

Before you complete a Rental Application, we encourage you to review the following requirements to determine if you are eligible.

Each applicant over 18 years old must complete and sign the rental application.

NAC prioritizes households for occupancy based on:

- Households that are currently homeless and have adequate income
- Households that are currently in an over occupancy situation
- Households that are in non-subsidized housing whose rent is greater than 30% of their annual income
- Households who are not currently living in a home or apartment under a lease in their name

Some NAC properties have set aside specific apartments for households that meet some or all of the criteria listed below. If the only apartment unit available is required to have a household with a specific set-aside requirement listed below, if eligible, applicant will be placed on the waiting list for a non-restricted unit:

- Victim of Domestic Violence
- Recovering Substance Abuser
- Previously experienced homelessness
- Special need or handicapped and require a special accommodation
- Veteran

Items A through J apply to applicant(s) responsible for paying the rent under the Apartment Rental Agreement.

- A. **INCOME** – NAC properties participate in the Low-Income Housing Tax Credit Program, which contains restrictions as to the allowable household income. Maximum annual income must not exceed the published income guidelines based on household size and desired unit size. Our leasing advocate can further explain the income guidelines that are currently in place. (Subject to change without notice based on funding agency publishing of income guidelines)

Non-Voucher Holder Applicants:

Applicant must have a sustainable and verifiable income at the time of the application. The household's average monthly income must be at least 2.5 times the average monthly rent in order to qualify.

Voucher Holder Applicants:

Applicant must have the ability to obtain Section 8 approval for unit rental rate.

All Applicants must demonstrate the ability to have utilities turned on in their name at properties in which utilities are not included in the monthly rental rate.

Senior (55+ and/or 62 or older) & Special Population Properties

Applicant must have sustainable and verifiable income at the time of the application. The household's average monthly income must be at least 1.5 times the average monthly rent in order to qualify.

- B. **CREDIT HISTORY** - Credit reports will be obtained and reviewed to evaluate the applicant's ability to pay rent. Judgements by other housing communities must have a payment plan in place at least 90 days prior to a rental application at NAC. Past non-payment history to landlords may disqualify an applicant or may require a higher security deposit - not to exceed 1.5 times the monthly rent.
- C. **PAST LANDLORD REFERENCE** – Applicants with an eviction that has occurred in the past 3 years, regardless of satisfaction judgement, will be denied; if an eviction is older than 3 years – a pre-existing payment plan must have been in place at least 90 days prior to rental application or evidence of satisfied judgement must be provided.
- D. **OCCUPANCY GUIDELINES** - All residents and all occupants must be listed on the Rental Agreement. No more than:
- two (2) occupants in a studio;
 - three (3) occupants in a one bedroom;
 - five (5) occupants in a two bedroom;
 - seven (7) occupants in a three bedroom apartment home; and
 - Nine (9) occupants in a four bedroom (Coral Canyon only)

Unborn children and children who are in the process of being adopted (who do not live in the apartment) are considered household members for purposes of determining unit size and income limits. **No one over 18 years of age may be added to this household during the first 12 months of occupancy.** As a Low-Income Housing Tax Credit property - NAC utilizes a maximum utilization ratio for occupancy.

- E. **CRIMINAL HISTORY** - All occupants over the age of 18 will be subject to a criminal background check. The history must reflect:
- no felony convictions or deferred adjudication for crimes against persons in the past 5 years;
 - No misdemeanor conviction or deferred adjudication for a crime against a person in the past 3 years;
 - No felony, misdemeanor, or deferred adjudication of drug sales, drug manufacturing, or trafficking convictions in the past 3 years; and
 - no conviction for deferred adjudication for a sex offense ever.
 - No deferred adjudication for a felony against a person, sex offense, or a misdemeanor for a crime against a person for the same periods.

Any outstanding warrants will disqualify applicant for occupancy. This property participates in the City of Phoenix Crime Free Multi-Housing Program.

- F. **PETS** – up to one (1) dog or two (2) cats are permitted – cats and dogs must have been spayed or neutered and have all shots. Documents providing proof of each are required at time of application. An additional security deposit of \$300 is required and must be paid prior to move in. No exotic animals are permitted.

ANIMALS THAT ARE ASSISTIVE SERVICE ANIMALS ARE NOT CONSIDERED PETS UNDER THIS POLICY – documentation for the need of a service animal is required and a service animal agreement is required. Advise the leasing advocate if you have a need for a service animal and they will provide you with the proper legal documents that will be required.

Advise the leasing advocate if you or any household member has an Emotional Support Animal so they may provide you with the documentation that is required.

- G. **NO SMOKING** - NAC's buildings are smoke free. No cigarette, cigar, vaping, or pipe smoking is permitted on the property, including inside the apartments. Some properties have a dedicated smoking area.
- H. **APPLICATION FEES:** An application fee of **\$40 per applicant 18 and older** is required at the time of the full application and is **nonrefundable**. A minimum of a \$250 holding fee is required at the time of the full application. The holding fee is refundable only if the apartment type requested is not available, applicant withdraws application within 72 hours (three (3) calendar days) of approval, or the application is denied. If applicant withdraws application after 72 hours of approval or fails to move into the unit, the holding fee will become forfeit, nonrefundable nor transferable. At move in, the holding fee will be credited to the applicant's ledger to offset move-in costs.
- I. **FALSE INFORMATION** - Any falsification or omission of information on the application, or any supporting forms/documents will automatically disqualify the applicant. All deposits and application monies will be forfeited.
- J. **QUALIFICATION PROCESS:** This property is funded through one or more funding sources that require annual disclosure and verification of income, asset and student status. Applicant understands that they will be required to comply with all application verification requirements, and that landlord will verify in writing, through a third-party when necessary, the information provided on the application and any documentation. If the household contains any part-time or full-time students, applicant must meet one or more of the student status exceptions based on the funding source for the available unit.

Please note that these are our current rental criteria and nothing in these requirements shall constitute a guarantee or representation by our community that all residents and occupants currently residing in our community have met these requirements. There may be residents and occupants that have resided here prior to these requirements going into effect; therefore, our ability to verify whether these requirements are met is limited to the information we receive from various resident reporting services.

