

**Property Address:** \_\_\_\_\_

**Applicants Names:** \_\_\_\_\_

## Welcome

We welcome all applicants in compliance with Federal, State, and Local Fair Housing rules. We do not discriminate in the rental of properties on the basis of age, sex, race, religion, marital/familial status, disability, color, creed, ethnicity, national origin, gender identity or sexual orientation. Following is The Nordstrom Group, Inc.'s (TNGI) recommended qualifying criteria. Landlords may make exception to our guidelines. Protected classes are not a consideration in any such exceptions.

### **Agency Disclosure**

The Nordstrom Group, Inc is the agent of the owner and represents the owner in any and all transactions related to the lease or sale to Tenant. In the event of a Landlord-to-Tenant sale contract, The Nordstrom Group, Inc. shall by contract represent the Owner but may also represent Tenant/Buyer at all parties' discretion.

### **Multiple Offers**

In the event of multiple applications, all rental offers will be submitted to the Owner for selection and approval until a qualified applicant is vetted and the Applicant's offer is approved. We encourage you to submit your highest and best offer.

### **Qualifying Criteria**

**Number of Occupants:** No more than 2 people per bedroom.

**Smoking:** Smoking tobacco, marijuana (whether or not a medical marijuana card is possessed) or any other substance is not permitted on the premises.

**Pets:** Subject to approval. Pet policies and pet rent/Fees are established by Landlords. Pets must be 1 year or older and housetrained. Pet weight limits and the number of pets may be mandated by some Homeowner Associations or Landlords. Known aggressive breeds may be rejected by Homeowners Associations or Landlords' Insurance Carriers. A general limit of 2 animal per rental unit applies. There may be exceptions at the landlord's discretion, depending on the type of pets and property.

**Assistive Animals:** Service animals and assistance animals for people with disabilities are permitted to the full extent required by the Fair Housing Act (FHAct), Section 504 of the Rehabilitation Act of 1973 (Section 504), and the Americans with Disabilities Act (ADA) and all interpretive regulations and guidelines applicable thereto, with respect to animals that provide assistance to individuals with disabilities.

**Emotional Support Animals:** Require an Emotional Support Animal (ESA) Letter from a licensed medical professional.

**Income:** Gross monthly income of a minimum of 3 times monthly rent.

**Joint Applicants:** Combined incomes will be accepted with 1 year of good, verifiable rental history together. Without this history, each applicant's income must be 3X the rent amount.

**Employment:** At least two years or more at the same job with no gaps between employers and proof of income.

**Self-Employed:** Proof of income for 2 years.

**Acceptable Proof of Income:** Tax returns, bank statements, W-2s, 1099s, pay stubs.

**Previous Rental History:** Rental history will weigh heavily in the approval process. TNGI will make reasonable attempts to contact previous landlords submitted by applicant. However, it is the applicant's responsibility to supply rental history information.

**Credit score:** A credit report will be obtained. Scores of 630 or higher are preferred.

**Monthly Income to Debt:** These ratios are considered in the approval process. Tax liens, collection accounts, delinquent account are also considered. Because bankruptcy and foreclosures affect the credit rating, these items are reviewed and may be questioned, but will not necessarily disqualify the applicant at the discretion of the Landlord.

**Bankruptcy:** If recent, applicant must qualify in all categories except credit. If more than 2 years, good payment patterns and history should be established since the bankruptcy.

**Co-signers:** Must be Arizona residents, have credit scores of 750 or above and income equal to 5 times the combination of the rent rate plus guarantor's mortgage or rent payment. If married, both spouses must sign as guarantors. Landlords are not required to accept co-signers.

**Additional Background:** Additional information may be obtained from a National Court Report (criminal courts), Bankruptcy Report, Eviction Report, Office of Foreign Assets Control and Social Security/Address verifications, among other sources.

#### **Criminal Records:**

1. No registered sex offenders.
2. No persons convicted of or who have pleaded guilty to a sexual offense involving minors, regardless of whether registration has been required.
3. No persons that have ever been convicted of, pleaded guilty to or been released after being incarcerated for a felony drug offense of the manufacture or distribution of a controlled substance as defined in 21 U.S.C. Section 802, et. seq.
4. No persons that have been convicted of, pleaded guilty to or been released after incarceration for production, sale or distribution of any illicit drug, drug related criminal activity, violent criminal activity against persons or property and any other criminal activity threatening the health and safety of others **within seven years preceding the rental application.**
5. No persons that have been convicted of, or pleaded guilty to or been released after being incarcerated for a felony including Murder, Manslaughter, Robbery, Burglary, Theft, Violence against persons, Crimes against persons of all types, Crimes against property of all types, **within the seven years preceding the rental application.**
6. No persons that have been convicted of, pleaded guilty to, or been released after incarceration for any crime (misdemeanor or felony) involving criminal damage, other crimes against persons or property, or crimes involving fraud or dishonesty **within five years preceding the rental application.**

**If the prospective tenant has additional information that they believe mitigates negative information that may be contained in their financial or criminal history, the applicant should provide such information and methods to verify such information. Landlords will be provided such information and will make any final decision as to whether the information provided is sufficient to outweigh any otherwise disqualifying information.**

#### **Application Requirements**

All applicants over 18 years must thoroughly complete, sign and submit the rental application.

A non-refundable application fee of \$50 per applicant may be paid on Agent's Website by credit or debit card. Included in the \$50 is a bank fee of \$5. Application fees may also be paid by check, money order, or cashier's check.

Submit a copy of your driver's License.

Submit last two pay stubs from your employer.

Provide a copy of last two month's bank statements and the first page of your most recent income tax return, if retired or self-employed.

## **Approval Process**

It may take up to 48 business hours to complete the process.

Upon approval, the lease must be signed and returned with 24 hours, together with payment of the security deposit and the first month's rent.

Payment may be made by certified funds, money order, debit or credit card or ACH payment. Local checks will be accepted if received 10 business days before lease commencement.

All monies are deposited into The Nordstrom Group, Inc. trust account within 3 banking days pursuant to Arizona statute.

## **Move In, Remaining Payments, Keys and Remotes**

All funds are to be paid by ACH payment through Tenant's Portal on Agent's website to save a \$10 per-check processing fee that is charged for all other forms of payment. Credit/debit card payments may only be made through Tenant's Portal on Agent's Website. The bank charges a 4% service fee for all credit or debit card payments.

Bank Checks, Cashier's Checks, Money Orders will also be accepted with the addition of a \$10 processing fee per check.

Your Move-in packet will contain a copy of your executed lease and other pertinent materials, as well as your keys. Remotes will be left in a kitchen drawer at the property. Tenants must make direct arrangements with the post office for mailbox keys to ensure security of mail.

A Move-in Inspection Checklist will also be provided. This must be completed, signed and returned to The Nordstrom Group, Inc. within 3 business days of move in and validated as received by a Nordstrom employee or it will not be considered a valid inspection. The checklist is extremely important when you move out. It protects you from charges for conditions that should not be your cost.

## **Utilities**

Tenant must make arrangements for all utility transfers as of the lease commencement date. Any utilities not transferred to Tenants name will be billed to Tenant with a \$25 per bill bookkeeping fee.

## **Late Fees**

Late fees are calculated at \$10 per diem from the second day of the month. Rent is due on the first day of the month. There is NO grace period.

## **Insurance**

### **Owner/Landlord Responsibility:**

The landlords insurance provides protection for the landlord ONLY for perils of Fire and Flood to the structure or Owner's contents left on the premises, theft of Owners personal possession on premises and liability for accidents on the property. This insurance does not protect the tenant, tenant's possessions or tenant's liability.

### **Insurance— Tenant Responsibility:**

Renters insurance is inexpensive and is usually available from your auto insurance carrier. We can supply referrals if needed.

Landlord's insurance policy does not provide coverage to tenant for loss of personal property from appliance failure, fire, flood, lightning, explosion, theft, smoke damage, accidental leakage or overflow, electrical issues, windstorm and glass breakage, medical expense or other casualty, personal injury or liability coverage in case of accident for Tenant, Tenant's guests or the cost of defense for claim. Tenant agrees to obtain and maintain throughout the term of the lease a Renters Property and Liability Insurance Policy with minimum liability coverage of at least \$300,000. Tenants who rent properties with swimming pools or water features must provide \$1,000,000 in liability coverage. Tenant's failure to maintain such insurance does not obligate landlord or Agent for any loss sustained by tenant, Tenant's family or guests and shall not invalidate the lease.

Landlord's insurance carrier may subrogate to or collect from Tenant or Tenant's insurance carrier any and all damages caused by Tenant or Tenant's Guests.

**Credit Reporting:**

Nordstrom reserves the right to report to national credit reporting agencies any failure to fulfill any of the terms of any rental agreement.

**Fees Charged to Tenant**

Administrative:

- \$50 Application Fees. \$5 of this amount is a processing fee to a third party for fees paid on line
- \$150 New Tenancy Administration Fee for document and data processing.
- \$50 Lease renewal documentation fee at the time of Lease Renewal or Extension
- \$10 Processing fee for all checks, money orders and payments not paid through Agent’s website

Lease Violations

- \$50 Delinquent rent processing fee (5 day pay or quit letter)
- \$50 Bank fee for non-sufficient funds/declined payments
- \$25 Bookkeeping fee per utility bill for not placing utility in Tenants name
- \$50 Notices of Non-Compliance and Community Rules (CCR) Violations

Miscellaneous Fees

- \$50 Missed repair appointments plus any vendor charged fees
- \$50 Missed appointment fee for any scheduled inspection
- \$200 Delivery of keys in the event Tenant loses his key or is locked out, subject to Agent availability.
- \$50 Documentation fee for providing rental history when requested by Tenants obtaining credit or receiving tax deductions, benefits, etc.

Lease Break Fees

50% of the monthly lease rate plus marketing charges of \$55 per week until the property is rented. In addition, rent must be paid until the property is re-rented. All utilities and maintenance of property must also be maintained.

\_\_\_\_\_  
**Applicant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Applicant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Applicant**

\_\_\_\_\_  
**Date**

# APPLICATION & OFFER TO RENT

Rental Property Address \_\_\_\_\_

Rent Rate \_\_\_\_\_ Desired Move-In Date \_\_\_\_\_ Desired Move-Out Date \_\_\_\_\_

Sec Dep \_\_\_\_\_ Admin Fee \_\_\_\_\_ Pet Rent/or Pet Deposit May Apply \_\_\_\_\_

## Applicants:

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Social Security # \_\_\_\_\_ Drivers License # \_\_\_\_\_

Phone #'s: Home \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Social Security # \_\_\_\_\_ Drivers License # \_\_\_\_\_

Phone #'s: Home \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Email: \_\_\_\_\_

## Dependents

First Name	Last Name	Relationship	Date of Birth
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Animals **Assistive: Y / N**

Animal's Name	Type/Breed	Weight	Age	Neutered/Spayed
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

## Vehicles

Make	Model	Color	License #	Year
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

## Emergency Contact

First Name	Last Name	Relationship	Phone Number
_____	_____	_____	( ) _____
_____	_____	_____	( ) _____

**References**

First Name	Last Name	Relationship	Phone Number
_____	_____	_____	( ) _____
_____	_____	_____	( ) _____

**Residential History**

Current Address: \_\_\_\_\_

Monthly Rent: \_\_\_\_\_

Occupancy Dates: \_\_\_\_\_

Manager/Landlord: \_\_\_\_\_ Contact Info: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Previous Address: \_\_\_\_\_

Monthly Rent: \_\_\_\_\_

Occupancy Dates: \_\_\_\_\_

Manager/Landlord: \_\_\_\_\_ Contact Info: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Employment Details**

Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Employer Phone Number: \_\_\_\_\_

Monthly Salary: \_\_\_\_\_

Position Held: \_\_\_\_\_

Years Worked: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Title: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Employer Phone Number: \_\_\_\_\_

Monthly Salary: \_\_\_\_\_

Position Held: \_\_\_\_\_

Years Worked: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Title: \_\_\_\_\_

**Additional Income**

Monthly Income	Source
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_____	_____
_____	_____

Does anyone in your household smoke?

\_\_\_\_\_

Does anyone in your household use or sell drugs?

\_\_\_\_\_

Have you ever been evicted or sued by a Landlord?

\_\_\_\_\_

Have you or anyone in your house hold ever been convicted of a crime in the last 7 years?

\_\_\_\_\_

Do you have Renters Insurance? If yes, please list the insurance company providing coverage.

\_\_\_\_\_

How did you hear about us? Please provide answer in space below.

\_\_\_\_\_

Are there any contingencies with your offer? If yes, please explain in space below.

\_\_\_\_\_

\_\_\_\_\_

Is there any additional information you would like us to know before we process your application? If yes, please explain below.

\_\_\_\_\_

\_\_\_\_\_

**VERIFICATIONS-** As an applicant, I authorize The Nordstrom Group, Inc. to make inquires on all statements made in this application through a consumer credit reporting agency, my employer, public records, landlords or any other references that I have provided in the application.

**THIS APPLICATION & OFFER TO RENT IS SUBJECT TO ACCEPTANCE BY THE LANDLORD. THE PROPERTY IS OFFERED WITHOUT RESPECT TO RACE, COLOR, RELIGION, SEX, HANDICAP, FAMILIAL STATUS (HAVING ONE OR MORE CHILDREN), OR NATIONAL ORIGIN.**

The facts set forth in my Application and Offer to Rent are true and complete. I understand that if my Application and Offer to Rent is approved, misstatements or omissions of facts on this application shall be considered sufficient cause for denial or termination of the Rental Agreement. I have read and understand the forgoing statements and accept the same as conditions for approval of my Application and Offer to Rent. I have received a copy of the Application and Offer to Rent that I have submitted to The Nordstrom Group, Inc.

**Applicant has read, agreed to, and signed the Rental Policies and Procedures Form.**

_____	_____	_____	_____
Applicant	Date	Agent of the Landlord:	Date
		The Nordstrom Group, Inc.	(520)299-5850
		2200 E. River Road, #103	(520)299-5838 Fax
		Tucson, AZ 85718	www.nordstromgroup.com
_____	_____		
Applicant	Date	Email:	<a href="mailto:info@nordstromgroup.com">info@nordstromgroup.com</a>