



CHECKLIST AND RENTAL CRITERIA

SALT does not discriminate against any person based on race, color, national origin, age, ancestry, religion, disability, gender, gender identity, sexual orientation, marital status, or familial status. The Criteria below explains the policies that must be met by each applicant in order to be approved for residency.

The following items are required to be submitted with applications in order for the application to be processed. Please note that all occupants 18 and over must submit an application and requested documents. Applications will be processed upon receiving the completed application along with the following documents and fees. ***All other requested documents must be submitted within 48 hours of the application being approved or requested. Failure to provide requested documents may result in denial of application.***

- ❖ Fully completed application with signatures and dates on all necessary documents
- ❖ Driver's license or government issued photo ID for all **adult** household members
- ❖ Four (4) most recent paycheck stubs
- ❖ Recent Social Security award letters, Child Support documentations, or proof of any other sources of income
- ❖ \$35.00 per applicant processing fee in money order or cashier's check. No personal checks or cash will be accepted.
This fee is **ONLY** refundable if we do not process your application.

- ❖ Birth certificates and Social Security cards will be requested upon application approval
- ❖ Bank Statements (most recent 2 months) will be requested upon application approval

_____ Applications must be filled out completely, including landlord phone numbers, desired move-in date. All blanks must be completed; if question does not apply enter "N/A". *Incomplete and illegible applications will **NOT** be processed.* Social security numbers are required for all occupants 18 years and older. Credit, legal background and eviction searches will be processed. Current and prior landlord references and employment will be verified.

WHEN YOUR APPLICATION IS APPROVED

_____ **Within two (2) business days of application approval**, a non-refundable administration / holding fee of \$150.00 **MUST** be paid in money order or cashier's check (personal checks or cash will not be accepted). This fee will be used to hold the property for **UP TO** two (2) weeks, with management approval required to hold the property longer. This fee will be used as the non-refundable Administration fee upon your taking possession of the property. If the application is canceled or denied due to documents not being provided as requested this holding fee will **NOT** be refunded.

_____ **ALL** remaining Refundable Security Deposits, Pet Deposits, and Rent are due upon signing the lease agreement and receiving keys to the property. **This must be paid in cashier's check or money order. Proof of utility transfer is also required at move in.** Keys will not be released without the above. First month's rent will be prorated if not moving in on the first of the month. If moving in on or after the 25th day of the month, the following months' rent will also be due at move in. Personal checks and online payments may be used for payment after moving in.



RENTAL CRITERIA

Age:

All parties 18 years of age or older are required to complete an application and pay any and all applicable fees.

Identity Verification:

All applicants are required to show a valid, non-expired driver's license or government issued photo identification.

Credit History:

Your credit history will be verified by a third-party verification company. Management will receive a credit recommendation based on statistical data such as payment history, number and type of accounts, outstanding debt, and age of accounts.

Income Verification:

Written verification of income in an amount equal to at least 2.5 times the monthly rent (in combination with the restrictions below) per household will be required by one of the following:

- ❖ Pay stubs within the past 30 days
- ❖ Notarized letter from employer on company letterhead verifying current income and employment. This must be accompanied with professionally prepared tax forms from the previous year.
- ❖ Third Party Income Verification Form

Income Restrictions:

The combined monthly household income must total a minimum of 2.5 times the monthly rent. Depending on the rental unit available, a maximum annual household income may be imposed and may not exceed a specified percentage of Area Median Income (AMI) due to NSP2 funds received by SALT. The Maximum annual income is based upon the total number of people who will be residing in the house per the income guidelines set by HUD. If a rental listing or advertisement is subject to income restrictions, it will be noted in the listing or ad. For more specific information on the restriction, please contact SALT.

Applicants Without A Social Security Number:

If the applicant has no social security number, the following will be required:

- ❖ Proof of foreign citizenship (passport, work visa, etc.)
- ❖ A Refundable Deposit equal to 1.5 month's rent

Residence Verification:

Management reserves the right to verify residence history for the last 2 years. If unable to verify any portion of your residency, or to receive positive rental history, additional refundable deposits may be required or the application may be declined. Management reserves the right to decline an application based upon unfavorable report(s) from prior landlords. Management reserves the right to require a refundable deposit equal to 1.5 month's rent.

Maximum Occupancy Standards:

- | | |
|-----------------------|-------------------|
| • One Bedroom House | Three (3) persons |
| • Two Bedroom House | Five (5) persons |
| • Three Bedroom House | Seven (7) persons |
| • Four Bedroom House | Nine (9) persons |





Application costs:

- Application Fee: **\$35 Per Adult**
- Refundable Deposit: (minimum) **Equal To One Month's Rent**
- Non-Refundable Administrative / Holding Fee: **\$150.00**

Pet Criteria and Deposits

- A cat or dog is considered a pet.
- Residents must sign Pet Agreement Form
- Pet Deposits and fees: \$150.00 refundable pet deposit and \$150.00 Non-Refundable pet fee
- A maximum of two animals per house. Additional pets may be allowed with management approval and additional refundable security deposit.

* Service and Companion Animals are not classified as pets and are not subject to the above criteria. - See management for requirements.

Reasons for Possible Denial or Additional Deposits

Your application may be denied if:

- ❖ You misrepresent any information on the application. If misrepresentations are found after a rental agreement is signed, your rental agreement will be terminated.
- ❖ In the last five (5) years, you have been convicted of a felony or misdemeanor for the manufacture or distribution of a controlled substance or possession of a controlled substance.
- ❖ In the last five (5) years, you have a conviction of a felony or misdemeanor for any type of crime that would be considered a threat to real property or to other resident's peaceful enjoyment of the premises.
- ❖ You have are a Registered or Unregistered sex offenders
- ❖ Any convictions of sex crimes or crimes against children
- ❖ Any criminal conviction which involves theft, burglary, robbery, serious offense or crime of violence
- ❖ History of convictions involving disruptive, malicious or violent behavior
- ❖ Previous landlord reports significant complaint levels of non-compliance activity including, but not limited to:
 - Repeated disturbances of the neighbors' peaceful enjoyment of the area
 - Reports of illegal activity
 - Damage to the property beyond normal wear and tear
 - unpaid balances to past landlords, negative rental reference, incomplete reference, unverifiable reference or refusal to pay rent
 - Reports of unauthorized guests or pets
 - Repeated violations from HOA, or other regulatory association
 - Previous landlords would be disinclined to rent to you again for any other reason pertaining to the behavior of yourself, your pets or others allowed on the property during your tenancy
 - Breach of lease involving health or safety issues or substantial damage to rental
- ❖ Have been evicted for non-compliance issues from any other residence within the past 5 years. Evictions for other reasons (such as non-payment) may be given further consideration if not more than recent than 3 years. Management reserves the right to approve or deny applications based upon negative results of conversations, correspondence, or proof of debt with previous landlords.



- ❖ Management reserves the right to approve or deny applications based upon criminal convictions, criminal history form to be completed by management when applications are denied. Clear patterns of criminal behavior will lead to denial of an application. A DUI is not grounds for denying an application as long as no other crime is associated with it.

A copy of the Arizona Residential Landlord & Tenant Act may be received from the Arizona Department of Housing online at www.azhousing.gov.

Renter's Insurance

Obtaining renter's insurance is **strongly encouraged** to protect personal property. Applicants are advised to provide management a copy of renter's insurance at time of move in.

Please sign and return with the completed application.

Applicant Signature

Date

