

Asheville Phoenix Properties

You may submit this application to our office in person, by fax at 828-277-8687 or by email to frontdesk@avlprop.com

When submitting an application, please refer to the list below:

1. Completed applications are accepted on a "first come, first serve" basis. Should you choose to withdraw your application **you will need to contact our office.**
2. Applicants must have a valid **government issued photo ID** (passports will not work).
3. All proposed occupants, **age 18 or older must** complete the application process and be named on the lease. We are running a credit check (based on score, past due balances, judgements/liens, collections, charge offs, etc.), criminal background, eviction history and rental verification on **all** applicants. Your application may be approved or denied based on part or all of the above criteria.
4. The application fee is \$40 per person and may be paid with cash or credit/debit card, (if using card there is a processing fee of \$4.95 per transaction). All application fees are non-refundable once your application has been processed. If we do not run your application, you may receive a refund, **only** with your receipt showing proof of payment.
5. Please note that we will not sign a lease on any property unless you physically see the property.
6. All occupants of the property **must** be listed on the application. **NO EXCEPTIONS.**
7. Once conditionally approved, applicants are required to provide proof of employment and income (pay stubs, W-2, verifiable letter from employer). ***Must be current, consecutive, most recent and minimum of one month.** Household income must be a minimum of 3 times the rental amount.
8. All pets must be listed on the application with a picture of your pet(s) attached. Pet fees are non-refundable. We do not allow Pit Bulls, Dobermans, Rottweiler and German Shepherds. Once your application is approved you will need to have your pet screened through petscreening.com.
9. **Once your application is fully approved, time is of the essence to sign your lease and pay your security deposit and \$100.00 administrative fee in order to secure your residence. You will have a maximum of 2 weeks to move into your home.**
10. Security deposits must be paid with certified funds (Cashier Check or Money Order.)
11. **Please make sure that your application is filled out in its entirety. Do not leave any spaces blank. Make sure that all applicants have signed the application- we cannot run it without signatures. Failure to fill out your application in its entirety may result in your application not being processed.**

I, the undersigned, acknowledge that I have read the above requirements. I further understand that failure to meet the above requirements could result in non-acceptance of my application. Upon approval the required deposit must be paid immediately to reserve the property.

Applicant Signature(s): _____

***This page must be signed and returned with your application to be considered for approval**