



Schembri Property Management

Rental Application Instructions

Long Term Rentals (Over 3 months)

1. Tenant must complete the **AAR Application for Occupancy** in its entirety. Line 116 on page 3 must be completed. We must receive an application for **EVERY adult** (over the age of 18) that will be residing in the residence, including "adult" children that will be living in the home. Adult age children can/will be listed as occupants on the lease and not the responsible party.
2. Include a legible copy of a photo ID (driver's license, passport, etc.) and a copy of social security card for **EVERY** applicant.
3. Include legible copies of 2 paycheck stubs or bank statements for applicants (not required for adult children that will be "occupants").
4. Review and sign the Tenant's Advisory form and include with application.
5. There is a **\$40 per applicant** fee that will need to be paid **before** we can process the application; this can be paid in our office or on our website via PayLease.com.
6. Please include agent's READE (Real Estate Agency Disclosure & Election) and completed W-9.

You may FAX 480-999-5145, e-mail tammy@tammyschembri.com, or drop off your application package.

Once the completed application is received and the application fee(s) are paid, we will process the credit & background report(s) and typically have an answer within 1 working day. The applicants will be notified by e-mail of the decision and the next steps.

Vacation Rentals (less than 3 months)

1. Prospective tenant(s) need to complete Vacation Rental Application in its entirety.
2. Review and sign the Tenant's Advisory form and include with application.
3. Include a legible copy of photo ID (driver's license, passport, etc.) for every adult.

You may FAX 480-999-5145, e-mail tammy@tammyschembri.com, or drop off your application package. Once the completed application is received, the applicants will be notified by e-mail of the next steps.

Our office is located at 2450 S. Arizona Avenue, Chandler, AZ 85286. We are on the west side of Arizona Avenue, just south of Germann Road. Office hours are 9:00 am to 5:00 pm, however, we are rarely in the office after 3:00 because we schedule all of our appointments between 3:00-5:00.

