



MMG Luxury Property Management

6991 E. Camelback Rd. D-212

Scottsdale, AZ 85251

Rental Application Procedures

Thank you for your interest in applying to lease one of our properties! The directions below are required by all applicants wishing to lease property that is listed and managed with Realty Executives/MMG Luxury Property Management.

RENTAL POLICIES AND PROCEDURES:

The following policies have been established regarding all applicants for a property managed by Realty Executives/MMG Luxury Property Management. Please read the following policies. If you feel you meet the guidelines for qualifying, we encourage you to submit an application.

FAIR HOUSING:

Realty Executives/MMG Luxury Property Management adheres strictly to all requirements of the Fair Housing laws. We do not discriminate against any applicant for any reasons of race, color, creed, national origin, sex, age, marital status, or physical or mental disability.

SUBMIT APPLICATION:

1. Each person 18 years of age or older must legibly & completely fill out and sign an application.
2. Please go to www.mmgluxurypropertymanagement.com and click the "Apply" tab in the top right hand corner.
3. Applications will NOT be considered with Missing or False information. Applications on any other forms will NOT be processed. All applications submitted become property of Realty Executives.
4. A \$50 (Certified Funds) non-refundable fee is required per application. If a Co-signer is necessary, they must also complete and sign an application and pay the non-refundable

application fee. Without this fee, your application is considered incomplete and will not be processed.

5. The application fee must be in: CERTIFIED FUNDS (money order, cashier's check) payable to Kelly Martin, or you may choose to PayPal. A link to pay via PayPal will be provided once the application has been completed.

PayPal Acct – pm@mackeymartingroup.com

7. All completed and paid applications will be processed in 24 hours (excluding weekends).

Application and fee(s) may be dropped off at the following:

Realty Executives/MMG Luxury Property Management

6991 E. Camelback Rd., Suite D-212, Scottsdale, AZ 85251

Major Cross street: Camelback Rd. and Scottsdale, office hours are 9:00 a.m. – 4:00 p.m. daily.

Please note again the application will NOT be processed until the application fee is received!

CREDIT CRITERIA:

1. Realty Executives will obtain a credit report on each applicant. Applicant – supplied reports will NOT be accepted.

- No unlawful detainers within the last 3 years will be accepted.
- No unsatisfied judgments or liens will be accepted.
- Credit score of 620 and higher is needed. Exceptions may be made with conditions (owner authorization, and/or voluntary increased deposits).

INCOME CRITERIA:

- Applicants must gross 3 times the amount of the rent (gross earnings are before any deductions). Income may be combined by multiple applicants in some cases.
- Verification of income will need to be submitted with your application. Either a current bank statement or paystub will suffice.
- Self-employed applicants must provide most recent tax returns and three month's bank statements.
- Proof of earnings from social security, child support, alimony or spousal support must be documented.
- Unverifiable income will NOT be considered.
- Applicants applying for a property as roommates: each applicant must meet the income and credit criteria individually and co-signers will not be accepted by the owners.

PETS:

- If pets are allowed, a security deposit will be required for each pet. For any dog you will be required to have a Renter's Insurance policy that covers the dog by move in date. The following dog breeds are NOT approved for any of our rental properties: Rottweiler's, Dobermans, Mastiffs or any dog known as "pit bull" (also known as American Staffordshire Terrier, American Bulldog, American Pit-Bull Terrier, etc.), and any aggressive breed or dog. NO EXCEPTIONS!

APPROVAL AND MOVE-IN CONDITIONS:

Realty Executives will continue to advertise and consider all other applications for the subject property until the following have been provided:

- Application(s) have been paid for, completely verified and approved.
- All income verification has been received.
- All Applicants have provided a copy of a valid driver's license.
- Earnest Money Deposit/Security Deposit in the form of money order or cashier's check has been received.
- A rental agreement has been signed.

Application Process:

1. Please allow up to 24 hours to process applications. Many times, it does not take this long; however, the landlord needs time to review the potential tenant's information and to approve/deny the tenant.

Earnest Money Deposit:

1. Once approved we will require a copy of the earnest money deposit check within the time specified in the lease contract. You will be given instructions on where to send the check at the time of approval.
2. The earnest money deposit must be made out to REALTY EXECUTIVES.
3. The earnest money deposit is NON-REFUNDABLE! The earnest money deposit takes the property off the market until move-in and ensures that the tenant is serious about renting the property. Upon move-in the earnest money deposit becomes part of the security deposit, which IS REFUNDABLE.

Lease Documents:

1. We write the lease as our brokerage has certain documents that are required. Once applicant is approved, we will prepare the lease agreement, then the earnest money deposit check must be received.

2. Should you wish to propose different terms than what is in the MLS listing, please do so before submitting an application. This saves everyone time and money. Be advised that based upon credit, additional deposits may be required.
3. Once the lease has been reviewed by the landlord, we will send all documents to the tenant for signature(s). The tenant will sign after the landlord has signed all documents. A fully executed copy of the lease documents will be provided to all parties.

Move-In Process:

1. Close to time of move-in date, we will make arrangements with the tenant to arrange collection of move-in funds, exchange key(s), garage door remotes, etc., and conduct the move-in walk-through. A move-in checklist will be provided for you.
2. Proofs that utilities have been transferred into the tenant's name are required upon move-in. Tenant will not be allowed to move in otherwise.
3. All move-in funds (minus the earnest money deposit) are required upon move-in. Tenant will not be allowed to move-in unless all funds are paid in full.
4. Pictures that are taken of the home and will be emailed to the owner and MMG Luxury Property Management. These pictures are to ensure that all parties are aware of the pre-move in condition of the home. The home is expected to be left in the same condition as it has been received. The tenant will receive the Move In / Move Out Checklist and understands that the document must be returned to Kelly Martin within 5 days of move in. If tenant does not return the Move In/Out document, they are acknowledging that the home is in satisfactory condition upon move in.

Again, we thank you for your interest in applying for one of our rental listings. Should you have any questions, please do not hesitate to contact us.



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MMG
MACKEY MARTIN GROUP
Luxury Property Management

When Quality Counts, Call Us to Represent You

REALTY EXECUTIVES
MLS