

RENTAL APPLICATION

Phoenix Realty & Property Management, Inc.
102 E. Cleveland St., Suite 200
LAFAYETTE CO 80026
www.phoenixrealtyinc.com

Phone 303-666-4300
Fax 303-665-9154
info@phoenixrealtyinc.com

INSTRUCTIONS & CHECKLIST

APPLICATION DATE: _____

PROPERTY ADDRESS: _____

MOVE-IN DATE DESIRED: _____

1. **THERE IS A \$20.00 APPLICATION FEE PER APPLICANT. APPLICATIONS WILL NOT BE PROCESSED WITHOUT PAYMENT. CASH, CHECK, MONEY ORDER ACCEPTED. PLEASE MAKE CHECKS & MONEY ORDERS PAYABLE TO: PHOENIX REALTY INC. WE DO NOT ACCEPT CREDIT CARDS. APPLICATION FEES ARE NON-REFUNDABLE REGARDLESS OF APPROVED / NON-APPROVED OUTCOME.**

Application Fee(s) Attached Amount: \$ _____

2. **WE REQUIRE MOST RECENT VERIFIABLE PROOF OF INCOME FOR ALL APPLICANTS WITH THE EXCEPTION OF SINGLE-INCOME HOUSEHOLDS. ACCEPTABLE FORMS ARE AS FOLLOW. PLEASE CHECK AND ATTACH ALL THAT APPLY. (One source of income per applicant is sufficient; however, additional sources may be requested.)**

- Employer Paystub
- Federal Tax Return (Generally for the self employed)
- Bank Statement (Checking or Savings)
- Investment Account Statement

3. Application is signed and dated
- Authorization to perform a CREDIT CHECK and RELEASE OF PERSONAL INFORMATION checked 'YES.' (Bottom of pg 3)

Thank you very much for your interest in our property!

Phoenix Realty Use Only

_____ \$ _____ Application Fee Received Cash Check MO
Date Received Received By

Approved Declined Date: _____ Reason(s): Credit Income Rental Ref Other _____

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APPLICANTS:

1.

Applicant		Date of Birth	
SS#	DL#	State	
Phone	Cell	E-Mail Address	
Present Address		Rent /m	#Yrs
City	State	Zip	
Landlord Name	Phone	Fax # IF Renting from mgmt co.	
Applicant Employer	Phone	# Yrs	
Position	Gross \$ / Month	Supervisor	Phone

ATTACH LAST PAYSTUB OR OTHER FORM OF MOST RECENT INCOME DOCUMENTATION

2.

Applicant		Date of Birth	
SS#	DL#	State	
Phone	Cell	E-Mail Address	
Present Address		Rent/m	#Yrs
City	State	Zip	
Landlord Name	Phone	Fax # IF Renting from mgmt co.	
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OTHER OCCUPANTS (Other than those to be on the lease):

_____ Name	_____ Age	_____ Relationship	_____ Name	_____ Age	_____ Relationship
_____ Name	_____ Age	_____ Relationship	_____ Name	_____ Age	_____ Relationship

PET(S): YES [] NO [] IF YES:

_____ Kind (Dog/Cat)	_____ Breed	_____ Weight	_____ Age	Yes [] No [] Neutered	Yes [] No [] Indoor
_____ Kind (Dog/Cat)	_____ Breed	_____ Weight	_____ Age	Yes [] No [] Neutered	Yes [] No [] Indoor

VEHICLES (If more than 2, list on a separate piece of paper and attach to this application):

_____ Year	_____ Make	_____ Model	_____ Color	_____ Plate #
_____ Year	_____ Make	_____ Model	_____ Color	_____ Plate #

QUESTIONS: Have you EVER broken a lease or been evicted from any type of housing? YES [] NO []

If YES, briefly describe:

Is **ANY** applicant or occupant required to register as a sex offender? YES [] NO []
Has **ANY** applicant or occupant been convicted of a felony in the last 10 years? YES [] NO []

Smoker	YES [] NO []	Occupant(s):	_____
Bankruptcy	[]	When (Year):	_____
Foreclosed	[]	When (Year):	_____
Related to Current Landlord?	[]	How Related:	_____

AUTHORIZATION: to perform a **CREDIT CHECK and RELEASE OF PERSONAL INFORMATION**:

YES [] NO [] A credit check will appear on your credit report as an inquiry. I understand that this is a routine application to establish credit, character, employment, and rental history. I also understand that this is NOT an agreement to rent and that all applications must be approved. I authorize verification of references given. I declare that the statements above are true and correct, and I agree that the landlord may terminate my agreement entered into in reliance on any misstatement made above.

Applicant Signature Date

Co-applicant Signature Date