



General Application Instructions

Application fee: \$45.80 per adult, payable to Kim Fearon in the form of a money order or cashier's check. If more than one (1) adult applying one (1) cashier's check or money with the combined fees is acceptable.

Apply Online: go to www.ashfordmgmt.com and select Rental Listings, Click on property listing representing the home you wish to apply for, then click **Apply** in upper left corner. Once you have completed the application and paid the fee, call Kim at 480-442-1781 and let her know your application is pending.

Paper Application: if you are a completing a paper application, contact Kim 480-442-1791 to make drop in, mail in, email or fax in arrangements. Application fee must be received prior to running applications. Please note missing information will delay application approval process so please be thorough when completing the application.

Pet Application: an application must be completed for all pets, go to www.ashfordmgmt.com and select Tenants, Click on application for pet; print, complete and email to kim@ashfordmgmt.com or fax to 602-491-2099.

Other items needed to complete application process:

- Legible copy of state issued identification (driver's license, state id, passport, other)
- Last 3 pay stubs or if self-employed, statement of earnings for last 6mos
- Signed Rental Verification authorization – select tenants, Click on rental verification form; fill in top part in blue, be sure to sign form and send to Kim
- Application fee of \$40.00 per adult

Mail in: Kim Fearon 7502 E Monterey Way Scottsdale AZ 85251

Fax in: 602-491-2099 Attn: Kim

Email: kim@ashfordmgmt.com

Typically, the approval process takes 24-48 business hours. If information is missing or a contact on your application is unavailable, unwilling or unable to provide verification information the process will be delayed. You will be contacted by Ashford with news of acceptance or denial within 48 business hours if the process is not delayed.

The predetermined earnest money, paid in the form of a cashier's check or money order, is due and payable within 48 hours of application approval. Earnest money is made payable to Ashford Management Services. Once the earnest money is received for an approved application it becomes non-refundable.

At time of move in you are required to show proof of the follow:

Utilities – confirmation receipt for water, gas, electric, sewer and other essential utility must be presented at time of move-in.

Renters Insurance – confirmation of renters insurance must be presented at time of move-in.

Please note: If available a move in date can be accelerated, the lease and rental begin date would be altered and the new earlier move in date would apply. The move in date cannot be delayed, if you are unable to move in on the scheduled date you will be liable for the rent from the original date of anticipated date of move in.

Please call Kim with questions, comments and further direction: Kim Fearon 480-442-1791 or 602-863-4474 x 1001
Welcome to Ashford Management Services!

Ashford Management Services

