

Century 21 1st American

Rental Application Instructions

1. Visit www.1stAmC21HomeRentals.com to complete the application in its entirety.
2. Select AVAILABLE RENTALS and choose the property you are interested in. Then press the APPLY button.
3. Each proposed occupant of the property (18 years and older) must complete a separate application and submit the application fee. Complete all areas.
4. The \$45.00 non-refundable application fee per applicant/co-signer will be forfeited to Century 21 1st American whether the application is processed, accepted or declined for any reason.
5. If applicable, the pet application fee is \$20 for the first pet and \$15 for each additional pet and is non-refundable. The pet application must be completed online at <https://petscreening.com/> upon the completion and payment of your application.
6. Upload legible copies of each applicant's valid United States driver's license or United States government issued identification.
7. Upload copies of your pay stubs for the past month. If self-employed, include copies of the past 12 months of bank statements (additional information may be requested). If you have other sources of income (child support, social security, alimony, etc.), please upload the valid supporting documentation.
8. Once the Rental Application fee is paid and the application has been submitted along with all applicable supporting documentation, it will be considered complete and processing will begin. If any items are incomplete or missing, the application is considered incomplete and will not be processed. Completed applications are processed on a bulk basis and a decision may be rendered on any application at any point in time. Applications are typically reviewed within 48 business hours, however, the final processing depends on responses from outside sources such as employers and prior landlords.
9. Upon application approval, the applicant will immediately pay the holding fee via cashier's check or money orders and immediately enter into the rental agreement. The holding deposit will convert into the security deposit once you sign the lease. The holding fee must be payable to Century 21 1st American and be in the form of money orders or cashier's check at 8830 E Speedway Blvd, Tucson, AZ 85710 Monday through Friday 10:00 a.m. to 5:00 p.m. ABSOLUTELY NO PERSONAL CHECKS OR CASH ACCEPTED.
10. THE HOLDING DEPOSIT IS NON-REFUNDABLE ONCE YOU ARE APPROVED FOR THE PROPERTY AND YOU CHOOSE NOT TO EXECUTE THE LEASE.
11. If you are concerned about crime in the area of the rental or other issues, that you deem important, complete your due diligence before accepting and depositing the holding fee.
12. The lease will be sent to you via email to electronically sign. Once fully executed by all parties, a copy of the lease will be emailed to you.
13. Immediately call and transfer all basic applicable utilities (gas, water, electric) into the tenant's name with an activation date equal to or before the start date of the lease. Tenant must supply the account numbers to us prior to or when receiving the property keys.

14. Upon receipt of the electronically signed lease, we will contact the tenant to make an appointment to receive the property keys. At that meeting the tenant must submit the first month's rent and security deposit (if not already received as a holding fee) in the form of money orders or cashier's check, payable to Century 21 1st American.
15. Upon receipt of the property keys, the tenant must, within 5 days, submit to Century 21 1st American a completed move in check list for the property, signed by all tenants.

NOTICE: Century 21 1st American Property Management is an Equal Opportunity Housing provider and agents are also licensed REALTORS®. Century 21 1st American represents the owner of the property exclusively in each tenant transaction. Each applicant or tenant will be treated in a fair and honest manner.