



NATIVE AMERICAN CONNECTIONS

Devine Legacy on Central
Rental Application Criteria
(Revised 5-2-19)

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.

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

- A. NAC and Devine Legacy on Central prioritizes households for occupancy based on:
 - a. Households that are currently homeless and have adequate income
 - b. Households that are currently in an over occupancy situation
 - c. Households that are in non-subsidized housing whose rent is greater than 35% of their annual income
 - d. Households who are not currently living in a home or apartment under a lease in their name
- B. INCOME - Maximum annual income must not exceed the published HUD income set aside income for the specific apartment desired. Our leasing advocate can further explain the income guidelines that are currently in place. (Subject to change without notice based on HUD publishing of income guidelines)
- C. Applicant must have a sustainable income at the time of the application. And the household's average monthly income must be at least 2.5 times the average monthly rent in order to qualify.**
- D. CREDIT HISTORY - Credit reports will be reviewed to evaluate the applicant's ability to pay rent. Judgements by other housing communicates 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 or require a higher security deposit - not to exceed 1.5 times the monthly rent.
- E. PAST LANDLORD REFERENCE – Applicant will be denied if you have had any eviction in the past 5 years; if a past landlord is owed – a preexisting payment plan must have been in place at least 90 days prior to a rental application.
- F. 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 and seven (7) occupants in a three bedroom apartment home. Unborn children and children who are in the process of being adopted (who do not live in the unit) 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 - Devine Legacy on Central utilizes a maximum utilization ratio for occupancy.

- G. **CRIMINAL HISTORY** - All occupants over 18 will be checked for criminal history. The history must reflect no felony convictions for crimes against persons in the past 5 years, no drug sales convictions in the past 3 years and no convictions for a sex offense; deferred adjudication for a felony against persons or 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.
- H. **PETS** – up to one (1) dog or two (2) cats are permitted – cats must have been spayed or neutered and have all shots, dogs must have all shots . Documents proving proof of each are required at time of application and 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 prior to move in.

A request for an Emotional Support animal must be made in advance of the animal being brought onto the property - only a licensed mental health professional - licensed therapist, psychologists, or psychiatrists can prescribe an Emotional Support animal. A family Doctor or Nurse Practitioner cannot prescribe an Emotional Support Letter as they are not a licensed mental health professional.

- I. As a Green Community, Devine Legacy on Central is tobacco and smoke free. No cigarette, cigar , vaping or pipe smoking is permitted on the property, including inside the apartments.
- J. An application fee of \$40 per adult applicant is required at the time of the full application and is **non refundable**. A minimum of a \$250 security deposit is required at the time of the application and is refundable only if the apartment type requested is not available or the application is denied.
- K. **FALSE INFORMATION** - Any falsification of information on the application will automatically disqualify the applicant and all deposits and application monies will be forfeited.

The Agency does not discriminate on the basis of race, color, religion, sex, national origin, handicap or familial status.

I have read and understand the Rental Criteria.

Applicant

Applicant

NAC Representative

Date

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.

