

**RENTAL CRITERIA & INSTRUCTIONS  
RESIDENTIAL 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 applications will be reviewed for the following criteria:**

- (1) Bankruptcies – must have been discharged for two (2) or more years.
- (2) Length of employment – must be six (6) months or longer.
- (3) Criminal History – must not have any felony convictions within the past five (5) years.
- (4) Credit History – must have open accounts in good standing; cannot have property management or landlord collections within the past three (3) years; and the total amount of revolving credit accounts in collections cannot exceed \$1,500.00.
- (5) Combined household income – verifiable income must equal three (3) times the rent per month.

Before approval can be granted, we will need the following items from all applicants over the age of 18:

- A copy of driver's license (or State ID card)
- A copy of social security card or passport
- Completed rental application
- A copy of credit report from any one of these three reporting agency's (Equifax, Experian or Transunion). Must not be more than 2 months old.
- A copy of the last 30 days paycheck stub or letter from employer verifying length of employment and income (must be six months or longer). If you are self-employed, please speak to one of our rental agents about what documentation will be required.
- Sign the attached release form allowing your present landlord to release information regarding your rental history (if applicable)
- Sign the attached release form allowing your present employer to release information regarding your work history (if applicable)

Applications will be not be processed until all 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 based on the terms above 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: No more than two (2) pets allowed per home. The home you chose to rent is in "AS IS" condition. You will have a walk through inspection with a rental agent when you first move-in however you will be responsible for minor maintenance and repairs on the home as stated in your lease agreement. The security deposit for all homes 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 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. 17<sup>th</sup> Avenue, MD612E, Room 365, Phoenix, Arizona 85007.

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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](mailto:civilrightsoffice@azdot.gov). Requests should be made as early as possible to ensure the State has an opportunity to address the accommodation.