



MANAGEMENT MASTERS INC.

3370 N. Hayden Rd. #123-307 Scottsdale, AZ 85251
(480) 990-1833 - FAX (480) 990-1041
www.MgmtMasters.com

Thank you for considering Management Masters as your housing provider. We provide quality homes throughout the area, and look for quality tenants to fill them. To make the home shopping process as smooth as possible, please review the following information before completing your application.

APPLICATION STANDARDS

Income Level	You should have Gross Income of at least three (3) times the monthly rent amount. Married couples and related residents over 18 may combine income. Two non-related persons must qualify individually unless there is at least 1 year's successful experience living together with another landlord. With three or more non-related persons, each two persons combined must qualify, and have at least one year experience living together. We must be able to verify employment history and income. If you are self-employed, we will need tax returns for the last two years.
Credit History	To determine satisfactory credit worthiness we obtain a report from a credit reporting agency.
Rental History	Your previous residencies must be verifiable, and free of evictions, judgments, property damage and unpaid rents.
Criminal History	All occupants over 18 will be checked. Details must be provided by anyone convicted of a violent or property crime, or any felony.
Occupancy	The number of occupants may not exceed two (2) persons per bedroom.
Pets	Policies on pets vary from home to home. Please call the office to determine the pet policy for the home and homeowner association for which you are applying. Pet policies are strictly enforced, and any breach will be grounds for termination of the lease, at tenant's expense. Pets should have been owned by applicant for at least a year with verifiable references on behavior, neutered or spayed, and there will be a pet permission fee charged.

SUBMITTING YOUR APPLICATION

Complete Form	Forms are available inside the home and on the website. The form must be filled out completely and signed before it can be processed. Missing information will delay the processing of your application, as will missing signatures.
Drop Off Your Form	Drop off your completed, signed application, along with a check for \$25.00 per adult in envelope addressed to us, at our mailbox at 3370 N. Hayden Rd., #123-307, or submit online through the website and pay online, or call the office to make other arrangements. This is a non-refundable processing fee which covers the cost of the credit report(s), employment verification, etc.

A separate earnest money check (for the same amount as the security deposit) is due with the application. This earnest money check will hold the home for you while your application is being processed. When your application is approved the earnest money check is cashed, and upon lease signing will be applied to your security deposit and other funds due. If, for some reason, the application is not approved, the check will be returned to you or online payment rejected. After approval of your application, if you decide not to sign the lease or move into the property on the agreed-upon date, the earnest money is non-refundable as liquidated damages to the property owner.

SIGNING THE LEASE

Once you are approved, you will be notified by phone or email and we will schedule a lease-signing appointment. All adults must sign the lease. At lease-signing, money for the first month's rent and any pro-rated rent, any applicable pet, cleaning, or other fees and deposits will be collected.

GENERAL INFORMATION

Our Office	We are a construction site-based company. You may drop paperwork off c/o The UPS Store. 3370 N. Hayden Rd., #123-307, (Southwest corner of Hayden Rd. and Osborn) in an envelope addressed to us. Or call us to make an appointment to meet at the unit or some other convenient location, or to send by email and pay online.
Fair Housing	It is unlawful to discriminate against any person based on race, color, religion, sex, national origin, handicap, or familial status. We strictly adhere to this policy.