

TENANT SELECTION PROCESS

Many prospective tenants have asked, "How do you process the rental application and how long does it take?"

Every effort will be made to process the application in a timely manner, usually a two of three days, sometimes less, with the exception of weekends or holidays. If the information you provide isn't complete, the processing time may take longer. We have established guidelines but we know there may be exceptions. If you have special circumstances, write the information on a document and attach to the application and discuss it with the person accepting the application. We are only trying to assist you in obtaining the rental property of your choice.

- 1) **All adults must** complete an application and applicants **must** have monthly gross income of at least three (3) times the rental rate. In certain circumstances, it may be required that each applicant qualify on his/her own (i.e.: roommates who do not have a history of living together). **If less than 1 year at your current employment, please provide previous employment history.**
- 2) Applicant should have a minimum of **two (2) landlord references, other than relatives**, with favorable comments and at least a two (2) year history of timely rental payments.
- 3) Applicants should have acceptable credit history. We specifically consider prior evictions, judgments and continual late payments of rent, credit cards or personal loans. We can't discuss or give you a copy of your credit report. If the application is denied you will receive an Adverse Action Letter that will direct you to a website and/or a telephone number to contact for the details.
- 4) As most Homeowners Associations require a criminal background check on tenants, **we do criminal background checks on all applicants.**
- 5) Applicants **must** pay the required application fee, complete, electronically sign and upload a copy of their ID to the application before processing can begin.
- 6) Any **false information** you provide is cause for immediate denial of the application.
- 7) You will be notified when the application is approved or denied. If approved, you will be expected to pay the balance of the move-in costs, get **all utilities transferred into your name - including water - effective on your move-in date**, sign the rental agreement and occupy the property, usually within the next two (2) weeks. Here are utility company telephone numbers for your convenience:

Arizona Public Service	602-371-7171	Salt River Project	602-236-8888
Southwest Gas Corp.	877-860-6020	Phoenix Water	602-262-6251
Glendale Water	623-930-3190	Peoria Water	623-773-7160
Scottsdale Water	480-312-3111	El Mirage Water	623-933-1228
Avondale Water	623-333-2005	Mesa Water	480-644-2221
Epcor	800-383-0834	Surprise Water	623-222-1900
Goodyear Water	623-882-7889	Liberty Water	623-935-9367
Parks & Sons Trash	623-974-4791 (SunCity)	APS Solar	602-216-0318
Rose Valley Water	623-889-2275		
- 8) The administrative/application fee is non-refundable.
- 9) Many times there will be more than one application for the same property. Once an application is started, any applications after that are considered backups. We present the application(s) to the property owner & they make the decision on all applicants. Only one group can occupy the property, possibly we will have another rental unit that could fit your needs.