

# 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. ALL OCCUPANTS 21YRS OF AGE OR OLDER MUST COMPLETE AN APPLICATION EVEN IF THEY WILL NOT BE ON THE LEASE.
2. THERE IS A \$40.00 APPLICATION FEE PER APPLICANT. WE WILL INVITE YOU VIA EMAIL TO PAY ONLINE, OR YOU MAY PAY WITH CASH, CHECK, OR MONEY ORDER. PLEASE MAKE CHECKS & MONEY ORDERS PAYABLE TO: PHOENIX REALTY INC. WE DO NOT ACCEPT CREDIT CARDS. APPLICATIONS WILL NOT BE PROCESSED WITHOUT PAYMENT.

Application Fee(s) Attached      Amount: \$ \_\_\_\_\_

3. WE REQUIRE MOST RECENT VERIFIABLE PROOF OF INCOME FOR ALL APPLICANTS WITH THE EXCEPTION OF SINGLE-INCOME HOUSEHOLDS AND NON-PARTIES TO THE LEASE. 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

4.  Application is signed and dated

Thank you very much for your interest in our property!

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### Phoenix Realty Use Only

\_\_\_\_\_ \$ \_\_\_\_\_ Application Fee(s) Received     Cash  Check  Online  M/O  
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. \_\_\_\_\_

\_\_\_\_\_  
Applicant Employer \_\_\_\_\_ Phone \_\_\_\_\_ # Yrs \_\_\_\_\_

\_\_\_\_\_  
Position \_\_\_\_\_ Gross \$ / Month \_\_\_\_\_ Supervisor \_\_\_\_\_ Phone \_\_\_\_\_  
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## OTHER OCCUPANTS

Name	Age	Relationship	Name	Age	Relationship
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Name	Age	Relationship	Name	Age	Relationship
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## PET(S): YES [ ] NO [ ] IF YES:

Kind (Dog/Cat)	Breed	Weight	Age	Yes [ ] No [ ] Outdoor	Yes [ ] No [ ] Indoor
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Kind (Dog/Cat)	Breed	Weight	Age	Yes [ ] No [ ] Outdoor	Yes [ ] No [ ] Indoor
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## VEHICLES (If more than 2, list on a separate piece of paper and attach to this application):

Year	Make	Model	Color	Plate #
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Year	Make	Model	Color	Plate #
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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):	_____ Discharged YES [ ] NO [ ]
Foreclosed	[ ]	[ ]	When (Year):	_____
Related to Current Landlord?	[ ]	[ ]	How Related:	_____

**AUTHORIZATION:** Signing this application expressly permits: Phoenix Realty & Property Management Inc to perform a **CREDIT CHECK** and constitutes the **RELEASE OF PERSONAL INFORMATION** from third parties. 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 \_\_\_\_\_