

# Position Realty Leasing Policy

## Application Standards

All applicants pass through a screening process:

**Income Level**.....Each Applicant **must have** a Gross Income of 3 X the monthly rental amount. Married couples and related residents over 18 may combine income. **All non-related persons should apply individually & must meet the above income requirement.** We must be able to verify employment history. If you are self-employed we will need tax returns for the last two years.

**Credit History**.....To determine satisfactory credit worthiness we run a report through a credit-reporting agency.

**Rental History**.....Your previous residencies must be free of evictions, bad landlord references, no violent criminal history and unpaid rents.

**Occupancy**.....The number of occupants may not exceed 2 persons per bedroom plus 1 additional person. **All occupants, 18 years of age and over must submit an application (related persons may share an application).**

**Pets**.....Policies on pets vary according to the home (check the rent list or call). However, none of our homes permit the following dog breeds: Akita, Alaskan Malamute, Chow, Doberman Pinscher, German Shepherd, American Pit Bull Terrier, Presa Canario, Rottweiler, Siberian Husky, Staffordshire Bull Terrier and Wolf dogs. Pet policies are strictly enforced. Renters Insurance is required for entire tenancy & proof must be provided. A non-refundable pet deposit of for animals 20 lbs and below of \$150 and for an animal 20 lbs and above of \$250 will be charges.

## Submitting Your Application

Once you have viewed and selected a home you should submit the attached application:

1. **Complete the Application Form** – The form must be **COMPLETELY** filled out and signed before it can be processed. Missing information will result in processing delays.
2. **Submit Copies of Recent Pay-stubs and Driver's License** – Make a copy of your most recent pay-stub to submit with your application. If you are combining income to qualify please provide a pay-stub for each applicant.
3. **Pay \$50 Per Applicant** - This is a **non-refundable** background fee. *Please Note: The \$50 background fee is **per applicant** 18 years and older.* \*\*\*\*\* **NOTE: No application will be accepted without payment of background processing fees\*\*\*\*\*** **Forms of acceptable payment: Cash or Money Order.** Please no personal checks or e-checks.
4. **Submit the Application** – **Deliver** your completed applications, background fees, photo ID, and proof of income to our office between 8 a.m. and 5 p.m. Monday-Friday **OR Fax** it to our office at (866) 232-2256 **OR** email to [Sean.Heideman@PositionRealty.com](mailto:Sean.Heideman@PositionRealty.com). *We cannot begin processing until all background fees are received.*
5. **Wait for our Call** – Depending on the timely response of references your application will be processed within **1-5 working days**.
6. **If Approved, Pay the Earnest Deposit and \$200 Administration fee Immediately to Hold the Home** – Again, no personal checks will be accepted.
7. **Pay All Remaining Move-in Funds On Move-in Day** – The first month's rent (full or prorated) and any deposits. Again, no personal checks will be accepted on date of move-in (Cashier's Check or Money Order).

## Fair Housing Policy

It is unlawful and a violation of company policy to discriminate against any person based on race, color, religion, sex, national origin, handicap, or familial status, or to refuse to show, rent, negotiate, or otherwise make unavailable any rental unit. All Position Realty employees are trained to provide fair and equal treatment for all people, whether or not they are included in a protected class. If you have any questions or comments, please read the enclosed Fair Housing policy or contact our office.

## Acknowledgment

Applicant acknowledges that the above information is understood, and has been informed:

1. *All \$50 Background Fees are **non-refundable, NO EXCEPTIONS.** If there are multiple applications we will accept the most qualified applicant. In a multiple application situation you are assuming the risk of loss of your background fees paid, if not approved. – Signature below signifies authorization to process application and you agree the background fees are **non-refundable.***
2. *If applicant withdraws application following approval, all deposits will be forfeited.*
3. *A free copy of the Landlord/Tenant law is available at the AZ Secretary of State's office at 1700 W. Washington, (602) 542-4285.*
4. *I have received a copy of the Position Realty Fair Housing Policy.*

**Sign:** \_\_\_\_\_ **Print:** \_\_\_\_\_ **Date:** \_\_\_\_\_