

**Swans Realty
& Property Management**

1425 W. Elliot Rd. Suite A105
Gilbert, AZ. 85233
(480) 221-7634 Phone (866) 887-9267 Fax

**ATTENTION: PLEASE LIST REAL ESTATE AGENT'S NAME AND
AGENT'S I D # ON APPLICATION**

APPLICATION INSTRUCTION SHEET

- 1) Each applicant must fill out separate application unless they are a married couple.**
- 2) Each applicant MUST sign application.**
- 3) Photo identification MUST be submitted with application**
- 4) Please complete all areas of application in order to process quickly, incomplete information will delay processing.**
- 5) Landlord and Employment Verification should be *signed at the bottom of form ONLY!!!* Applicant should **NOT** fill in information.**
- 6) All the above documentation MUST be submitted in order to complete the application process.**

SWANS Realty & Property Management RENTAL APPLICATION

1425 W. Elliot Rd. Suite A 105, Gilbert, Az. 85233
Office 480-221-7634 Fax 866-887-9267 (866-88SWANS)
WEBSITE: www.swansproperties.com
EMAIL: contact@swansproperties.com

REAL ESTATE AGENT NAME & ID # _____ MOVE IN DATE _____

EACH APPLICANT MUST SUBMIT SEPARATE APPLICATIONS UNLESS MARRIED

\$ 50.00 APPLICATION FEE / \$ 20.00 ADDITIONAL OCCUPANTS 18 yrs. old and over PICTURE I D REQUIRED**

PROPERTY ADDRESS APPLYING FOR _____

Applicant Information									
Name:					EMAIL ADDRESS:				
Date of birth:			SSN:			Phone:			
Current address:									
City:		State:		ZIP Code:		Landlord:		Landlord Phone:	
Own		Rent		(Please circle)		Monthly payment or rent:		How long?	
Previous address:									
City:		State:		ZIP Code:		Landlord:		Landlord Phone	
Owned		Rented		(Please circle)		Monthly payment or rent:		How long?	
Employment Information									
Current employer:									
Employer address:								How long?	
Phone:			Supervisor:			Supervisor Email:			
City:		State:		ZIP Code:		Alternate Phone:			
Position:		Hourly		Salary		(Please circle)		Annual income:	
Previous Employment									
Previous employer:									
Employer address:									
Phone:			Supervisor:			How long?:			
City:		Reason for leaving:							
Position:		Hourly		Salary		(Please Circle)		Annual Income:	
Co-applicant Information, if Married									
Name:					EMAIL ADDRESS:				
Date of birth:			SSN:			Phone:			
Current address:									
City:		State:		ZIP Code:		Landlord:		Landlord Phone:	
Own		Rent		(Please circle)		Monthly payment or rent:		How long?	
Previous address:									
City:		State:		ZIP Code:		Landlord:		Landlord Phone:	
Owned		Rented		(Please circle)		Monthly payment or rent:		How long?	
Co-applicant Employment									
Current employer:									
Employer address:								How long?	
Phone:			Supervisor:			Supervisor Email:			
City:		State:		ZIP Code:		Alternate Phone:			
Position:		Hourly		Salary		(Please circle)		Annual income:	
Co-applicant Previous Employment									
Previous employer:									
Employer address:									
Phone:			Supervisor:			How long?			
City:		Reason for leaving:							
Position:		Hourly		Salary		(Please Circle)		Annual Income:	

Applicant Vehicles and Driver's License Information

Applicant Drivers License #:	State:	Exp:
Co-applicant Driver's license #:	State:	Exp:
Type of Vehicles:	License Plate:	
Type of Vehicles:	License Plate:	
Type of Vehicles:	License Plate:	

List Other Residents (Total # _____) use additional page if necessary.

Name:	Relationship:	Age:
Name:	Relationship:	Age:
Name:	Relationship:	Age:
Name:	Relationship:	Age:

Other Sources of Income

If there are other sources of income you would like us to consider, please list income, source, and person (banker, employer, or etc) who we could contact for confirmation. You do not have to reveal alimony, child support, or spouse's annual income unless you want us to consider it in this application.

Income:	Source:	Income:	Source:
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Pets

Type:	Breed:	Age:	Size:	Type:	Breed:	Age:	Size:
Type:	Breed:	Age:	Size:	Type:	Breed:	Age:	Size:

Additional Information

Have you ever been evicted from any tenancy? _____ If so, please explain: _____	Have you ever willfully and intentionally refused to pay rent when due? _____ If so, please explain: _____
Have you ever filed for Bankruptcy? _____ If so, when _____	Where may we reach you to discuss this application? Day Phone # () _____ Cell Phone # () _____ Email address: _____

Emergency Contact

Name of a person not residing with you:			
Address:			
City:	State:	ZIP Code:	Phone:
Relationship:			

The undersigned hereby offers to rent premises on terms and conditions described herein and upon approval of this application agree to sign a rental or lease agreement and to pay all sums due, including required deposits. The application fee is not a guarantee of approval for residency. Upon approval of your application, an earnest deposit will be required with in 24 hours by cashiers check or other certified funds to hold the property off the rental market. Applicant agrees to sign lease in the standard form required by management. In the event applicant is accepted and has paid earnest deposit but fails to enter into the rental agreement or fails to take occupancy on the date specified or changes their decision on occupancy for whatever reason, the deposit will be forfeited and retained by management as damages for holding the property off the rental market.

ADDITIONAL COMMENTS:

References

Name:	Address:	Phone:
Name:	Address:	Phone:

I authorize the verification of the information provided on this form as to my credit and employment. I agree to permit an investigation of my credit, tenant history, banking, employment, criminal background, and any other screening for the purposes of renting this property.

Signature of applicant:	Date:
Signature of co-applicant:	Date:

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(ATTENTION APPLICANTDO NOT FILL OUT
FORM**SIGN AT BOTTOM ONLY)**

LANDLORD VERIFICATION

Applicant Name _____

Property Address applying for _____

Today's Date _____

Present Landlord _____

Phone _____

Fax _____

Applicant Current Address _____

Dear Landlord:

The above named person(s) have applied to lease our rental properties. Written permission has been given to contact you to obtain information about their account. In order to better evaluate their past performance, we ask your cooperation in filling out the following information and then faxing it back to us at the number listed above. We appreciate your prompt attention and all information obtained will be held in strict confidence and not released to any third parties. Thank you.

Date moved in: _____ Date moved out (If they have moved): _____

Lease expiration date: _____ Has proper notice been given? _____

Payment History [☐ Never Late [☐ Sometimes Late [☐ Always Late If late how many times _____

If late was eviction ever begun? [☐ Yes [☐ No, If yes list months and years: _____

Any lease violation notices? [☐ Yes [☐ No Explain: _____

Any move-out damages? [☐ Yes [☐ No Explain: _____

Any pets? [☐ Yes [☐ No If yes what type and how many? _____

Were yards maintained? [☐ Yes [☐ No Explain: _____

Any balance owing? [☐ Yes [☐ No Explain: _____

Would you rent to tenants again? [☐ Yes [☐ No Explain: _____

Any comments to assist us? _____

Information supplied by: _____ Title: _____ Phone: _____

Applicant authorizes the landlord to contact past and present landlords, employers, creditors, credit bureaus, neighbors, and other sources deemed necessary to investigate applicant. All information is true, accurate and complete to the best of applicant's knowledge. Landlord reserves the right to disqualify tenant if information is not as represented.

ANY PERSON OR FIRM IS AUTHORIZED TO RELAESE INFORMATION ABOUT THE UNDERSIGNED UPON PRESENTATION OF THIS FORM OR A PHOTOCOPY OF THIS FORM AT ANY TIME.

APPLICANT SIGNATURE

DATE

APPLICANT SIGNATURE

DATE

(ATTENTION APPLICANT*DO NOT FILL OUT
FORM**SIGN BOTTOM ONLY)**

EMPLOYMENT VERIFICATION

Applicant Name

Today's Date

Present Employer

Phone

Fax

Dear Employer:

The above named person(s) have applied to lease our rental properties. Written permission has been given to contact you to obtain information about their employment with your company. We ask your cooperation in filling out the following information and then faxing it back to us at the number listed above. We appreciate your prompt attention and all information obtained will be held in strict confidence and not released to any third parties. Thank you.

How long has applicant been employed with your company? _____

What is the current salary they are making? _____

Position held? _____

Supervisor Name? _____

Is applicant full time? _____ Or part time? _____

Information supplied by: _____ Title: _____ Phone: _____

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