



Rental Application for Residents and Occupants

Each co-applicant and each occupant 18 years old and over must submit a separate application. Spouses may submit a single application.



Date when filled out: _____

ABOUT YOU Full name (exactly as on driver's license or govt. ID card) _____

Your street address (as shown on your driver's license or government ID card): _____

Driver's license # and state: _____
OR govt. photo ID card #: _____

Former last names (maiden and married): _____

Your Social Security #: _____

Birthdate: _____ Height: _____ Weight: _____

Sex: _____ Eye color: _____

Marital Status: single married divorced widowed separated

Are you a U.S. citizen? Yes No Do you or any occupant smoke? Yes No

Will you or any occupant have an animal? Yes No

Kind, weight, breed, age: _____

Current home address (where you now live): _____

City/State/Zip: _____

Home/cellphone: _____ Current rent: \$ _____

Email address: _____

Name of apartment where you now live: _____

Current owner or manager's name: _____

Their phone: _____ Date moved in: _____

Why are you leaving your current residence? _____

Your previous home address: _____

City/State/Zip: _____

Apartment name: _____

Name of above owner or manager: _____

Their phone: _____ Previous monthly rent: \$ _____

Date you moved in: _____ Date you moved out: _____

YOUR WORK Present employer: _____

Address: _____

City/State/Zip: _____

Workphone: _____

Position: _____

Your gross annual income is over: \$ _____

Date you began this job: _____

Supervisor's name and phone: _____

Previous employer: _____

Address: _____

City/State/Zip: _____

Workphone: _____

Position: _____

Gross annual income was over: \$ _____

Dates you began and ended this job: _____

Previous supervisor's name and phone: _____

YOUR CREDIT HISTORY Your bank's name, city, state: _____

List major credit cards: _____

Other non-work income you want considered. Please explain: _____

Past credit problems you want to explain. (Use separate page.)

WHY YOU APPLIED HERE Were you referred? Yes No

If yes, by whom: _____

Name of locator or rental agency: _____

Name of individual locator or agent: _____

Name of friend or other person: _____

Did you find us on your own? Yes No If yes, fill in information below:

On the Internet Stopped by Newspaper (name): _____

Rental publication: _____

Other: _____

YOUR RENTAL/CRIMINAL HISTORY Check only if applicable. Have you, your spouse, or any occupant listed in this Application ever: been evicted or asked to move out? moved out of a dwelling before the end of the lease term without the owner's consent? declared bankruptcy? been sued for rent? been sued for property damage? been charged, detained, or arrested for a felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or a sex crime that was resolved by conviction, probation, deferred adjudication, court ordered community supervision, or pretrial diversion? been charged, detained, or arrested for a felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or a sex crime that has not been resolved by any method? Please indicate below the year, location and type of each felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or sex crime other than those resolved by dismissal or acquittal. We may need to discuss more facts before making a decision. *You represent the answer is "no" to any item not checked above.*

YOUR SPOUSE Full name: _____

Former last names (maiden and married): _____

Spouse's Social Security #: _____

Driver's license # and state: _____
OR govt. photo ID card #: _____

Birthdate: _____ Height: _____ Weight: _____

Sex: _____ Eye color: _____

Are you a U.S. citizen? Yes No

Present employer: _____

Address: _____

City/State/Zip: _____

Work phone: _____

Position: _____

Date began job: _____ Gross annual income is over: \$ _____

Supervisor's name and phone: _____

OTHER OCCUPANTS Names of all persons under 18 and other adults who will occupy the unit without signing the lease. Continue on separate page if more than three.

Name: _____ Relationship: _____

Sex: _____ DL or govt. ID card # _____ & State: _____

Birthdate: _____ Social Security #: _____

Name: _____ Relationship: _____

Sex: _____ DL or govt. ID card # _____ & State: _____

Birthdate: _____ Social Security #: _____

YOUR VEHICLES List all vehicles owned or operated by you, your spouse, or any occupants (including cars, trucks, motorcycles, trailers, etc.). Continue on separate page if more than three.

Make and color of vehicle: _____

Year: _____ License #: _____ State: _____

Make and color of vehicle: _____

Year: _____ License #: _____ State: _____

Make and color of vehicle: _____

Year: _____ License #: _____ State: _____

EMERGENCY Emergency contact person over 18, who will not be living with you:

Name: _____

Address: _____

City/State/Zip: _____

Workphone: _____ Homephone: _____

Relationship: _____

AUTHORIZATION I or we authorize (owner's name) Kayvan, LLC

to obtain reports from any consumer or criminal record reporting agencies before, during, and after tenancy on matters relating to a lease by the above owner to me and to verify, by all available means, the information in this application, including criminal background information, income history and other information reported by employer(s) to any state employment security agency. Work history information may be used only for this Rental Application. Authority to obtain work history information expires 365 days from the date of this Application.

Applicant's signature _____

Spouse's signature _____

Applicant must also sign on the next page of this Application.

Contemplated Lease Contract Information

To be filled in only if the Lease Contract is not signed by resident(s) at time of application for rental.

The National Apartment Association Lease Contract to be used must be the latest version published by the association unless an earlier version is initiated by resident(s) and attached to this Application. The blanks in the Lease Contract will contain the following information:

- Names of all residents who will sign Lease Contract _____
- Name of Owner/Lessor Kayvan, LLC
- Property name and type of dwelling (bedrooms and baths) _____
- Complete street address 7333 East Chaparral
City/State/Zip Scottsdale, AZ 85250
- Names of all other occupants not signing Lease Contract (persons under age 18, relatives, friends, etc.) _____
- Total number of residents and occupants _____
- Beginning date and ending date of Lease Contract _____
- Total security deposit \$ _____; Animal deposit \$ 200.00
- Other fees \$ _____
- Total monthly rent for dwelling unit \$ _____
- Rent to be paid at (check one) on-site manager's office or at Online Payment System
- Prorated rent for: first month or second month \$ _____
- Monthly rental due date _____ 1 _____
- Late charges due if rent is not paid on or before the _____ 1 _____
- Initial late charge \$ 50.00; Daily late charge \$ 10.00
- Returned-check charge \$ 100.00
- (Check one): furnished or unfurnished;
- Utilities paid by owner (check all that apply): electricity, gas, water, wastewater, trash, cable TV, master antenna;
- You are (check one): required to purchase personal liability insurance or not required to purchase personal liability insurance;
- Special provisions regarding parking, storage, etc. (see attached page, if necessary): _____

Application Agreement

1. **Lease Contract Information.** The Lease Contract contemplated by the parties is attached—or, if no Lease Contract is attached, the Lease Contract will be the current Lease Contract. Special information and conditions must be explicitly noted on an attached Lease Contract or in the Contemplated Lease Information.
2. **Application Fee (nonrefundable).** You have delivered to our representative an application fee in the amount indicated below, and this payment partially defrays the cost of administrative paperwork. *It's nonrefundable.*
3. **Application Deposit (may or may not be refundable).** In addition to any application fee, you have delivered to our representative an application deposit in the amount indicated in paragraph 14. *The application deposit is not a security deposit.* However, it will be credited toward the required security deposit when the Lease Contract has been signed by all parties; OR it will be refunded under paragraph 10 if you are not approved; OR it will be retained by us as liquidated damages if you fail to sign or attempt to withdraw under paragraph 6 or 7.
4. **Approval When Lease Contract Is Signed in Advance.** If you and all co-applicants have already signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of our approval, sign the Lease Contract, and then credit the application deposit of all applicants toward the required security deposit.
5. **Approval When Lease Contract Isn't Yet Signed.** If you and all co-applicants have not signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of the approval, sign the Lease Contract when you and all co-applicants have signed, and then credit the application deposit of all applicants toward the required security deposit.
6. **If You Fail to Sign Lease Contract After Approval.** Unless we authorize otherwise in writing, you and all co-applicants must sign the Lease Contract within 3 days after we give you our approval in person or by telephone or within 5 days after we mail you our approval. *If you or any co-applicant fails to sign as required, we may keep the application deposit as liquidated damages, and terminate all further obligations under this Agreement.*
7. **If You Withdraw Before Approval.** You and any co-applicants may not withdraw your Application or the application deposit. *If you or any co-applicant withdraws an Application or notifies us that you've changed your mind about renting the dwelling unit, we'll be entitled to retain all application deposits as liquidated damages, and the parties will then have no further obligation to each other.*
8. **Completed Application.** An Application will not be considered "completed" and will not be processed until all of the following have been provided to us (unless checked): a separate Application has been fully filled out and signed by you and each co-applicant; an application fee has been paid to us; an application deposit has been paid to us. *If no item is checked, all are necessary for the Application to be considered completed.*
9. **Nonapproval.** We will notify you whether you've been approved within 10 days after the date we receive a completed Application. Your Application will be considered "disapproved" if we fail to notify you of your approval within 10 days after we have received a completed Application. Notification may be in person or by mail or telephone unless you have requested that notification be by mail. You must not assume approval until you receive actual notice of approval. The 10-day time period may be changed only by separate written agreement.
10. **Refund after Nonapproval.** If you or any co-applicant is disapproved or deemed disapproved under paragraph 9, we'll refund all application deposits within 30 days of such disapproval. Refund checks may be made payable to all co-applicants and mailed to one applicant.
11. **Extension of Deadlines.** If the deadline for signing, approving, or refunding under paragraphs 6, 9, or 10 falls on a Saturday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next day.
12. **Notice to or from Co-applicants.** Any notice we give you or your co-applicant is considered notice to all co-applicants; and any notice from you or your co-applicant is considered notice from all co-applicants.
13. **Keys or Access Devices.** We'll furnish keys and/or access devices only after: (1) all parties have signed the contemplated Lease Contract and other rental documents referred to in the Lease Contract; and (2) all applicable rents and security deposits have been paid in full.
14. **Receipt.** Application fee (nonrefundable): \$ 55.00
Application deposit (may or may not be refundable): \$ 100.00
Other move-in fees (may or may not be refundable): \$ _____
Total of above application fee and application deposit: \$ _____
Total amount of money we've received to this date: \$ _____
15. **Signature.** Our representative's signature is consent only to the above application agreement. It does not bind us to accept applicant or to sign the proposed Lease Contract.

Acknowledgment. You declare that all your statements in this Application are true and complete. You authorize us to verify same through any means. If you fail to answer any question or give false information, we may reject the application, retain all application fees and deposits as liquidated damages for our time and expense, and terminate your right of occupancy. Giving false information is a serious criminal offense. In lawsuits relating to the application or Lease Contract, the prevailing party may recover all attorney's fees and litigation costs from the losing party. We may at any time furnish information to consumer reporting agencies and other rental housing owners regarding your performance of your legal obligations, including both favorable and unfavorable information about your compliance with the Lease Contract, the rules, and financial obligations.

If you're seriously ill or injured, what doctor may we notify? (We are not responsible for providing medical information to or calling doctors or emergency personnel.)
Doctor's name: _____ Doctor's phone: (_____) _____
Important medical information about you in an emergency: _____

Applicant's Signature: _____ Date: _____
Signature of Spouse: _____ Date: _____
Signature of Owner's Representative: _____ Date: _____

FOR OFFICE USE ONLY

1. Apt. name or dwelling address (street, city): Kayvan, LLC Unit # or type: _____
2. Person accepting application: _____ Phone: (_____) _____
3. Person processing application: _____ Phone: (_____) _____
4. Date that applicant or co-applicant was notified by telephone, letter, or in person of acceptance or on acceptance: _____
(Deadline for applicant and all co-applicants to sign lease is three days after notification of acceptance in person or by telephone, five days if by mail.)
5. Name of person(s) who were notified (at least one applicant must be notified if multiple applicants): _____
6. Name of owner's representative who notified above person(s): _____



Resident Qualification Acknowledgment

In order to assist you with your decision on your new home, we are providing this list of the requirements we use to qualify applicants for residency in this community. Nothing contained in these requirements shall constitute a representation that all residents and occupants currently residing in our community have met or currently meet these guidelines. Each person age 18 or older who will live in the apartment home must submit an application and satisfy these requirements. Subject to applicable laws, our requirements include, but are not limited to, the following criteria:

IDENTIFICATION. Applicants must present a valid government issued photo identification card for each person age 18 or older.

INCOME. Applicants must collectively have verifiable income in an amount not less than 3 times the rental rate.

CREDIT HISTORY. We obtain a credit report on each applicant. Our credit reporting agency evaluates credit (which may include rent payment history) as an indicator of future rent payment performance. An unsatisfactory or insufficient finding will result in the requirement of an additional deposit, guarantor, or denial. Applicants are responsible for ensuring their credit history is accurate.

GUARANTORS. If a guarantor is needed, he/she must meet the entire qualifying criteria as presented above. All guarantors must have a verifiable source of income in an amount not less than 5 times the rental rate.

ADULT DEPENDENT. If there is a person age 18 or older who will reside in the apartment home but who will not be executing the lease documents, that person will need to qualify as an "Adult Dependent." In order to qualify someone as an Adult Dependent, you must execute the Adult Dependent Certification, and the proposed Adult Dependent must be approved through our regular criminal background check and credit screening process. The leaseholder(s) will be responsible for ensuring that the Adult Dependent complies with all community rules and requirements in the lease documents, but the Adult Dependent will not be financially obligated to pay rent or other amounts due under the lease documents.

CRIMINAL HISTORY. We obtain a criminal background check on each applicant who will reside in the apartment. It is possible your application will be denied due to criminal convictions.

OCCUPANCY. The following occupancy standards apply based on two persons per bedroom, plus one per apartment:

One Bedroom	Three Persons
One Bedroom with Den	Three Persons
Two Bedroom	Five Persons
Three Bedroom	Seven Persons
Four Bedroom	Nine Persons

PETS. The following breeds are restricted from this community:

Pit Bull Terriers/Staffordshire Terriers	Rottweilers
Doberman Pinschers	Chows
Presa Canarios	Akitas
Alaskan Malamutes	Wolf-hybrids

Additional pet and breed restrictions may apply at this community. If you have pets, please see your leasing representative for more information. These restrictions and deposit requirements do not apply to qualified service or assistance animals.

RENTER'S INSURANCE REQUIREMENT. You may be required to carry a minimum of \$100,000 Personal Liability Insurance coverage. To satisfy this requirement, you must provide evidence of insurance coverage at initial lease signing and maintain this coverage throughout the entire term of your residency. In addition, we may require that you add our community as an "Interested Party," "Party of Interest," or similar language. Your lease will have additional details about the insurance requirements.

FAIR HOUSING STATEMENT. We are committed to compliance with all federal, state, and local fair housing laws. We do not discriminate against applicants based on race, color, age, religion, national origin, sex, familial status, disability, sexual orientation, gender identity, marital status or any other legally protected classification or status. All persons involved with the leasing and operation of our communities receive training on fair housing laws. We will consider requests for reasonable accommodations based upon a disability. We will consider reasonable modification of existing premises, which may be at the expense of the person requesting the modification.

RENTAL RATES AND LEASE TERMS. Original rental rate quotes will be honored for 2 business days. The rental rate quote is associated with the apartment's availability at the time of your quote, move-in date, and lease term requested. Any changes to the time of the quote, your move-in date, or lease term may require a revised rental rate quote which may result in a different monthly rental rate.

FALSIFICATION OF APPLICATION: Any false statements or false information included in an application may result in denial of the application.

APPLICANT APPROVAL ACKNOWLEDGEMENT. Applicant acknowledges and agrees that the criteria referenced above will be considered in the qualification process. Applicants who do not meet the requirements referenced above will be declined or be subject to additional requirements, including, but not limited to, additional fees, deposits, rent or providing a guarantor.

Signature of Applicant

Date

Signature of Applicant

Date

Signature of Applicant

Date

Signature of Applicant

Date

Leasing Representative/Agent for Owner

Date

GREYSTAR

Privacy Policy for Personal Information of Rental Applicants and Residents

We are dedicated to protecting the privacy of your personal information, including your Social Security or other governmental identification numbers. We have adopted a privacy policy to help ensure that your information is kept secure. We follow all federal and state laws regarding the protection of your personal information.

How information is collected. You will be furnishing some of your personal information (such as your Social Security or other governmental identification numbers) at the time you apply to rent from us. This information will be on the rental application form or other document that you provide to us or to an apartment locator service, either on paper or electronically.

How and when information is used. We may use this information in the process of verifying statements made on your rental application, such as your rental, credit and employment history. We may use the information when reviewing any lease renewal. We may also use it to assist us in obtaining payment from you for any money you may owe us in the future.

How the information is protected and who has access. In our company, only authorized persons have access to your Social Security or other governmental identification number. We keep all documents containing this information in a secure area, accessible only by authorized persons. We limit access to electronic versions of the information to authorized persons only.

How the information is disposed of. After we no longer need your Social Security or other governmental identification numbers, we will store or destroy the information in a manner that ensures that no unauthorized person will have access to it. Our disposal method may include physical destruction or obliteration of paper documents or electronic files containing such information.

Locator services. If you found us through a locator service, please be aware that locator services are independent contractors and are not our employees—even though they may initially process rental applications and fill out lease forms. You should require any locator services you use to furnish you their privacy policies, as well.

Management Representative:

Resident(s):

Date: _____



Acknowledgement of Smoke-Free Policy at Cibola

April 2017

Dear Prospective Resident,

Cibola is pleased to announce its efforts to provide a healthier environment for our residents and guests. On August 1, 2015, Cibola began its transition to becoming completely smoke-free; smoking will not be permitted anywhere on the property.

The common areas of the property are already smoke-free in accordance with the Smoke-Free Arizona Act (A.R.S. § 36-601.01). The Act requires the common areas of multi-family housing to be smoke-free. Smoking is prohibited inside and within 20 feet of entrances, open windows, and ventilation systems of enclosed common areas of multi-family housing such as the main office, laundry room, fitness center, activity center, or clubhouse.

In addition to the smoke-free areas mandated by the Smoke-Free Arizona Act, this smoke-free policy extends to include all individual units and balconies, parking lots, and vehicles while on the property. All residents and guests will be required to follow this policy at all times.

A smoke-free lease addendum is included in each lease packet. All residents signing or renewing leases are required to sign the addendum which explains the policy.

If you have any questions, please contact our office at (480) 970-0013.

Best regards,

Kristy Knierim
Community Manager
Cibola Apartments

All leaseholders at Cibola must sign this addendum.

I understand and agree to abide by the smoke-free policy at Cibola.

Print Name

Signature

Date

Print Name

Signature

Date

Print Name

Signature

Date