

General Rental Requirements and Qualifications-Arizona, New Mexico and Utah

The rental application has been designed to allow for a thorough financial background check on all prospective residents. Each resident is required to complete one copy of the application form. An application must be submitted on each resident or occupant 18 years of age or older. Husbands and wives may complete one application. In the case of roommates, co-signers or unmarried couples, each person will complete a separate application. **NOTE: Upon acceptance of any application, the back must be completely filled out and signed where necessary.**
2 Checks Required: One for the application fee, one for the security deposit.

I. VERIFIABLE INCOME TO RENT EARNING RATIO:

- A. All applicants are required to have verifiable income. The combined average income must be at least two and one half times the monthly rent in the case of an individual or a family. In a roommate situation, all roommates must make at least two times the monthly rent in order to qualify. If a roommate does not have enough income to qualify, then they may be considered an occupant only and the other roommate must be willing to be the only leaseholder, making them fully responsible for the apartment. The occupant will pay an application fee and a criminal background check will be performed. If any negative criminal background information is found, then he or she may not reside on the property.
- B. Income must be verified using the last four paycheck stubs or in certain cases, a direct supervisor, payroll or human resources administrator may verify a potential resident's information. If the applicant is self-employed, then the previous year's tax return or bank statements from the last six months will be acceptable means of verification.
- C. Verifiable income sources could include: Current Employer, Child Support, Grants, Pensions, Social Security, GI Benefits, Alimony, Disabilities, Unemployment, Trust Funds, Assets Receiving Dividends, Savings Account*.
 - If the amount in the savings account equals the monthly rent, times three, times the term of the lease.
 - Any other source of income that can be proven to be received on a regular basis may be considered.
 - If verifiable income to rent earning ratio falls below our scoring guidelines, then an additional deposit or co-signer may be used to achieve approval, if the applicant chooses to do so.

II. CREDIT: All accepted applicants must achieve a minimum credit rating of 66% according to our scoring guidelines. The payment of an additional deposit equal to the rental amount for the apartment desired may achieve approval.

III. RENTAL/MORTGAGE HISTORY: Rental/Mortgage history will be based on the length of history as well as the pay record. An eviction, skip or money owed to a current or previous landlord will be denied, unless paid in full or an additional deposit is paid within 48 hours after approval.

IV. CRIMINAL HISTORY: A criminal background check is performed on all individuals age 18 and over. Applicants with felony convictions, pending felony convictions or deferred adjudication for a felony will not be accepted. Applicants with convictions or pending cases, including deferred adjudication for misdemeanors related to sex, violence, drugs, child abuse or any crimes against persons or property will also not be accepted, the exception is persons with misdemeanor drug violation over 10 years ago may be accepted. Applicants registered with any Sex Offender registry will not be accepted. Persons with a misdemeanor for theft by check will be required to pay rent by certified funds each month. Remember that the criminal history requirement does not constitute a guarantee or representation that those residents or occupants residing at the apartment have not been convicted of any of the above mentioned crimes. Additionally, our ability to verify this information is limited to the information made available to us by the resident credit reporting services used.

V. OCCUPANCY REQUIREMENTS ARE ENFORCED: The following occupancy guidelines are as follows:

Efficiency and One bedroom/ One Bath	No more than three persons
Two bedroom/ One or Two Bath	No more than five persons
Three bedroom/Two Bath	No more than seven persons

I (WE) HAVE READ THE ABOVE AND UNDERSTAND THE CRITERIA FROM WHICH MY (OUR) APPLICATION WILL BE APPROVED.

APPLICANT SIGNATURE

DATE

APPLICANT SIGNATURE

DATE

APPLICANT SIGNATURE

DATE

OWNER'S REPRESENTATIVE

DATE