



Schembri Property Management

Rental Application Instructions & Criteria

Long Term Rentals (Over 3 months)

1. Every proposed occupant 18 years and older must complete the **AAR Application for Occupancy** in its entirety. Line 116 on page 3 must be completed. We must receive an application for **EVERY adult** (over the age of 18) that will be residing in the residence, including “adult” children that will be living in the home. Adult age children can/will be listed as occupants on the lease and not the responsible party.
2. Include a legible copy of a photo ID (driver’s license, passport, etc.) for **EVERY** applicant.
3. Include legible copies of 2 most recent paycheck stubs or bank statements for applicants (not required for adult children that will be “occupants”). Employment must be current and verifiable for a minimum of 1 year. (Combined income of 2.5 times the rent – Roommates should each earn 1.5 times the rent)
4. Review and sign the Tenant’s Advisory form and include with application.
5. There is a **\$50 per applicant** fee that will need to be paid **before** we can process the application; this can be paid in our office or at www.PayLease.com .
Go to www.PayLease.com, click on “SIGN UP” in the top right corner, select “RESIDENT” and search for your property address, click on “This is my Property”, and follow the prompts for “NEW USERS REGISTRATION”.
6. Please include agent’s READE (Real Estate Agency Disclosure & Election) and your completed broker’s W-9.

You may FAX 480-223-5531, e-mail tammy@tammyschembri.com or sandy@sandybproperties.com,
or drop off your application package at our office.

Once the completed application is received and the application fee(s) are paid, we will process the credit & background report(s) and typically have an answer within 1 working day. The applicants will be notified by e-mail of the decision and the next steps.

Vacation Rentals (less than 3 months)

1. Prospective tenant(s) need to complete Vacation Rental Application in its entirety.
2. Review and sign the Tenant’s Advisory form and include with application.
3. Include a legible copy of photo ID (driver’s license, passport, etc.) for every adult.

Once the completed application is received, the applicants will be notified by e-mail of the next steps. A credit/background report is not run for rentals under 3 months, however, full payment will be required prior to occupancy.



Criteria for approval:

1. An applicant with any prior or pending evictions will be automatically denied.
2. An applicant with any foreclosures within the past three (3) years or a bankruptcy will be automatically denied.
3. An applicant with any monies owed to an apartment community or previous landlord will automatically be denied.
4. Any registered sex offenders will automatically be denied.
5. Applicants must have no felony convictions less than 10 years old, which involve violent crimes against persons or property. *If applicant would like management to review additional information regarding a felony conviction or a current arrest or warrant as part of their rental application, the applicant is permitted to submit that information along with their application and it will be review on a case-by-case basis.
6. Falsifying any information on application will automatically result in denial.
7. Applicants must have clean and verifiable past rental references, for a minimum of a 1 year period.
8. Applicant's information is submitted to NTN Online (National Tenant Network) and approval is based on a scoring criteria that NTN provides. Applicants must have a clean credit report, any derogatory credit must have a verifiable explanation and will have to be approved by the property owner.

