

**RENTAL APPLICATION (RESIDENTIAL LEASE)**

ARIZONA DEPARTMENT OF TRANSPORTATION

RIGHT OF WAY PROPERTY MANAGEMENT SECTION

**CONTACT INFORMATION**

**Primary Applicant Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_  
**Social Security #:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Number of Adult Occupants (Over 18 years):** \_\_\_\_\_ **Number of Minor Children:** \_\_\_\_\_  
**Current Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Length of Occupancy:** \_\_\_\_\_ **Years** \_\_\_\_\_ **Months** \_\_\_\_\_ **Notice to Vacate Given?:** \_\_\_\_ **Yes** \_\_\_\_ **No** \_\_\_\_  
**Name of Spouse/Co-Applicant:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_  
**Social Security #:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Current Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Length of Occupancy:** \_\_\_\_\_ **Years** \_\_\_\_\_ **Months** \_\_\_\_\_ **Notice to Vacate Given?:** \_\_\_\_ **Yes** \_\_\_\_ **No** \_\_\_\_

**PROVIDE THE LAST TWO YEARS PROPERTY INFORMATION**

**Primary Previous Address:** \_\_\_\_\_  
**How long did you reside there?** \_\_\_\_\_ **Years** \_\_\_\_\_ **Months** \_\_\_\_\_ **Notice to Vacate Given?:** \_\_\_\_ **Yes** \_\_\_\_ **No** \_\_\_\_  
**Landlord Name:** \_\_\_\_\_ **Landlord Phone Number:** \_\_\_\_\_  
**Co-Applicant Previous Address:** \_\_\_\_\_  
**How long did you reside there?** \_\_\_\_\_ **Years** \_\_\_\_\_ **Months** \_\_\_\_\_ **Notice to Vacate Given?:** \_\_\_\_ **Yes** \_\_\_\_ **No** \_\_\_\_  
**Landlord Name:** \_\_\_\_\_ **Landlord Phone Number:** \_\_\_\_\_

**EMPLOYMENT HISTORY**

**Current Employer:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_  
**Complete Address:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Start date:** \_\_\_\_\_ **Gross Monthly Salary:** \_\_\_\_\_  
**Co-Applicant Current Employer:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_  
**Complete Address:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Start date:** \_\_\_\_\_ **Gross Monthly Salary:** \_\_\_\_\_  
**Previous Employer:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_  
**Complete Address:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Start date:** \_\_\_\_\_ **End date:** \_\_\_\_\_ **Gross Monthly Salary:** \_\_\_\_\_  
**Co-Applicant Previous Employer:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_  
**Complete Address:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Start date:** \_\_\_\_\_ **End date:** \_\_\_\_\_ **Gross Monthly Salary:** \_\_\_\_\_

**REFERENCES**

**Nearest Relative:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Emergency Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Have you been convicted of a felony in the past five (5) years?** \_\_\_\_ **Yes** \_\_\_\_ **No** \_\_\_\_ **Co-Applicant?** \_\_\_\_ **Yes** \_\_\_\_ **No** \_\_\_\_  
**If yes, please explain:** \_\_\_\_\_  
**Have you filed for bankruptcy within the past two (2) years?** \_\_\_\_ **Yes** \_\_\_\_ **No** \_\_\_\_ **Co-Applicant?** \_\_\_\_ **Yes** \_\_\_\_ **No** \_\_\_\_  
**If yes, please explain:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Printed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Co-Applicant Signature:** \_\_\_\_\_ **Printed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*Applicant(s) certify that the above statements are true and complete. Applicant(s) hereby authorize verification of said information and references. Applicant(s) acknowledge that false information contained herein constitutes grounds for rejection of this application. Applicant(s) have received and accepts the attached qualifying criteria and rental instructions.

## NOTICE TO APPLICANTS DESIRING TO RENT ARIZONA DEPARTMENT OF TRANSPORTATION PROPERTIES

ONLY STATE EMPLOYEES ARE AUTHORIZED TO REPRESENT THE ARIZONA DEPARTMENT OF TRANSPORTATION. COMMISSIONS OR FEES ARE NOT CHARGED. REAL ESTATE BROKERS, SALESMEN OR NON-STATE EMPLOYEES ARE NOT AUTHORIZED TO REPRESENT THE ARIZONA DEPARTMENT OF TRANSPORTATION IN THE RENTAL OF STATE-OWNED HIGHWAY PROPERTIES.

**Your attention is directed to the following conditions which each tenant will be expected to comply.**

1. All rents pertaining to State-owned properties are due and payable on the first day of the month. Failure to comply with this requirement will make it mandatory that the tenant be requested to vacate.
2. No applicant will be permitted to rent from the Arizona Department of Transportation unless currently employed for a minimum of six (6) months prior to the date of the application or can demonstrate financial responsibility. If the applicant is self-employed or intends to conduct their own business, applicant must have been engaged in said business occupation at least six (6) months prior to the date of application or can demonstrate financial responsibility. Those individuals on City, County, or State Aid do not meet the requirements of current employment.
3. Any property rented after the first day of the month will necessitate an advance rental payment equivalent to the number of days remaining in the current month. All rentals will require, in addition, a security deposit equivalent to one (1) month's rent.
  - a. A deposit is a sum of money which is to be held by the Arizona Department of Transportation during the occupancy of the tenant and **Should Not at Any Time Be Construed as Advanced Rent**. Said deposit is recoverable when tenant vacates the property provided that;
    - (1) Tenant notifies the State of his intention to vacate the property with a thirty-day notice. Said notice shall be in writing and contain tenant's forwarding address and formal request for a refund of the deposit.
    - (2) The property is left in a good and livable condition, wear and tear due to normal use and occupancy excepted.
    - (3) There is no unpaid rent due the State for the use of the property.
  - b. It takes approximately **two (2) to six (6) weeks** to process a refund of the deposit after tenant has vacated the property.
4. The initial payment at the time of renting the property, including the deposit, shall be payable in cashier's check, certified check, personal check, or money order **ONLY**.

### HOW DID YOU HEAR ABOUT US?

\_\_\_\_\_ Online Advertisement \_\_\_\_\_ Referral \_\_\_\_\_ ADOT Web Site \_\_\_\_\_ Other: \_\_\_\_\_

Accepted By: \_\_\_\_\_  
R/W Property Management Manager Date

\_\_\_\_\_/\_\_\_\_\_  
APPLICANTS SIGNATURE Date APPLICANTS SIGNATURE Date

Approved: \_\_\_\_\_YES \_\_\_\_\_NO

House \_\_\_\_\_ Apartment \_\_\_\_\_