



4114 East Union Hills Drive, Suite 1212 \* Phoenix \* AZ \* 85050 \* Office: (480) 213-5251 \* Fax: (866) 232-2256

## New Tenant Move In Information

### STEP BY STEP TO MOVE INTO YOUR NEW HOME

- After the application is filled out, copy of driver's license and copy of most recent pay check stubs are received Position Realty will process your application.
- Please be aware that your application may take some time to process, so please allow up to 72 hours to process your application.
- Additional terms may be requested based on your application, rental history employment history or credit score.
- All signed leases are offers until accepted by the owner. There is no guarantee that the terms that you have agreed to in the lease will be the same terms accepted by the owner.
- After the application has been accepted and you agree to any counter offers the lease becomes effective and your earnest money will no longer be refunded if you choose not to enter into the agreement.
- Once you have been approved and you agree to enter into the lease agreement certain steps must be taken to ensure that your move in will go smoothly.
- Position Realty will not allow you to move into the property until you have:
  1. The utilities turned on in your name at the address of the property.
  2. A receipt or letter from the utility companies to prove that the water, power and gas are in your name at the address of the property.
  3. Paid the 1st month's rent and any deposits that are due. Payment must be made by Cash, Cashiers Check, or Money Orders. No personal Checks.
  4. Furnished Pay stubs, Bank statements, or 1099's that satisfactorily verify income and employment.
  5. Furnished a copy of your drivers license or government issued identification.
- You will only be issued keys to the property when all documents are furnished and all rent and deposits are paid in full no exceptions.
- You must schedule an appointment with the leasing agent to review the terms of your lease. He will address any issues. At that time, Position Realty will take payment, issue your keys and finalize the lease agreement. This process once finalized will be considered a move in regardless of the physical time that you choose to move into the property. You are required to pay rent from the date that you receive the keys.
  1. Please allow up to 72 business hours from submittal of application for your approval.
  2. If move-in exceeds 14 days from time of application approval, you will be required to make an additional \$300.00 earnest deposit to be credited towards move-in, and must move in within 30 days of approval or all earnest money will be forfeited and property put back on vacancy list.
  3. Please be sure to have ALL utilities turned on in your name prior to your appointment with your leasing agent.
  5. All Rents are to be paid in Certified Funds only (cash, cashier's check or M.O.) Please make out all certified funds to Position Realty. For your convenience you may deposit your rent payments online with Chase QuickPay.



**24 Hour Contact Number – 480-213-5251**  
**Rental Payment, Maintenance Issues | Emergency**



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## **13-1602. Criminal Damage; Classification**

**A.** A person commits criminal damage by recklessly:

1. Defacing or damaging property of another person; or
2. Tampering with property of another person so as substantially to impair its function or value; or
3. Tampering with the property of a utility.
4. Drawing or inscribing a message, slogan, sign or symbol that is made on any public or private building, structure or surface, except the ground, and that is made without permission of the owner.

**B.** Criminal damage is punished as follows:

1. Criminal damage is a class 4 felony if the person recklessly damages property of another in an amount of ten thousand dollars or more, or if the person recklessly causes impairment of the functioning of any utility.
2. Criminal damage is a class 5 felony if the person recklessly damages property of another in an amount of two thousand dollars or more but less than ten thousand dollars.
3. Criminal damage is a class 6 felony if the person recklessly damages property of another in an amount of more than two hundred \_fty dollars but less than two thousand dollars.
4. In all other cases criminal damage is a class 2 misdemeanor.

Print Name	Signature	Date
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## Eviction and How it Affects You

Dear Tenant,

As you know, if your account is ever in "Eviction Status". It's possible that you may not know about or understand the ramifications of what it means to be the subject of an eviction proceeding. Below is a list of easy to understand consequences a person will face as a result of a legal eviction:

1. Eviction Court. This can be a humiliating experience and also matter of permanent public record.
2. Dispossession. You will be forcibly removed from the premises. This can be a humiliating experience and also matter of permanent public record.
3. Judgment (s) are good for 10 years with the option to renew for another 10 years. Your credit rating will be severely damaged. This may also result in
  - A collection process until your debt is paid in full
  - Possible seizure of assets you may own, including bank accounts
  - Garnishment of wages
  - Notification of credit bureaus causing inability to qualify for lines of credit, including credit cards, car loans and mortgages.
  - Notification of National Tenant Reporting Services causing inability to qualify for rental housing (Most quality rentals require credit & tenant screening), and for future plans of purchasing a house.

We understand that sometimes you have difficulties paying your rent or complying with your lease agreement. We sincerely hope you will be able to resolve any problems you experience and keep your account out of eviction status.

Owner/Manager \_\_\_\_\_ Date \_\_\_\_\_

Tenant \_\_\_\_\_ Date \_\_\_\_\_

Tenant \_\_\_\_\_ Date \_\_\_\_\_



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## Tenant's Work Request

Tenant Name(s): \_\_\_\_\_ Apt. No.: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Property Name: \_\_\_\_\_ Property No.: \_\_\_\_\_

I request and \_\_\_\_\_ give \_\_\_\_\_ do not give my permission to enter my residence, if no one is home to take care of the following described maintenance condition:

Tenant Work Phone: \_\_\_\_\_ Tenant Home Phone: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

\_\_\_\_\_  
Tenant's Signature

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### OFFICE USE ONLY

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Received by: \_\_\_\_\_

Request Approved by: \_\_\_\_\_ Request Assigned to: \_\_\_\_\_ Request Completed on: \_\_\_\_\_

Chargeable to Tenant? \_\_\_\_\_ Amount: \$ \_\_\_\_\_

If Yes State Basis for Chargeability: \_\_\_\_\_

Comments: \_\_\_\_\_

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