

**WELCOME TO THE PROPERTY MANAGEMENT GROUP
C MARSHALL & ASSOCIATES REALTY**

CMA is one of the leading Property Management firms in the tri-city area and we try very hard to maintain a high level of personal service both to our property owners and to our tenants. This document is intended to familiarize you with our policies and procedures in renting and managing the properties that have been entrusted to us. Please read this document and if you have any questions, please feel free to call us.

Availability List: CMA publishes a “PROPLIST” at least twice each week describing our available rentals. This list is distributed at our front desk, placed in a box outside the door for after-hours availability, is also published on our web-site at WWW.CMAREAL.COM under “Rentals” and can be found on the web at WWW.RENTALS.COM. If you still have questions, please call us at one of the numbers below or email us at frontdesk@cmareal.com.

Screening: Our pre-approval screening process is rather detailed and will include complete credit history (consumer debt, bankruptcies, tax liens, judgments, and so forth), employment verification, former landlord verification and any criminal record. CMA is a participant in the “Crime Free Neighborhood”, (ARS 33-1368) program and you will be required to sign this agreement as a term & condition of your lease. This process may take several days if your previous landlord(s) or employer do not reply to us in a timely manner. CMA is motivated to process applications as quickly as possible—we want to fill our properties. Often people we need information from are not cooperative and/or timely. Applications, either approved or incomplete shall be held for thirty (30) days and then considered abandoned if no action has been taken by the applicant.

Showings: All of our properties require an appointment to show. We will show a maximum of 3 properties prior to application approval. Any additional showings will require an application be filled out and approved. Interior photos of properties are available for viewing in our office. If there is any question in your mind whether your application will be approved, we suggest that you fill out a Tenant Data Form (Application) as early as possible and let us run you through the screening process. This form may be picked up at our office or downloaded from the website. It normally takes between 24 and 48 hours to complete this process and will avoid us showing you and you looking at, a property(s) you wouldn't qualify for. This will avoid a disappointment down the line.

Leases: All of our properties except those that are for sale require a minimum six (6) month lease unless otherwise noted on the Availability List.

Occupancy: CMA has an occupancy limit of two (2) persons per bedroom for health and safety reasons. This is not a statute or an ordinance, it is an industry accepted limit and has been accepted by the courts as a reasonable limit.

Holding a Property: If you request us to hold a property and you want to place a Hold Deposit, we require that you complete the screening process and have an approved application. We suggest that before you start the screening process you read all of our forms carefully, including the Lease. Hold Deposits are generally not refundable and are forwarded to the Owner if you fail to perform as agreed upon. The Hold Deposit shall be equal to the rent for the period held. The minimum Hold Deposit shall be three (3) hundred dollars. Hold deposits shall be date and time stamped to determine who is first in line.

Deposits: All of CMA's rentals require certain deposits. Some are refundable and some are not. All rents, fees and deposits will be listed in our “Fair Estimate of Move-in Costs”. Please read it carefully. Our required deposits and fees are as follows:

1. Security Deposit equal to one month's rent plus \$100.00. Refundable if Tenant meets all terms and conditions of the lease. Security Deposit may not be used by Tenant for any month's rent.
2. Pet Rent (\$50.00 min, if applicable, based upon number & type): Non-Refundable and will remain for the term of the lease even if the pet is no longer in the unit.
3. Re-Inspection fee of \$50.00, which is non-refundable.
4. Application Fee of \$20.00 for the primary Tenant, \$35.00 for married couples and \$20.00 for each co-Tenant (**Limited Time Only**). Application fees are non-refundable and must be paid with cash or money order.

Payment of Funds Please note that initial rent and deposits must be paid with **certified funds** and not a personal check. This is particularly important if you are coming in from out of town. We suggest that you arrange for these funds before you leave to travel here because there is often a delay in getting access to your funds after you arrive here. **Do not, under any circumstances, drop cash into our night deposit slot. CMA will not be responsible for cash inserted into this slot that turns up missing.**

Utilities: Prior to receiving keys to any unit the tenant will be required to produce proof (generally a deposit receipt) that utility deposits have been paid and the account has been placed in the Tenant's name. Some utilities may be

included in the rent. Your lease will clearly specify which utilities & services are paid by the Owner and which are paid by the Tenant.

Pet Restrictions: Some of our properties permit pets and some do not. Some dog breeds will not be permitted under any circumstances because most insurance companies will cancel the owner's policy if they are discovered on the premises. These breeds are German Shepard, Doberman, Rotweiler, Chow, Akita and Staffordshire Terrier (Pit Bull). Pets such as iguanas, snakes, and ferrets are on approval only. Pet rent will be determined by the type and size of the pet. See Deposits above for pet rent.

Pools , Spas & Hot Tubs: New laws and ordinances require that pools (even the small inflatable types), spas, & hot tubs must be within approved child-proof fences. Before installing such a device, obtain a copy of the town, city or county ordinance and make sure that you are in compliance. If not, you will be in violation of the code and will also be in violation of your lease.

Trampolines: To the best of our knowledge, accidents and injuries caused by using trampolines are not covered by any insurance company. Trampolines will not be approved for installation in any of our managed properties.

Smoking: All of our rental units are "No Smoking inside" units. To avoid any misunderstanding at move-out, please read your lease carefully. De-odorizing a unit can be costly and if it has been established that you have smoked, this de-odorizing will be done at your expense.

Allergies/Sensitivities: CMA has no way of determining whether Tenants are chemically sensitive, environmentally ill or allergic to molds, animal dander or plants and trees surrounding the unit you rent. In order to be fair to all parties concerned, we request that you disclose to us, up front, any such substances that you may be allergic or sensitive to. Very few of our units are set up for tenants who might be environmentally sensitive and we want to avoid problems of this nature, if at all possible. CMA tries to insure that units are clean when we rent them, but sometimes that is not enough. Often the presence of such substances is not easily determined. CMA will not take the responsibility for allergies and/or environmental sensitivities, however we will do our best not to place a Tenant in such an environment.

We try hard to make your stay with us a pleasant experience and we sincerely hope you do all that you can to help us achieve this goal.

Sincerely,

LeiLoni Lenahan
Broker

Property Interested In:

1. _____
2. _____
3. _____

Move In Date: _____

Lease Term
6 Month Lease
12 Month Lease

C Marshall & Associates Realty, LTD
Rental Application

(Fill In All Spaces)

1. Name _____ Married Single
 Date of Birth _____ Present Phone Number (_____) _____ Soc. Sec. Number: _____
 Email Address: _____

2. Information about other occupants. (Separate application required for all adults except spouse).

	Name	Relationship	Age (If under 18)	Soc. Sec. Number
a.	_____			
b.	_____			
c.	_____			

3. Will a pet or assistance animal of any type live in your apartment? **Yes** **No** If yes, please describe:
 Type: _____ Weight (Full Grown) _____ Spayed/Neutered **Yes** **No** Licensed/Date: _____
 Breed (If mixed, provide all significant blood lines) _____

4. Residence Information:

Current Residence: Address _____ Apt. Number _____ City/State/Zip _____
 How Long: _____ Years _____ Months Name of landlord _____ Landlord Phone _____

If less than two years at your present address, list previous address below:

Former Residence: Address _____ Apt. Number _____ City/State/Zip _____
 How Long: _____ Years _____ Months Name of landlord _____ Landlord Phone _____

5. Employed by _____ Address _____
 Phone (_____) _____ Position _____ How Long: _____ Years _____ Months
 Supervisor's Name _____ Phone Number (_____) _____
 Your monthly income _____ Other source(s) of income for rental payment _____

If less than two years at present employer, list previous employers below:

Former Employer _____ Address _____
 Phone (_____) _____ Position _____ How Long: _____ Years _____ Months
 Supervisor's Name _____ Phone Number (_____) _____
 Your monthly income _____

6. Spouse's Name. (List maiden name if married less than two years) _____

Date Of Birth _____ Social Security Number _____
 Employed by _____ Address _____
 Phone (_____) _____ Position _____ How Long: _____ Years _____ Months
 Supervisor's Name _____ Phone Number (_____) _____
 Your monthly income _____ Other source(s) of income for rental payment _____
 Former Employer _____ Address _____
 Phone (_____) _____ Position _____ How Long: _____ Years _____ Months
 Supervisor's Name _____ Phone Number (_____) _____

7. Your Driver's License Number _____ State _____ Expiration Date _____
 Spouse's Driver's License Number _____ State _____ Expiration Date _____

Vehicles you would like to park on property:

	Make/Model	Year	Color	License Plate Number	State
Auto	_____				
Auto	_____				
Motorcycle	_____				

Description of any other vehicle (boat, trailer, truck, recreational vehicle, etc.) you would like to keep on property.
 Prior written permission separate from this application must be obtained from management.

Other Vehicle: Make/Model _____ Year _____ Color _____ License Plate Number _____ State _____

8. Have you or your spouse/roommate ever been evicted? Yes No Declared Bankruptcy? Yes No
 Do you use illegal drugs? Yes No Do you engage in the distribution or sale of illegal drugs? Yes No
 Have you ever been convicted of a felony or any related crime to cause harm to a person or property, including but not limited to arson, assault, intimidation, sex crimes, drug-related offenses, theft, dishonesty, prostitution, obscenity and related violation? Yes No
 If yes, please explain the reason: _____

9. Do you have any outstanding warrants for arrest? Yes No

10. Are you or anyone planning to reside in the rental unit either chemically sensitive or hyper-allergenic to substances normally found around the home? Yes No
 If yes, please explain: _____

11. Do you have a waterbed? Yes No Do you have waterbed insurance? Yes No

12. Person(s) to notify and person you authorize to take possession of your personal property in case of an emergency:
 For Applicant For Co-Applicant

Name _____
 Address _____
 City/State _____
 Contact Number _____

Name _____
 Address _____
 City/State _____
 Contact Number _____

Note: Management is NOT responsible for damage to residents' property. Residents are strongly advised to obtain renters insurance to cover loss or damaged property.

Deposit To Hold Agreement

A minimum of \$300.00 is required to hold a property. In consideration of management holding the property for me, I agree to pay a holding deposit of \$ _____. The holding deposit is credited to the required move-in-costs. I may cancel this agreement and be refunded my holding deposit by notifying you of my decision to cancel within 48-hours after application approval. Cancellation after this time will result in forfeiture of my holding deposit. I understand that management and management employees are agents of and represent the owner.

Applicant represents that all of the above statements are true and complete, and hereby authorizes verification of above information, references and credit records. Applicant acknowledges that false information contained herein constitutes grounds for rejection of this application. Applicant agrees to the terms of the "Deposit To Hold Agreement". This application is preliminary only and does not obligate owner to owner's representative to execute a lease or deliver possession of the proposed premises.

Applicant's Signature _____ Date _____

Spouse's Signature _____ Date _____



Submit Application To:
 7749 E. Florentine Rd., Suite A
 Prescott Valley, AZ 86314

EMPLOYMENT VERIFICATION

Dear Employer:

The applicant submitting this form has requested to lease one of our managed properties. By signing below, the applicant has given us permission to verify his/her employment with your firm, and released you from any liability in doing so. Please indicate whether or not the information below is accurate.

Thank you for your cooperation.

Leiloni Lenahan
Broker

Applicant: _____ SS#: _____

Employer Name: _____

Employer Address: _____

Contact Name: _____ Phone #: _____

Dates of Employment: _____ Average Hrs/Wk: _____

Average Hourly Rate: _____ Average Earnings: _____/Per _____

OR

I receive income from a source other than employment and have submitted documentation of such.

I hereby authorize C Marshall & Associates Realty to verify my employment and release my employer from any liability in releasing such information.

Applicant Signature: _____ Date: _____

This section to be filled out by employer

The above information is accurate _____ is not accurate _____
Employer Representative: _____ Date: _____

CURRENT/PREVIOUS LANDLORD CHECK

The undersigned tenant(s) has applied to rent one of our managed properties and has indicated that they have previously rented from you. We would appreciate it very much if you could verify some details, in the box below, of their tenancy in your managed property and FAX this form back to us at 928-772-0274.

Print Tenant Name(s): _____

I _____ do hereby release my previous landlord from any liability in releasing factual information about my rental history at the above address to C Marshall & Associates.

OR

I am a homeowner. I have submitted documentation to verify this.

Signature: _____ Date: _____

Property Address: _____

This Block To Be Filled Out By Landlord Only

Was/Is the Tenant current on rent? ____ Yes ____ No
During their tenancy, did you receive any NSF checks? ____ Yes ____ No
Was the Tenant(s) generally on time with rent payments? ____ Yes ____ No
Did you evict this Tenant(s)? ____ Yes ____ No
Did this Tenant(s) give you proper notice of move-out? ____ Yes ____ No
Did this Tenant(s) have any pets while in your property? ____ Yes ____ No
Are you related, in any way to this Tenant(s)? ____ Yes ____ No
Did the Tenant(s) complete the full term of the lease? ____ Yes ____ No
Is there a balance owed? ____ Yes ____ No
Was the unit left clean? ____ Yes ____ No
Was the unit damaged? ____ Yes ____ No
Would you rent to this Tenant again? ____ Yes ____ No

Landlord Signature: _____

If you have any questions, please call 928-775-2984 or 1-800-243-3386.

Please FAX this completed form to C Marshall & Associates Realty at 928-772-0274 or mail it to:

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Prescott Valley, AZ 86314