

APARTMENT HUNTERS PROPERTY MANAGEMENT TENANT APPLICATION PROCEDURE

Thank you for choosing Apartment Hunters. In order to complete the application process quickly, be sure to read this completely and follow all necessary procedures.

THINGS YOU WILL NEED TO SUBMIT WITH THE APPLICATION

APPLICATION CHECKLIST:

1. Completed and signed application for each person over 18 years of age who intends to occupy the residence.
2. Copy of valid Driver's License from each applicant, or valid picture ID.
3. Proof of income from each applicant: Your two most recent pay stubs.
4. Non-Refundable application fee of \$35 per adult, and \$500 Earnest Money. Only cashier's checks or money orders will be accepted. If your employer uses 'The Work Number' for employment verification there is an additional \$20 application fee per applicant requiring this service.
5. Additional documentation may be requested from an applicant depending on individual circumstances.

Apartment Hunters will process your application upon receipt of the **completed** application plus all copies of required documents . If your application is accepted, your property manager will make an appointment with you to sign the lease contract. All move-in funds are due in full and **MUST** be received prior to receiving your keys. All move-in funds must be in the form of cashier's check or money order. After moved in, you can pay your subsequent monthly rent payments by personal check or money order. ***If for any reason after approval, you do not sign your lease OR move into the property, you will forfeit any and all deposits received. NO EXCEPTIONS.***

PETS & DEPOSITS

PETS:

1. At properties where pets are allowed, there are breed and size limitations so please contact the property manager for details.
2. Service animals are accepted according to Arizona Revised Statutes.
3. At properties where pets are allowed, typically a minimum pet deposit of \$300 is required, but the amount varies per property and what amount is refundable or non-refundable. Contact the property manager for details. Picture of pet may be required.

DEPOSITS:

1. Typically equal to one month's rent for security deposit. Applicant may volunteer to pay higher deposits.
2. \$500 Earnest Money Deposit. Amount may vary.

Qualifications for rental applications:

CREDIT HISTORY:

1. Your credit profile will be reviewed along with a criminal background check and residential history. A risk assessment will be made focusing on your ability to maintain the monthly rental payments.
2. Bankruptcy is OK provided it has been discharged and recent payment history is satisfactory.

FELONIES:

Except in very limited circumstances, we do not have blanket prohibitions on criminal convictions, and we suggest that you apply so that we can determine whether you are qualified to rent from us.

WORK HISTORY:

1. Minimum six months steady work history (job transfers and new employers in the same career field are acceptable)
2. Income and employment must be verifiable! In addition to paystubs, we may contact your current and previous employers.

RENTAL HISTORY:

1. No broken leases or evictions, whether verified by credit reports or by previous landlords, will be accepted unless paid in full.
2. Previous landlords will be contacted and verified. Please fill out and sign the 'Authorization to Release Information' form attached to the application.

TAXES: Please know that most cities in Arizona charge a rental tax. Rental tax will be added to your base rental rate. The taxes vary by city and we will let you know the tax rate upon approval of the application.

Phoenix Office: 3404 W. Cheryl Dr #A158, Phoenix, AZ. 85051. Phone: (602) 863-1900 Fax (602) 863-1638
Mesa Office: 1660 S. Alma School Rd. #205, Mesa, AZ. 85210. Phone: (480) 969-4787 Fax (480) 969-9780
Queen Creek Office: 21408 S. Ellsworth Rd., Queen Creek, AZ. 85142. Phone: (480) 398-2472 Fax (480) 398-2477



Merit Enterprises, Inc. dba Apartment Hunters

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