

# Century 21 1<sup>st</sup> American

## Minimum Rental Guidelines

We begin processing your application begins once you pay the \$45 non-refundable application fee and submit on our website [www.1stAmC21HomeRentals.com](http://www.1stAmC21HomeRentals.com) . If you do not complete all of the fields on the application, it is deemed to be incomplete and processing will be halted. This includes uploading all applicable documents and contacts. The following criteria are meant to be the minimum general guidelines of the qualifying items needed in order to rent a home offered through Century 21 1<sup>st</sup> American. Any questions about the requirements and your situation can be emailed to [C21firstamerican@gmail.com](mailto:C21firstamerican@gmail.com) Subject: Rental Guidelines. Please allow 48 hours for a response.

Applications are processed in bulk, so it is to the applicant's advantage to properly complete the application on the first submission. Every proposed occupant 18 years or older must submit a separate application.

**Rental Application Fee:** \$45.00 per applicant. This is a fee and is not refundable. Anyone 18 years or older must fill out an application and pay the application fee. The application must be filled out completely or it will not be processed. False, incorrect or misinformation will cause the application to be denied. Application fees are to be paid in money orders, cashier's check or online. We do not accept cash. Application fees are non-refundable and are processed through our rental system - Appfolio.

**Government Issued Identification:** Upload a copy of Applicant's valid United States driver's license or United States government issued identification.

**Proof of Income:** We require 3 times the monthly rent in gross income. If you have insufficient income, an additional deposit or co-signer may be required. Upload copies of your pay stubs for the past month. If you are self-employed, include copies of the past 12 months of bank statements (additional information may be requested). If you have other sources of income (child support, social security, alimony, etc.), please provide the supporting documentation that will verify that income.

**Credit History:** You must have reasonable credit. If you have credit issues, you may apply with a co-signer. If you have a bankruptcy, it must be discharged, and proof of discharge is required. If discharge is on the credit report, no additional documents needed. Any open bankruptcy will automatically be denied. Student loans and Medical not considered for approval. If you do not meet our minimum credit standards as an individual or combined, your application will be denied.

**Rental History:** We may verify up to four (4) years of rental history. If you have an outstanding balance and/or eviction with another Landlord within the last four (4) years, evidence of the balance paid in full must be provided. Evictions greater than this time will be reviewed on a case-by-case basis. Landlord(s) name, phone and fax numbers must be provided in the application. An eviction can be grounds for denial.

**Criminal History:** Felonies related to property damage, illegal substance manufacturing or distribution, assault sexual predators and child molestation will result in application denial. Misdemeanors and others will be reviewed on a case-by-case basis. Additional Security Deposit may be required. Other criminal activity may be grounds for denial.

**Pet Fee:** All pets are subject to approval and vary by property.

**Holding Fee:** If approved, the applicant, in order to hold the rental home, will be required to pay a holding fee up to first month's rent plus the security deposit amount determined for the property within 24 hours of notice of approval. If the applicant delays or cancels at any time, the applicant forfeits the holding fee. Otherwise, the fee will be applied towards the Rent and/or Security Deposit, as applicable, at the time of move-in. The holding fee must be payable to Century 21 1<sup>st</sup> American and be in the form of money orders or cashier's check at 8830 E Speedway Blvd, Tucson, AZ 85710 Monday through Friday 10:00 a.m. to 5:00 p.m.

**Smoke Free:** All of our properties are smoke free. No smoking of any type is allowed on the premises, inside or outside the home.

**Utilities:** Applicant must connect primary utilities and provide account numbers prior to activation of the lease and move in.

**NOTICE:** Century 21 1<sup>st</sup> American Property Management is an Equal Opportunity Housing provider and agents are also licensed REALTORS®. Century 21 1<sup>st</sup> American represents the owner of the property exclusively in each tenant transaction. Each applicant or tenant will be treated in a fair and honest manner.