



## Rental Qualification Criteria & Application Process

**Our Brokerage strictly follows the federal, state, and local housing laws including but not limited to; the Federal Fair Housing Act, the Arizona Landlord Tenant Act, and Equal Housing Opportunity Requirements. Our goal is to be honest and fair with all applicants, tenant, and owners. It is our duty to ensure the safety of the neighborhoods, protect our clients and remove/reduce liability to our Company.**

**\*\*\*READ EVERY ITEM CAREFULLY TO ENSURE YOU MEET OUR CRITERIA\*\*\***

### **Income/Employment Requirements**

Applicant(s) must have 12 months of consecutive employment at the same institution or similar employment institutions. Applicant(s) must have a gross monthly income equal to or greater than 3 times the monthly rent or liquid assets (regular savings, mutual funds, short term certificates of deposits, etc.) that are equivalent to 3 times the gross lease value.

### **Acceptable forms of documentation to submit will be:**

- Your 3 most recent pay stubs, 30 days minimum
- An offer letter from a new employer with your last 2 pay stubs from your previous/current employer
- 3 months of bank statements showing consistent deposits
- A copy of the previous year tax return and a copy of your W-2 or 1099, if self employed
- An official letter providing retirement or disability income or social security benefits, if applicable
- An original court ordered document reflecting payments of child support or alimony, for at least the term of the lease
- Proof of pension fund payments, 401K or other investment fund accounts if applicable

### **Credit History Requirements**

Applicant should have a Fico Credit Score of 700 or higher. Open bankruptcies will not be accepted. Bankruptcies, short sales and foreclosures may be considered on an individual basis with a letter of explanation submitted with lease documents.





### **Criminal History Requirements**

A criminal history check will be conducted for each applicant.

- Registered/convicted sex offenders will not be accepted
- Applicants with any outstanding warrants or crime that is awaiting trial will not be accepted
- No felony criminal activity in the last 12 months
- Conviction of any drug related offenses involving possession only, or alcohol related offenses where no one was permanently injured or killed, are included in the 1 year crime Free requirement
- Felony convictions for violent crimes against persons or property, including but not limited to murder, arson, kidnapping, assault, bomb related offenses, terrorism OR that involve the manufacturing or distribution of drugs in any manner, must be 10 years or older
- All other felony or misdemeanor convictions must be 5 years or older
- Applicants with 3 or more felony convictions for any reason will not be accepted.

**If the applicant(s) would like management to review additional information regarding the felony/misdemeanor conviction or the current arrest or warrant as part of their rental application, the applicant is permitted to submit a letter of explanation to management along with their application documents and management will review that information on a case by case basis.**

### **Rental History Requirements**

Applicant must have 12 months of verifiable and favorable rental history or home ownership. Applicants with evictions in the past three years, open judgements, or unfulfilled rental agreements with previous landlords or management companies will not be accepted. Applicant is permitted to submit a letter of explanation along with their application documents and management will review that information on a case by case basis.

### **Pets**

Any and all pets will require owner/management approval and are considered on an individual basis. In compliance with Federal Fair Housing and Americans with Disabilities Act, service animals are permitted with the required documents submitted with application documents.

### **Section 8 Applicants**

We do not participate in Section 8 home rental programs

### **Co-Signers**

Co-signers may be used for applicants who have inadequate income/employment, credit, or rental history. Co- signers must submit an application, pay the application fee and submit all required documents. Co- signers must meet all of our rental criteria/requirements.



IF YOU MEET THE  CRITERIA, WE  
**WELCOME YOU TO APPLY:**

There are two parts to our application process. To have a complete application you must email documents and then go to our website and fill out the application. **We cannot process incomplete applications.**

1. We need your proof of income and valid government issued ID or proof of legal residence status with a visa. Email to: [mark@henstrahounds.com](mailto:mark@henstrahounds.com)
  2. You can go to our website: [www.marklord.properties](http://www.marklord.properties) then click onto the Rental Application tab print out and fill out your application. You can pay the application fee only by using Pay Pal.
- Each person 18 years or older that will be occupying the property must fill out an application, submit documentation and pay the application fee. Even if you intend for them to be an occupant only and not a legally/financially responsible party to the lease, we must process the credit/criminal history reports. The Individual Application fee is \$65 per adult. The Administrative fee to be paid once approved to be the tenant is \$250.00.
  - The earnest deposit, equal to the amount of 1 month rent, is due in certified funds (cashier's check or money order). You will be notified of application approval via email and must remit the deposit to our office located at 11811 N Tatum Blvd Ste. 3031 Phoenix, AZ 85028 within 24 hours of application approval.
  - Once the earnest deposit is submitted, if the applicant(s) fails to proceed with the rental agreement or fails to take occupancy on the date specified, for any reason, the earnest deposit will not be refunded.

**\*Inaccurate, incomplete or falsified information will be grounds for denial and may be grounds for breach of any lease you may sign.**