AZ RESIDENTIAL MANAGEMENT – APPLICATION GUIDELINES

252 N Stapley Dr – Mesa, AZ 85203, Phone (480)444.2574 Fax (480)268.9494 – Email: info@az-rm.com
Office Hours: Monday to Thursday 9:00-4:00 Friday 9:00- 1:00 (by appointment only) - Closed on Saturday & Sunday.

Thank you for considering one of our rental homes. We strive to offer the best possible rental homes and we look for great tenants that take pride in the place they live. We respect your right to confidentiality in providing us with the information below.

RENTAL & PET QUALIFICATIONS ACKNOWLEDGEMENT

- **ANYONE 18 YEARS & OLDER INTENDING TO LIVE IN THE PROPERTY MUST COMPLETE AND SIGN A SEPARATE APPLICATION AND MEET OUR QUALIFYING CRITERIA.** ***Online application available at: www.azresidentialmgmt.com***
  THIS APPLIES TO MARRIED COUPLES AND OR A CO-SIGNOR FOR THE PERSON(S) THAT WILL OCCUPY THE HOME. ***PLEASE DO NOT LEAVE ANY BLANK SPACES. TYPE N/A IF NOT APPLICABLE***

- **THE APPLICATION FEE OF $45.00 PER PERSON IS NON-REFUNDABLE. APPLICATION FEE MUST BE PAID BEFORE WE WILL PROCESS YOUR APPLICATION.**

INCOME/EMPLOYMENT: Gross monthly income must be three (3) times the amount of the monthly rent for which the tenant is liable. In most cases, occupants' income may be combined to meet the income requirement; however, this is not guaranteed and is subject to review. If employment income does not meet the criteria, documentation of other supplemental income must be provided (i.e., savings, stocks/bonds, social security, voucher, trust fund income, educational grants, etc.)

- Employment must be current and verifiable, or a signed offer of employment must be provided.
- Other verifiable income equaling three (3) times annual monthly portion of tenant's rent.
- Verifiable income includes as confirmed by employer, trust officer, tax returns, or other satisfactory documentation as required.
- Each roommate should earn at least 1 ½ times the rent. If one of more roommate(s) do not, at least one roommate must meet the three (3) times requirement.

RESIDENCY: Rental history will be verified for each applicant.

- Must have a minimum of one (1) year fully verifiable rental/residence history.
- No more than (2) late payments in a 12-month period.
- No more than one (1) NSF in a 12-month period.
- No non-compliance issues that resulted in non-renewal or eviction

CREDIT: A credit report will be processed on each applicant.

- All applicants must have at least 75% positive credit as calculated by Experient and CIC.
- 550 Credit score or higher
- No credit history will be counted as good credit.
- No active Bankruptcy or dismissed or discharged Bankruptcy within the last 4 years will be considered.
- If credit is below 75% positive, the applicant may be required to have a co-signer.
- Medical, Dental and Student loans will not be considered.

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CRIMINAL: Not only must Applicant have acceptable credit history, additionally, all Applicants must meet our Criminal History Criteria. Applicants that are registered sex offenders or violent crimes against persons or property, including but not limited to murder, arson, kidnapping, assault, bomb related offenses will be denied. Applicants must have no felony convictions less than 7 years old that involve crimes against persons or property, including but not limited to robbery or burglary, terrorism OR that involve the manufacturing or distribution of drugs in any manner. All other felony convictions must be more than 3 years old. Conviction of any drug related offenses involving possession only, or alcohol related offenses where no one was permanently injured or killed, must be at least 5 years old. Calculation of the foregoing criminal standards is based upon the date of completion of sentence and/or parol. No Applicant with any outstanding warrants or crime that is awaiting trial will be accepted.
If the Applicant would like management to review additional information regarding the felony conviction or the current arrest or warrant as part of their rental application, the Applicant is permitted to submit that information to management along with their application and Management will review that information on a case-by-case basis.

If an applicant's credit score is below 600, an increased security deposit up to but not exceeding **1.5 times the monthly rent** may be required.
Some landlords or property management companies may be unwilling to complete a full rental verification or may only provide limited, generic information. Additionally, if the applicant currently resides with family or friends and lacks a formal rental history, the application may be **denied** or may require an **increased security deposit**, depending on the overall strength of the application.

If an applicant fails to meet **one** of the four (4) qualification criteria, they may be required to:

- Pay an additional security deposit, up to but not exceeding **1.5 times the monthly rent**, or
- Obtain a qualified co-signer who meets all criteria.

If an applicant fails to meet **two** of the four (4) criteria, they may be required to:

- Pay the **full 1.5 times the monthly rent** as a security deposit, **and**
- Provide a qualified co-signer.

APPLICANTS WILL BE DENIED FOR THE FOLLOWING REASONS:

- Prior or pending eviction.
- Foreclosures within the past three (3) years with unresolved judgment
- Monies owed to an apartment community or landlord.
- Active Bankruptcy or dismissed or discharged Bankruptcy within the last 4 years.
- Falsifying information on application
- Registered sex offenders or violent crimes against persons or property will automatically be denied.
    - If the Applicant would like management to review additional information regarding the felony conviction or the current arrest or warrant as part of their rental application, the Applicant is permitted to submit that information to management along with their application and Management will review that information on a case-by-case basis.

Please know that if you have extenuating circumstances, please note them on your application and we will gladly consider them. The application process usually takes 24-48 business hours.

Equal Opportunity Housing: Brokerage does not and will not discriminate against any person based on race, color, religion, sex, handicap, familial status, national origin, source of income, sexual orientation, gender identity or any other protected class as provided by law.

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BELOW IS A LIST OF DOCUMENTS REQUIRED FOR US TO PROCESS YOUR APPLICATION:

IDENTIFICATION/PROOF OF INCOME – PDF FORMAT ONLY:

- **PHOTO ID, IN COLOR PREFERED AND MUST BE IN PDF FILE FOR EACH APPLICANT**
- **W2 EMPLOYEE- LAST 4 OF YOUR MOST RECENT PAYSTUBS FOR YOUR CURRENT JOB. NO WRITTEN PAYSTUBS OR COPY OF CHECK, PAYSTUB MUST SHOW YTD GROSS EARNINGS AND COMPANY INFORMATION**
- **SELF EMPLOYED/1099- IF YOU HAVE NO PAYSTUBS, WE'LL NEED THE PREVIOUS YEARS' TAX RETURN AND ALL PAGES OF THE LAST 4 MONTH'S BANK STATEMENTS.**
- **IF BANK STATEMENTS ARE REQUESTED, ALL PAGES MUST BE INCLUDED.**
- **ANY AND ALL OTHER FORMS OF PROOF OF THREE TIMES THE AMOUNT OF INCOME.**

❖ **IF SUPPORTING DOCUMENTS ARE NOT PROVIDED THE APPLICATION WILL BE SET ASIDE UNTIL EVERYTHING IS RECEIVED.** WE WILL NOT BE ABLE TO PROCESS ANY APPLICATION WITHOUT ALL APPLICABLE PAPERWORK PROPERLY INITIALED AND SIGNED**.**

❖ **SUPPORTING DOCUMENTS ARE TO BE SUBMITTED VIA EMAIL TO INFO@AZ-RM.COM. IF YOU APPLY ONLINE, YOU WILL UPLOAD THE DOCUMENTS ON THAT SITE.**

APPLICATION APPROVAL:

Upon application approval and receipt of the lease for signatures, you have 24 hours to sign the lease and pay the Security Deposit, in certified funds, otherwise we reserve the right to move forward with other applications. If immediate possession is taken, we will also need the additional move in funds (applicable deposits, rent monies, taxes, etc.). All move in funds are required in Certified Funds Only and we do not accept wires or direct deposits.

RENTER'S INSURANCE:
Proof of renter's insurance naming AZ Residential Management as Additional interest will be required on or before possession date. any non-married applicants, who plan to apply together must have their own renter's insurance policy. if there are pets or animals, the pet/animal must also be covered under the policy.

RENTER'S INSURANCE MINIMUM LIMITS:

Coverages and Limits of Liability		Limit
SECTION I:	C. Personal Property	$50,000
	D. Loss of Use	$20,000
SECTION II:	E. Personal Liability - Each Occurrence	$100,000
	F. Medical Payments to Others - Each Person	$1,000
OTHER COVERAGES AND ENDORSEMENTS: (Printed on the following page)		

PROOF OF UTILITY TURN ON WILL BE REQUIRED ON OR BEFORE POSSESSION DATE.

Please forward us the email from the utility company showing proof that utilities are scheduled to be turned on in your name. If this is not received on or before your move in date (possession date), you will not receive keys.

You can either submit your application online, via email to **info@az-rm.com,** or in person at 252 N Stapley Dr, Mesa, AZ 85203.

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PET QUALIFICATIONS & RULES

PETS/ANIMALS: DESCRIPTION OF PET/ANIMAL MUST BE ON APPLICATION

- Pet deposit is required in the amount of $250 per pet. Monthly pet rent varies from $35-$50 per month per pet.*
- Large breeds are classified as over 50lb. Small breeds are 30lbs. or under.*
- Cats must be fixed or outdoor only.*
- Picture of pet/animal, must be included with application or application will be set aside.
- PETSCREENING IS A REQUIRED PART OF THE APPLICATION PROCESS FOR ALL APPLICANTS:

A welcoming environment is paramount to all our residents with or without pets as well as animals. To help ensure ALL of our residents understand our pet and animal-related policies, we use a third-party screening service and require EVERYONE to complete a profile. This process ensures we have formalized pet and animal-related policy acknowledgments and more accurate records to create greater mutual accountability. If you need accommodation in another way, please contact your housing provider.

Please get started by selecting a profile category on our landing page:
https://az-rm.petscreening.com/

***THESE CRITERIA DO NOT APPLY TO ANY ASSISTIVE ANIMALS.**

Tenants shall ensure that all pet(s)/animal(s) are well behaved and shall not allow the pet(s)/animal(s) to disturb any other residents or neighbors. Tenant to ensure the pet(s)/animal(s) cause no damage to the property. Tenant agrees the pet(s) shall only be walked on a leash and only in areas so designated by the Owner/Landlord and the Homeowners' Association.

Tenant will be responsible for any and all damages caused by the pet(s)/animal(s) on the property or in the community and will indemnify and hold harmless Owner/Landlord/Management for, from and against any and all claims arising because of the pet(s)/animal(s). Tenant agrees that the pet(s)/animal(s) will be licensed in accordance with all applicable governmental provisions. Owner/Landlord and/or Management reserve the right to require Tenant to immediately remove the pet(s)/animal(s) at any time upon any violation of Tenant of these rules.