



# ROX Realty

1919 N Trekell Rd., Casa Grande, AZ 85122 / Office: 520 423-8250/ Fax: 520 423-8247

Coldwell Banker ROX Realty Property Management welcomes all applicants and supports Fair Housing. We do not refuse to lease any property nor do we discriminate against a person because of sex, marital status, race, creed, religion, age, familial status, physical or mental handicap, color or national origin.

## LEASING APPLICATION AND POLICIES

**Application:** Complete and sign the Lease Application and submit it to our office with a copy of Driver's License or other picture ID, Proof of Social Security Number, Two (2) verifiable pay stubs. There is a \$40.00 application fee (per adult/18 and older) which is **NON-REFUNDABLE**. All fees must be in CERTIFIED funds, no cash or personal checks will be accepted – made out to Coldwell Banker ROX Realty.

**Be Advised – Application WILL NOT be processed without these items!**

**Once approved, you will have 24 hours to bring in Security Deposit to secure the property.**

**Criteria for Approval:** In order to become an approved tenant, please review the criteria. Any occupant over the age of eighteen (18) shall submit an application and the non-refundable application fee of \$40.00 per applicant.

- A. Income:** You must have verifiable income in the amount of 2 ½ times the monthly rent for a minimum of one (1) year. Married couples or relatives, over the age of 18, may combine their income. Please include verification of any other consistent income such as social security and retirement.
- B. Credit/Criminal:** Credit and criminal and eviction reports will be reviewed.
- C. Rental History:** Current and previous Landlords must be contacted. Please provide accurate contact information or this will delay the approval process.
- D. Occupancy:** The number of occupants may not exceed two (2) persons per bedroom.
- E. Pets:** Not all property owners will accept pets. If you have a pet include size, breed, and approximate weight. Dogs that are considered to be "vicious" in nature according to home owner insurability standards will NOT be approved even if owner had advertised pets allowed with deposits.
- F. Deposits/Fees:** Security Deposit, at a minimum, shall equal one month's rent. Minimum pet deposit is \$200 per pet. *Not applicable to service animals.*



® Each office is independently owned & operated