISOURCE ENERGY – 877 837-4968  
PROPANE:  
BARRETT PROPANE -928-636-1600  
FERRELLGAS – 928-445-3940  
1122 E. GURLEY ST.  
FLAME PROPANE – 928-445-3191  
475 N. 6<sup>TH</sup> ST.  
SUPERIOR PROPANE – 928-778-4724 OR  
1-866-344-6427  
YAVAPAI BOTTLE GAS – 928-776-9007  
P.O. BOX 4154  
SANTA FE PROPANE – 928-636-1313  
2715 N HWY 89-C.V.  
TELEPHONE:.....QWEST  
NEW SERVICE (HOME) – 800-244-1111  
NEW SVC (BUSINESS) - 800-603-6000  
REPAIR SVC (HOME) - 800-573-1311  
REPAIR SVC (BUS.) - 800-954-1211  
U.S. POST OFFICE: 928-778-1890  
POISON CONTROL: 1-800-222-1222  
CHAMBER OF COMMERCE: 928-445-2000  
NON-EMERGENCY POLICE: 928-445-3131

\*PRESCOTT WATER/SEWER/TRASH ALL ONE  
BILL

1/9/2020 UTILITY IMPORTANT NUMBERS

**PRESCOTT VALLEY**

APS: 928-776-3636 (1-800-253-9405)  
WATER: 928-759-3020 – 7501 E. CIVIC CNTR  
CABLE ONE/SPARKLIGHT: 928-445-4511 –  
3201 TOWER RD.  
NATURAL GAS:  
UNISOURCE ENERGY – 877 837-4968

PROPANE:

BARRETT PROPANE – 928-636-1600  
FERRELL GAS – 928-445-3940  
FLAME PROPANE – 928-445-3191  
YAVAPAI BOTTLE GAS – 928-776-9007  
SANTA FE PROPANE – 928-636-1313  
2715 N HWY 89-C.V.

TELEPHONE:.....QWEST

NEW SERVICE (HOME) – 800-244-1111  
NEW SVC (BUSINESS) - 800-603-6000  
REPAIR SVC (HOME) - 800-573-1311  
REPAIR SVC (BUS.) - 800-954-1211  
TRASH:  
PATRIOT DISPOSAL – 928-775-9000  
WINGFIELD DISPOSAL – 928-632-9243  
BEST PICK DISPOSAL – 928-775-6659  
WASTE MANAGEMENT – 1-877-980-2220  
U.S. POST OFFICE: 928-772-6996  
POISON CONTROL – 1-800-222-1222  
NON-EMERGENCY POLICE: 928-772-9267  
CHAMBER OF COMMERCE: 928-772-8857

**CHINO VALLEY**

APS: 776-3636 (1-800-253-9405)  
CHINO MEADOWS II WATER: 928-717-2616  
TOWN OF CHINO VALLEY: 928-636-6084  
ARIZONA CABLE: 928-636-8956  
NATURAL GAS:  
UNISOURCE ENERGY – 877 837-4968  
PROPANE:  
AMERGAS – 928-636-9359  
BARRETT – 928-636-1600  
SANTA FE PROPANE – 928-636-1313  
2715 N HWY 89-C.V.

TELEPHONE:.....QWEST

NEW SERVICE (HOME) – 800-244-1111  
NEW SVC (BUSINESS) - 800-603-6000  
REPAIR SVC (HOME) - 800-573-1311

REPAIR SVC (BUS.) - 800-954-1211

TRASH:

A & B DISPOSAL – 928-636-5886  
U.S. POST OFFICE: 928-636-2907  
POISON CONTROL: 1-800-222-1222  
CHAMBER OF COMMERCE: 928-636-2493  
NON-EMERGENCY POLICE: 928-636-4223

**CORDES LAKES/ MAYER/SPRING**

**VALLEY/HUMBOLDT**

APS: 928-776-3636 (1-800-253-9405)  
WATER:  
LIBERTY (CORDES LAKES) – 928-632-5445  
HUMBOLDT – 1-800-240-0660  
MAYER – 928-632-4113

SOUTHWESTERN UTILITY SERVICE  
800-315-5333 or 520-623-5172 (SPRING  
VALLEY) POB 85160 TUCSON AZ 85754  
CABLE ONE/SPARKLIGHT: 928-445-4511  
NATURAL GAS:

UNISOURCE ENERGY – 877 837-4968

TELEPHONE:.....QWEST

NEW SERVICE (HOME) – 800-244-1111  
NEW SVC (BUSINESS) - 800-603-6000  
TRASH:  
WASTE MANAGEMENT – 1-877-980-2220

ARIZONA'S BLUE DIAMOND DISPOSAL  
LLC- TRI-CITY AREA.....928-632-1507  
U.S. POST OFFICE:

DEWEY – 928-632-7291  
HUMBOLDT – 928-632-7411  
MAYER – 928-632-7333  
POISON CONTROL: 1-800-222-1222

**WELCOME TO THE QUAD-CITY AREA!!!**

We hope we have included all of the essential  
phone numbers & information to get you started.  
If we have missed something, please let us know &  
we will try to add it to our list. If you have any  
problems or questions that we can help you with,  
please give us a call and we'll do our best!

**REMEMBER CMA**

**THE FRIENDLY & DEPENDABLE**

**PLACE TO DO BUSINESS –**

**WHETHER YOUR OBJECTIVE IS TO  
BUY, SELL OR RENT, CMA IS THE  
PLACE TO GO!!!**

Properties interest in:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Move-in Date: \_\_\_\_\_  
 Lease Option:  12 month  6 month

# CMA REALTY Rental Application

(Please write legibly & fill in all spaces)

**Name:** \_\_\_\_\_  Married  Single

Birth Date: \_\_\_\_\_ Current Phone: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

email: \_\_\_\_\_

**Employment Information:**

Employer: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Position: \_\_\_\_\_ How long: \_\_\_\_\_ yrs/mo Supervisors Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Monthly Income: \$ \_\_\_\_\_ other source(s) of income: \_\_\_\_\_ (income must be 2.5 times rent amount)

Former Employer: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_ How long: \_\_\_\_\_ yrs/mo Supervisors Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Spouses Information:**

**Name:** \_\_\_\_\_ (List Maiden Name if Married less than two years)

Birth Date: \_\_\_\_\_ Current Phone: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ email: \_\_\_\_\_

Employer: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Occupation \_\_\_\_\_ How long: \_\_\_\_\_ yrs/mo Supervisors Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Monthly Income: \$ \_\_\_\_\_ other source(s) of income: \_\_\_\_\_ (income must be 2.5 times rent amount)

Former Employer: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_ How long: \_\_\_\_\_ yrs/mo Supervisors Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Other Occupants:** (Separate Application is required for all adults over 18 years of age)

Name	Relationship	Age (if under 18)	Social Security Number (Over 18 yrs)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Will a pet or assistance animal of any type live in your unit?**  Yes  No

If yes, please describe: Type \_\_\_\_\_ Weight (full grown): \_\_\_\_\_ Spayed/Neutered:  Yes  No

Licensed/Date: \_\_\_\_\_ Breed: \_\_\_\_\_

**Residence Information: (Need 2 yrs minimum rental history provided to us-use addtl. paper if needed)**

Current Residence Address: \_\_\_\_\_  
Address Apt # City/State Zip

Landlords Name: \_\_\_\_\_ Phone: \_\_\_\_\_

How long at this address? \_\_\_\_\_ yrs/mo (If less than 2 yrs need previous rental history) Rent Paid: \$ \_\_\_\_\_

Previous Residence Address: \_\_\_\_\_  
Address Apt # City/State Zip

Landlords Name: \_\_\_\_\_ Phone: \_\_\_\_\_ How long at this Address? \_\_\_\_\_ yrs/mo Rent Pd:\$ \_\_\_\_\_

**Driving Information:**

Your Drivers License Number: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Spouses Drivers License Number: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_





List ALL the vehicles you would to park on the property: Also list any other type of vehicle (trailer, boats, trucks, RV, etc.). Prior written permission may be required.

Make/Model	Year	Color	License Plate Number	State

**Other Information:**

Have you or your spouse/roommate ever been evicted or are you in the process of being evicted?  Yes  No

Declared Bankruptcy?  Yes  No

Do you use illegal drugs?  Yes  No

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

Have you ever been convicted of a felony or any related crime 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 related violation?  Yes  No

If yes, please describe: \_\_\_\_\_

Do you have any outstanding warrants for arrest?  Yes  No

Are you or anyone planning to reside in the rental unit either chemically sensitive or hyper-allergic to substances? Normally found around a home?  Yes  No

Do you have a waterbed?  Yes  No

Are there any firearms stored in your residence?  Yes  No

**Person(s) to notify and person you authorize to take possession of your personal property in case of emergency**

*Applicant:*

Name: \_\_\_\_\_ Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Relationship: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

*Co- Applicant:*

Name: \_\_\_\_\_ Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Relationship: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

**NOTE: Management is NOT responsible for damage to residents' property. Residents are strongly advised to obtain Renters Insurance to cover loss or damaged property.**

Applicant represents that all of the above statements are true and complete, and hereby authorizes verification of above information thru credit report, criminal background check & by contact w/references and employers. Applicant acknowledges that false information contained herein constitutes grounds for rejection of this application. This application is preliminary only and does not obligate the owner or owner's representative to execute a lease or deliver possession of the proposed premises.

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

\_\_\_\_\_  
Co-applicants Signature                      Date

**When qualifying for any of our properties, your income must be greater than 2.5 times the amount of the rent for any property you choose.**

**Security Deposit is equal to 1.5 times rent amount. \*\*Application Fee is non-refundable at time application is submitted. \*\***



# CMA REALTY

Property Management & Sales

## CURRENT/PREVIOUS LANDLORD CHECK

The undersigned tenant(s) has applied to rent one of our managed properties and has indicated that they have previously rented from you. We would appreciate it very much if you could verify some details, in the box below, of their tenancy in your managed property and FAX this form back to us at 928-772-0274.

Tenant Name(s): \_\_\_\_\_ Current Property address: \_\_\_\_\_

I, \_\_\_\_\_ do hereby release my previous landlord from any liability in releasing factual information about my rental history at the above address to CMA Realty.

**OR**

I am a homeowner. I have submitted documentation to verify this.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### This Block To Be Filled Out By Landlord Only

Was/Is the Tenant current on rent?	<input type="checkbox"/> Yes <input type="checkbox"/> No
During their tenancy, did you receive any NSF checks?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was the Tenant(s) generally on time with rent payments?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did you evict this Tenant(s) or are you in the process of eviction?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain: _____
Did this Tenant(s) give you proper notice of move-out?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did the Tenant(s) have any violations	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did this Tenant(s) have any pets while in your property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you related, in any way to this Tenant(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did the Tenant(s) complete the full term of the lease?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a balance owed?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain: _____
Was the unit left clean?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was the unit damaged?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain: _____
Would you rent to this Tenant again?	<input type="checkbox"/> Yes <input type="checkbox"/> No

\_\_\_\_\_  
Landlord Signature

\_\_\_\_\_  
Date

Thank you for your time.  
If you have any questions, please let us know.

Please FAX or MAIL this completed form to the address and numbers listed below.

8556 E. State Route 69 • Prescott Valley, AZ 86314 • (928) 775-2984 • Fax (928) 772-0274



# CMA REALTY

Property Management & Sales

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# CMA REALTY

Property Management & Sales

## EMPLOYMENT VERIFICATION

Dear Employer,

The applicant submitting this form has requested to lease one of our managed properties. By signing below, the applicant has given us permission to verify his/her employment with your firm, and released you from any liability in doing so. Please indicate whether or not the information below is accurate.

Thank you for your cooperation.

Kelly Lapp,  
Director of Operations

---

### **TO BE FILLED OUT BY APPLICANT**

Applicants name: \_\_\_\_\_ SS# \_\_\_\_\_

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Contact name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Average hours per week: \_\_\_\_\_

Average hourly Rate: \$ \_\_\_\_\_ Average earnings: \$ \_\_\_\_\_  week  month

# OR

I receive income from a source other than employment and have submitted documentation of such.

*I hereby authorize CMA Realty to verify my employment and release my employer from any such liability in releasing such information.*

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date

---

### **TO BE FILLED OUT BY EMPLOYER**

The above information is accurate:  YES  NO

Employer Representative: \_\_\_\_\_ Date: \_\_\_\_\_

8556 E. State Route 69 • Prescott Valley, AZ 86314 • (928) 775-2984 • Fax (928) 772-0274



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Applicants Signature

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Date

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