

# **PRUITT MANAGEMENT CORPORATION**

## **RENTAL APPLICATION INSTRUCTIONS**

**PLEASE BE SURE THAT ALL INFORMATION & LINES ARE FILLED OUT ON THE APPLICATION BEFORE SUBMITTING. AN APPLICATION IS REQUIRED FOR EACH ADULT THAT WILL BE RESIDING AT THE PROPERTY.**

### **WHERE TO TAKE THE APPLICATION:**

Our mailbox is located in the UPS STORE at 7942 W. Bell Road, suite C5-626, Glendale, AZ 85308. The UPS STORE is located in the shopping center on the northeast corner of 83<sup>rd</sup> Avenue and Bell Road. The store hours are Monday through Friday 7:30am to 7:00pm, Saturday 9:00am to 5:00pm and closed on Sundays. Please be advised; you will only be able to drop off applications at the UPS STORE during these hours. Pruitt Management Corporation does not staff this location. Once you have dropped off the completed application and documents at the UPS STORE, please call (623) 933-9131 to let us know the application is there.

### **IN ADDITION TO THE COMPLETED APPLICATION(S) FOR RESIDENCY, WE WILL REQUIRE THE FOLLOWING:**

- A copy of your driver's license or picture ID. The UPS STORE can make a copy of your ID (for a fee). Please ENLARGE & LIGHTEN the copy. The ID copy MUST be completely legible.
- Copies of your two most current pay stubs.
- If self-employed, copies of your last two tax returns.
- Other income documentation that may be helpful. Example: SSI, W-2's, disability benefits letter, etc.
- Application fee of \$30.00 per adult, payable to Pruitt Management Corporation. Payment MUST be a cashier's check or money order. No credit or debit cards, cash or personal checks will be accepted. One cashier's check or money order for all adult applicants is okay.

PLEASE NOTE: We will NOT start processing your application until we have received ALL information required and your application fee. Should you have any questions; feel free to call (623) 933-9131 or e-mail us at [PruittManagement@msn.com](mailto:PruittManagement@msn.com).

Thank you.