# RENTAL CRITERIA & INSTRUCTIONS
# COMMERCIAL APPLICANTS

**ARIZONA DEPARTMENT OF TRANSPORTATION**
**PROPERTY MANAGEMENT SECTION**

Thank you for your interest in renting ADOT properties. Please read this form carefully and return all the supporting documents to your leasing agent in order to be considered for occupancy. All responsible parties must be listed on the application and the lease. All applicants must be 18 years or older.

## All applications will be reviewed for the following criteria:

(1) Bankruptcies – must have been discharged for two (2) or more years.
(2) Employment History – must be in business for at least six (6) months or longer.
(3) Gross Income – must equal three (3) times the rent per month.
(4) Good Standing – business must be in good standing and authorized to do business in the state.
(5) Environmental assessment/inspection – Our Environmental Specialist will make sure there are no environmental risks that will cause any environmental hazard to ADOT's land. This may include verifying your current business location.

Before approval can be granted, we will need the following items:

- A copy of driver's license (or State ID card)
- A copy of social security card or the business's Tax ID
- Completed rental application
- Previous two (2) years' tax returns with all schedules
- A Letter of Intent may be required if any boxes are checked on the application. The Letter of Intent must explain the use of any and all equipment and/or materials that will be stored or produced on the property, and include any other pertinent information.

Applications will be not be processed until <u>all</u> supporting documents are provided. Applicants are processed in the order in which they are received. In the event there are multiple applications received the same day, the strongest applicant in terms of greater income and/or environmental risks will be granted approval over the others. You will be notified whether your application has been approved or denied within 10 business days.

**Please note the following items regarding your rental property**: Commercial leases are "AS IS" and you will be responsible for minor maintenance and repairs on the property that you lease as stated in the lease agreement. Any tenant improvements need to be requested in writing prior to any changes being made. The security deposit is equal to one (1) month's rent and will be due on or before the day of move in, along with the first month's rent. (Do not send security deposit until advised).

If you need assistance or have questions, please contact leasing agent Katie Madden at (602) 712-8021 or return by fax (602) 712-3070 ATTN: Katie Madden. Please send all correspondence to the Property Management Section, 205 S. 17th Avenue, MD612E, Room 365, Phoenix, Arizona 85007.

We thank you for your interest in renting ADOT properties.

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Pursuant to Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA) and other nondiscrimination laws and authorities, ADOT does not discriminate on the basis of race, color, national origin, sex, age, or disability. Persons that require a reasonable accommodation based on language or disability should contact ADOT's Civil Rights Office at civilrightsoffice@azdot.gov. Requests should be made as early as possible to ensure the State has an opportunity to address the accommodation.