



TLC Management Themis L Cavanagh  
 250 W 24<sup>th</sup> St. Suite O  
 Yuma, AZ 85364  
 Office (928) 726-5557 Email frontdesk670@gmail.com

**RENTAL APPLICATION**

Neatly complete all information below. **Leave no blanks put N/A** if it doesn't apply. All applicants over the age of 18 must complete and sign their own application.

\_\_\_\_\_  
 Address of Rental Property Applying for: \_\_\_\_\_ Desired date of occupancy \_\_\_\_\_ Desired length of  
 lease \_\_\_\_\_

**APPLICANT PERSONAL INFORMATION**

\_\_\_\_\_  
 Applicant Full Name \_\_\_\_\_ Phone Number \_\_\_\_\_

\_\_\_\_\_  
 Email Address \_\_\_\_\_ Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

\_\_\_\_\_  
 Driver's License/Government Issued ID Number \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_

\_\_\_\_\_  
 Name of Bank \_\_\_\_\_ Branch \_\_\_\_\_ Type of Account \_\_\_\_\_

**RESIDENCE HISTORY**

\_\_\_\_\_  
 Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_  
 Lease Start Date \_\_\_\_\_ \$ \_\_\_\_\_ Rent Paid \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

\_\_\_\_\_  
 Current Landlords Name \_\_\_\_\_ Landlords Phone \_\_\_\_\_

\_\_\_\_\_  
 Previous Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_  
 Previous Landlord \_\_\_\_\_ Phone number \_\_\_\_\_

**EMPLOYMENT INFORMATION**

\_\_\_\_\_  
 Employer \_\_\_\_\_ Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

\_\_\_\_\_  
 Phone number \_\_\_\_\_ Supervisor's Name \_\_\_\_\_ How long with this employer? \_\_\_\_\_

\_\_\_\_\_  
 Position/Department \_\_\_\_\_ Approx. monthly gross income \_\_\_\_\_ Additional income \_\_\_\_\_

**Rental Application >>**

**EMPLOYMENT INFORMATION CONTINUED**

\_\_\_\_\_  
Previous Employer if less than a year                      Address    City, State, Zip

\_\_\_\_\_  
Phone number    Position/Department    Date left

**VEHICLE INFORMATION**

**Vehicles you would like to park on Property (more than three including motorcycle, boats or RV's must be approved)**

Auto \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ License Plate \_\_\_\_\_ State \_\_\_\_\_

Auto \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ License Plate \_\_\_\_\_ State \_\_\_\_\_

Auto \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ License Plate \_\_\_\_\_ State \_\_\_\_\_

Description of any other vehicle (boat, trailer, RV, recreational vehicles, etc.)

**DEPENEDENTS/ADDITIONAL OCCUPANTS:**

\_\_\_\_\_  
Name    Relationship    Age    Date of Birth

\_\_\_\_\_  
Name    Relationship    Age    Date of Birth

\_\_\_\_\_  
Name    Relationship    Age    Date of Birth

\_\_\_\_\_  
Name    Relationship    Age    Date of Birth

Additional occupants, see attached

**PETS/SERVICE ANIMALS: Please email pictures of animals to [frontdesk670@gmail.com](mailto:frontdesk670@gmail.com)**

Do you have pets?     Yes     No    How many?

\_\_\_\_\_  
Name                      Breed                      Male/Female                      Age                      Weight                      Color

\_\_\_\_\_  
Name                      Breed                      Male/Female                      Age                      Weight                      Color

Will you have a service animal?     Yes     No    Type of animal \_\_\_\_\_

**PERSONAL REFERENCES**

\_\_\_\_\_  
Name, address, phone number    Relationship

\_\_\_\_\_  
Name, address, phone number    Relationship

**Rental Application >>**

**EMERGENCY CONTACT INFORMATION**

Person(s) to notify in case of an emergency and that you authorize to enter and take possession of your personal property in the event of death, pursuant to A.R.S. §33-1314F, disability or incarceration:

**Emergency Contact:** Name \_\_\_\_\_ Number \_\_\_\_\_ Relationship \_\_\_\_\_

**Emergency Contact:** Name \_\_\_\_\_ Number \_\_\_\_\_ Relationship \_\_\_\_\_

**CREDIT AND BACKGROUND HISTORY**

Have you ever been evicted? [ ] Yes [ ] No

Has a notice of eviction ever been filed against you? [ ] Yes [ ] No If so, when: \_\_\_\_\_

Have you ever declared bankruptcy? [ ] Yes [ ] No If so, when: \_\_\_\_\_ Discharge date: \_\_\_\_\_

Have you ever had two or more rental payments in the past year? [ ] Yes [ ] No

Have you ever willfully or intentional refused to pay rent when due? [ ] Yes [ ] No

Do you currently owe any monies to an apartment community or landlord? [ ] Yes [ ] No

Do you use illegal drugs? [ ] Yes [ ] No

Have you ever engaged in the distribution or sale of illegal drugs? [ ] Yes [ ] No

Have you ever been convicted, arrested or charged with any crime? [ ] Yes [ ] No

Please give a detailed explanation(s), date(s), and names for any questioned answered 'Yes' above:

\_\_\_\_\_  
\_\_\_\_\_

I CERTIFY that answers given herein are true and complete to the best of my knowledge. I hereby authorize a credit and/or criminal check to be made, verification of information I provide and communication with any and all names listed on this application. I understand that any discrepancy or lack of information may result in the rejection of this application. I understand that this is an application for a rental property and does not constitute a rental or lease agreement in whole or part. I further understand that there is a (thirty dollar) cash **\$30.00 non-refundable** application fee and I am not entitled to a refund even if I do not get the property. I understand that a Deposit equal to one month's rent will hold this property for me during the application process.

Signature \_\_\_\_\_ Date \_\_\_\_\_

E-Mail \_\_\_\_\_

RECEIVED: INDENTIFICATION (COPY OF PICTURE ID) \_\_\_\_\_  
APPLICATION FEE (MUST BE PAID TO PROCESS) \_\_\_\_\_

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**All Security Deposits, Pet Fees, and First Month's Rent must be paid separately in Cashier's Checks or Money Orders. Personal Checks will be accepted after initial move-in cost. (Management and Management's employees are agents of and represent the owner).**

Rental Address \_\_\_\_\_

Applicant's Name \_\_\_\_\_ Email \_\_\_\_\_

**DEPOSIT TO HOLD AGREEMENT**

In consideration of Management holding the property for me for a **maximum of two weeks from the date application is submitted and application fee paid: (please initial all)**

I agree to pay a holding deposit of \$ \_\_\_\_\_ in the form of a **cashier's check or money order only, no cash or personal check.**

I agree to pay \$ \_\_\_\_\_ **CASH- non-refundable** fee required for administrative processing. **\$30.00 per occupant 18 years or older Cash only in-person or Cashier's Check if application is mailed. Application fee, security deposit and rent must be paid separately.**

The holding deposit is refundable if my application is **not approved**. If my application is **approved**, the holding deposit is credited to the required move-in cost.

I may cancel this agreement and be refunded my holding deposit by notifying Management of my decision to cancel **no later than 9:00 a.m. the next business day from notification of approval. Cancellation after this time will result in forfeiture of my holding deposit.**

I may pay rent before but **no later than my "rent start date" or my holding deposit will be forfeited and the property re-rented.**

**All utilities must be set up put placed in your name prior to taking possession of the premises.**

Please be prepared to provide a photo ID and proof of your social security number.

Monthly Rent \$ \_\_\_\_\_ Rent start date \_\_\_\_\_.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Management Received \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Do not write below

Office use only

Do not write below

Approved Or Denied Date \_\_\_\_\_ Time \_\_\_\_\_ Why: \_\_\_\_\_

Rent Start Date \_\_\_\_\_ Ending Date \_\_\_\_\_ Rent \_\_\_\_\_

Security Deposit \_\_\_\_\_ Pet Fee \_\_\_\_\_ Total Due on Move-in \_\_\_\_\_

Other Agreements: \_\_\_\_\_

Money received & dates \_\_\_\_\_ Renters insurance \_\_\_\_\_ Pool (500,000.) \_\_\_\_\_ Pet (100,000.00)



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**PRIOR RESIDENCE AUTHORIZATION AND RELEASE**

Address of Rental \_\_\_\_\_

Duration of Residence:(From) \_\_\_\_\_(To)\_\_\_\_\_

Were any other persons identified on the lease? **Yes No Names:** \_\_\_\_\_

Any Pets **Yes No** Any Damage **Yes No Explain** \_\_\_\_\_

Applicable rental rate during residency: \$ \_\_\_\_\_/month

Did they pay in a timely manner: **Yes No** Were the terms of the Lease fulfilled? **Yes No**

If no, date residence was vacated: \_\_\_\_\_

Was the applicant subject of a forcible retainer action? **Yes No**

- If yes, state grounds \_\_\_\_\_ Non-payment of rent
- \_\_\_\_\_ Immediate and irreparable breach
- \_\_\_\_\_ Abandonment
- \_\_\_\_\_ Other (please specify)

Did the applicant violate any community policies? **Yes No**

If yes, what policy? \_\_\_\_\_

Last time Property was Inspected\_\_\_\_\_ Any Damage reported **Yes No Explain** \_\_\_\_\_

Was the account left in satisfactory manner? **Yes No** Would you re-rent to this/these tenant(s)? **Yes No**

Was the deposit or any portion thereof withheld due to damage to the unit? **Yes No**

**Comments Welcomed** \_\_\_\_\_

Do hereby swear and affirm that the following is accurate complete to the best of my knowledge.

I, \_\_\_\_\_, a duly authorized representative

of \_\_\_\_\_

I hereby authorize the verification of information I provide and communication with any and all names listed on this application.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



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## EMPLOYMENT VERIFICATION

Name of Applicant(s): \_\_\_\_\_

Duration of Employment: (From)\_\_\_\_\_ (To)\_\_\_\_\_

Is Employee Permanent? Yes \_\_\_\_\_ No \_\_\_\_\_ Full Time Yes \_\_\_\_\_ No \_\_\_\_\_

If Not Please Explain\_\_\_\_\_

Income\_\_\_\_\_ hourly/gross

Is this applicant eligible for rehiring in your company, should they leave? Yes\_\_\_\_\_

If No Please explain\_\_\_\_\_

Feel free to add a comment regarding a Character Reference of this applicant\_\_\_\_\_

I \_\_\_\_\_, a duly authorized representative of

\_\_\_\_\_, do hereby swear and affirm that the following is accurate complete to the best of my knowledge.

Thank you in advance for your cooperation in this matter. Please email this form back to us at [frontdesk670@gmail.com](mailto:frontdesk670@gmail.com). Any questions please feel free to contact me anytime at (928) 726-5557

***Themis L Cavanagh***

I hereby authorize the verification of information I provide and communication with any and all names listed on this application.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



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**TLC Rental Policies PLEASE READ CAREFULLY**

Thank you for contacting our office for your consideration of a rental homes. Please feel free to contact us when you're ready to view any of our homes, so we may tell you what we have available for you. You may also visit our web site to view all our available rentals [www.tlcmanagement.net](http://www.tlcmanagement.net)

**Some general information you may want to know prior to renting any of our homes.**

**FIRST COME FIRST SERVED \***

**To preserve our owner's investments all our homes are smoke free.**

Pet policy is based on owner approval and a \$250 non-refundable per pet fee is required. Shots and license are to be current at all times. Renter's Insurance is required with \$100,000.00 liability with Owner's name & TLC as additional insurers on all renter's policy.

Properties with pools / spas must obtain \$500,000.00 liability renters' insurance with the above instructions on their policies.

Renters insurance on all other properties with a minimum of \$50,000.00 liability is required and must be current at all times while residing at the rental property. A copy is to be provided to the office within 5 days of occupancy on all properties and provide a renewal every year.

Most homes are 1-year leases with an option to renew. Call the office for additional options for 6 months.

Our Security Deposits (fully refundable) are equal to 1 months' rent unless noted otherwise. But no more than 1 1/2 months' rent for applicants as a roommate situation or credit, rental, or work history problems.

Application fees are 30.00 per person over 18 years of age who will be occupying the home.

**APPLICATION FEE (Cash or money order only) AND RENT MUST BE PAID SEPARATE FROM THE SECURITY DEPOSIT.**

**Security Deposit and first month's rent must be made payable to TLC Management in the form of a Cashier's Check or Money Orders. Security Deposit needs to be a separate payment from Rent payment. After initial move in expenses, you will pay your rent online via your tenant portal.**

\*If transferring to Yuma, you may overnight your completed Application, Application Fee, & Security Deposit to Hold, (must be paid separately). Contact our office with tracking number to confirm. Any applications after that time will be on hold to allow time to process yours first. (This process does not guarantee a rental but assures 1<sup>st</sup> position until process is completed).

What you see today may not be there tomorrow so if you find the home that will work for you and/or your family be prepared to put a deposit to hold any property up to 2 weeks. During the processing, discovery finds you are not qualified for any of our homes the Security Deposit to hold will be refunded back to you. **The Application fee(s) are non-refundable.**

If you should have any questions, please feel free to contact us anytime.

*TLC Management*

# MOVING INFORMATION

## **COMMUNITY INFORMATION:**

For information on Yuma and the surrounding areas contact the  
Yuma Chamber of Commerce/Relocation Center (928) 782-2567  
Post Office Main Office 2222 S 4<sup>th</sup> Ave. (928) 783-2124

## **DRIVER'S LICENSE/AUTOMOBILE TITLE/REGISTRATION:**

2165 E Gila Road on the corner of Pacific and Gila Ridge Road  
Hours: Monday – Friday 8:00 a.m. – 5:00 p.m. (928) 317-2000

## **EDUCATION AND SCHOOL REGISTRATION AND INFORMATION:**

Yuma Elementary School District #1 (928) 782-6581  
Yuma County Crane School District #13 (928) 782-5183  
Yuma Union High School District (928) 726-1731  
Somerton School District #11 (928) 341-6000  
Arizona Western College (928) 317-6900  
Northern AZ University (928) 317-6400

## **TOWN UTILITIES**

Electricity: APS (Arizona Public Service) (928) 782-7151 Toll Free (800)-253-9405  
Natural Gas: Southwest Gas Corp (877)-860-6020  
Water: City of Yuma 1 City Plaza Yuma AZ 85364 (928) 373-5076  
<https://www.yumaaz.gov/business/request-water-service>  
City services include water, sewer, trash and recycling.

## **COUNTY UTILITIES**

Electricity: APS (Arizona Public Service) (928) 782-7151 Toll Free (800)-253-9405  
Natural Gas: Southwest Gas Corp Toll Free (877)-860-6020  
Water: Foothills Utilities 13157 E 44<sup>th</sup> St. Yuma, AZ 85367 (928) 342-1238 <https://foothillsutilities.com/>  
Sanitation Collection :  
Republic Services (928) 782-1015 <https://www.republicservices.com/>  
Mission Disposal & Recycling (928) 819-7376  
C& D Disposal (928) 782-2460 <https://cd-disposal.com/>

Rural Metro Fire Department (928) 782-4757

Somerton Water / Trash (928) 627-8866

## **SPECIALTY SERVICES**

Century Link- <https://www.centurylink.com/home/>  
Spectrum <https://www.spectrum.com/>  
Direct TV (928) 345-1807 or 1-888-777-2454  
Dish Network 1-800-201-1363