



*“Still the Best  
Since 1985*

# Foothills Property Management, Inc.

**Sedona Office:** 1615 State Route W. 89A, Sedona AZ 86336  
**Phone:** 928-282-9533 **Fax:** 928-282-6935  
**Cottonwood Office:** 868 Cove Parkway, Cottonwood, AZ 86326  
**Phone:** 928-634-7507 **Fax:** 928-634-0434

## APPLICATION TO RENT TENANT’S PERSONAL AND CREDIT INFORMATION PERSONAL DATA

Social Security No.: \_\_\_\_\_  
 Email Address.: \_\_\_\_\_  
 Name: \_\_\_\_\_ Driver’s Lic. No.: \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
     First                      Middle                      Last  
 Date of Birth: \_\_\_\_\_  
 Name of Spouse or Co-Tenant: \_\_\_\_\_  
     \_\_\_\_\_ Social Security No.: \_\_\_\_\_  
     First                      Middle                      Last  
     \_\_\_\_\_ Email Address.: \_\_\_\_\_  
     \_\_\_\_\_ Driver’s Lic. No.: \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
     \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Present Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 How Long At Present Address: \_\_\_\_\_ Landlord/Agent: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Previous Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
 How Long At Previous Address: \_\_\_\_\_ Landlord/Agent: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Other Occupants Names: \_\_\_\_\_/\_\_\_\_\_ Other Occupants Age: \_\_\_\_\_/\_\_\_\_\_  
 (Under 18 yrs. Old): \_\_\_\_\_/\_\_\_\_\_ Other Occupants Age: \_\_\_\_\_/\_\_\_\_\_  
All Units are non-smoking I Will Be Getting Renters Insurance? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 Do You Have A Pet(s)? \_\_\_\_\_ Type of Pet(s): \_\_\_\_\_ Weight: \_\_\_\_\_ Age: \_\_\_\_\_  
 Vehicle Make: \_\_\_\_\_ Year: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ License No.: \_\_\_\_\_  
 Vehicle Make: \_\_\_\_\_ Year: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ License No.: \_\_\_\_\_  
 Vehicle Make: \_\_\_\_\_ Year: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ License No.: \_\_\_\_\_

### TENANT(S) OCCUPATION

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Business Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Name & Title of Supervisor: \_\_\_\_\_ How Long? \_\_\_\_\_  
 Monthly Gross Income: \_\_\_\_\_ (Tax Information May be Requested if Self-Employed.)

### CO-TENANT(S) OCCUPATION

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Business Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Name & Title of Supervisor: \_\_\_\_\_ How Long? \_\_\_\_\_



Monthly Gross Income: \_\_\_\_\_ (Tax Information May be Requested if Self-Employed.)

**REFERENCES**

**Bank Reference**

1.) \_\_\_\_\_ Account No.: \_\_\_\_\_  
2.) \_\_\_\_\_ Account No.: \_\_\_\_\_

**Credit Reference**

1.) \_\_\_\_\_ Account No.: \_\_\_\_\_  
2.) \_\_\_\_\_ Account No.: \_\_\_\_\_

**Personal Reference**

Address Phone Length of Acquaintance Occupation

1.) \_\_\_\_\_  
2.) \_\_\_\_\_

**Nearest Relative**

Address Phone Length of Acquaintance Occupation

1.) \_\_\_\_\_  
2.) \_\_\_\_\_

Front and back of application must be filled out in detail or it will not be accepted.

Have you ever filed a petition for bankruptcy? \_\_\_\_\_ If yes, when? \_\_\_\_\_ Have you ever been evicted from any tenancy? \_\_\_\_\_  
Have you ever intentionally refused to pay rent when due? \_\_\_\_\_ Have you ever been charged with a crime? \_\_\_\_\_  
If so, what?

I DECLARE THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT, AND I AUTHORIZE A CONSUMER CREDIT REPORT AND BACKGROUND CHECK AND ANY VERIFICATION NECESSARY. I agree that the Landlord/Agent may terminate any agreement entered into in reliance on any misinformation made above. Application Fee of \$20.00 per person (over 18 yrs. Old) or \$35.00 per married couple (married more than 5 years), is hereby submitted in the form of exact cash for the cost of Credit Reports and processing this application. Ad fees and sales tax not included.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
Co-Signer: \_\_\_\_\_ Date: \_\_\_\_\_

“PRESENT ALL OFFERS”

Address of Property Applying For: \_\_\_\_\_ Price \$ \_\_\_\_\_ .00

Length of Lease Term? \_\_\_\_\_ Months \_\_\_\_\_ Years Move-in Date: \_\_\_\_\_

Additional Information/Offers: \_\_\_\_\_

OFFICE USE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Broker: Tawnia S. Funk Ext 215  
Company Manager: Susannah Rehm Ext 203  
Sedona Property Manager Fran Gutzwiller Ext 202  
Cottonwood Property Managers: Tricia Griego Ext 212 Toni Glenn

Ext 212





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1. All proposed tenants 18 years of age and over will be required to fill out an application for a credit report/background check with a \$20.00 per person fee. If a couple is married more than five years, the charge is \$35.00 per couple. This fee is non-refundable. A property may not be rented without a completed application, submitted and processed. Applicant may be declined for poor or insufficient credit accounts. Co-signers may be considered in lieu of poor or insufficient credit accounts and extra security deposit monies will be required.
  
2. If you would like to rent a property and have been approved for tenancy through Foothills Property Management, Inc., the following will be required:
  - If you are holding a property for a future move-in date, a Holding Deposit Contract will need to be completed and signed. A deposit in the form of a cashier’s check or money order equal to a month of rent will be required. **(CASH OR OUT OF STATE CHECKS WILL NOT BE ACCEPTED FOR ANY DEPOSITS OR RENTAL PAYMENTS).**
  
  - A rental agreement must be signed by all occupants (over 18) and co-signers. All monies due and payable in cashiers check or money order must be paid in full before keys will be issued and tenants allowed to move in.
  
3. **Security and cleaning deposits** are as follows:
 

Security Deposits:	\$ _____	equal to 1 month rent (maximum 1.5 month’s rent) and up (Refundable Security)
Cleaning Deposits:	\$350.00	(Refundable Cleaning)
	\$ 50.00	(Non- Refundable Cleaning)
Pet Deposits:	\$250.00	per pet (Refundable) On select properties, owner may require pet rent
	<u>\$100.00</u>	Pet - Black light (Non-Refundable)
  
4. Other:
  - No smoking in property
  - Sales Tax (assessed per local) and \$7.00 Administrative Fee are not included in the listed rental price.

**AS A PROPERTY MANAGER, FOOTHILLS AND OUR AGENTS WORK EXCLUSIVELY FOR THE PROPERTY OWNER.**

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

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

Cosigner : \_\_\_\_\_ Date: \_\_\_\_\_

