

Rental Application and Policy Guideline

It is our goal to ensure timely delivery of quality, affordable housing, based upon the needs and preferences of our customers. We also strive to provide resources to enrich the community. If you have a particular question not covered in this handbook, please do not hesitate to contact the Townsite Office.

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Bagdad Operations

2 Yavapai St
Bagdad AZ 86321
T: 928-633-6001
F: 928- 633-6006

Rental Application

APPLICATION WILL **NOT** BE ACCEPTED UNLESS COMPLETELY FILLED OUT

COMPLETE FIRST, MIDDLE AND LAST NAME REQUIRED

Application Information

Full Name:

Received By: _____
Date: _____ Time: _____
Confirmed ID <input type="checkbox"/>

First Name **FULL** Middle Name Last Name

Social Security #: _____/_____/_____

Driver License #: _____ State Issued: _____

Date of Birth: _____/_____/_____

Phone #: (_____) _____ - _____

Mailing Address: _____

Street/PO Box City State Zip Code

E-Mail Address: _____

Current Address Information:

Current Physical Address: _____
Street City State Zip Code

Do you currently: Own Rent Date of Residence: ____/____/____ to ____/____/____

Previous Address Information

Previous Physical Address: _____
Street City State Zip Code

Do you currently: Own Rent Date of Residence: ____/____/____ to ____/____/____

Who (besides yourself) has permission to call to check on Housing Waiting List status?

Name and Contact Number



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Permitted Occupant Information

Background Checks are required for everyone over the age of 18.

Anyone under 18 please fill out PAGE 5.

Full Name: _____
First FULL Middle Name Last Name

Social Security Number: _____ - _____ - _____ (Over 18 Years Old ONLY)

Date of Birth: ____/____/____

Cell Phone Number: _____

Relationship to Applicant: _____

Driver License #: _____ State Issued: _____

Current Address Information

Current Physical Address: _____
Street City State Zip Code

Do you currently: Own Rent Date of Residence: ____/____/____ to ____/____/____

Previous Address Information

Previous Physical Address: _____
Street City State Zip Code

Do you currently: Own Rent Date of Residence: ____/____/____ to ____/____/____



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Full Name: _____

First **FULL** Middle Name Last Name

Social Security Number: _____ - _____ - _____ (Over 18 Years Old ONLY)

Date of Birth: ____/____/____

Cell Phone Number: _____

Relationship to Applicant: _____

Driver License #: _____ State Issued: _____

Current Address Information

Current Physical Address: _____
Street City State Zip Code

Do you currently: Own Rent Date of Residence: ____/____/____ to ____/____/____

Previous Address Information

Previous Physical Address: _____
Street City State Zip Code

Do you currently: Own Rent Date of Residence: ____/____/____ to ____/____/____

Bagdad Operations

Current Employment Information
FMI Employee Information

Name of Current Department: _____

Name of Current Supervisor: _____

Employee ID Number: _____ (New Hire's will receive in orientation)

Hire Date: _____ Occupation: _____

Title: _____ Grade: _____

Contractors

Name of Current Employer: _____

Name of Current Supervisor: _____

Supervisor Phone Number: _____

Title: _____ Occupation: _____

Additional Information

 Is Current Landlord Townsite Services: Yes No
Please indicate what type(s) of housing that will be needed: Permanent RV Park - Trailer Size: _____ Feet

 Have you previously lived in Bagdad? Yes No

If yes, please indicate which address: _____

Have your or any member of your household including juveniles:

- | | | |
|---|-----|----|
| 1. Ever been arrested, cited, prosecuted, plead guilty to or been convicted of a crime? | Yes | No |
| 2. Ever been placed on probation, parole or any other release from jail or prison? | Yes | No |
| 3. Ever been or currently are a member of a gang? | Yes | No |
| 4. Is there a current warrant for you or any other member of your household? | Yes | No |
| 5. Ever been evicted or had a forcible detainer filed against you? | Yes | No |
| 6. Have you or any of your permitted occupants ever filed for bankruptcy? | Yes | No |
| 7. Have you or any of your permitted occupants ever been convicted of a felony | Yes | No |
| 8. Do you have any pets? | Yes | No |

Bagdad Operations

If you answered yes to **ANY** of the above please reference the question number and describe:

Vehicles

Please list any Vehicles/RV/Other:

License Plate ID:

_____	_____
_____	_____
_____	_____

Applicant represents that all of the information and statements are true and complete, and hereby authorize verification, now and in the future of information and references, including the authorization to obtain a consumer credit report. Applicant acknowledges that ANY false information contained herein constitutes grounds for rejection of the application if discovered either before or after move-in. Falsifying an application can result in termination of the lease and may result in downsizing to correct size home. Management reserves the right to verify application information after move-in. This application is preliminary only and does not obligate owner or representative to execute a lease or deliver possession of premises. By signing this application, applicants authorize all persons named and unnamed in this application to freely provide any and all requested information and waives all rights of action for any consequences resulting in such information.

I have read and agree to the above:

Applicants Signature: _____

Date: _____

Permitted Occupant Signature: _____
(Required for anyone over the age of 18)

Date: _____

Permitted Occupant Signature: _____
(Required for anyone over the age of 18)

Date: _____

Permitted Occupant Signature: _____
(Required for anyone over the age of 18)

Date: _____

Application Steps

1. Turn in this completed rental application and signed verification form.
2. Ensure that your contact numbers are always kept updated with us.
3. We prioritize the applications by date and type of house needed, please ensure that we are informed of your needs on your application. Please carefully read the permitted occupant section of this guide to understand how permitted occupants affect housing qualifications.
4. We will contact you when a house is available.
5. **IMPORTANT:** If we have made at least two (2) attempts to contact you without response, your application will become **INACTIVE** and your name will be removed from the waiting list until such time you contact us and ask us to **REACTIVATE** your application. At that time, your name will be put at the end of the waiting list.

Moving to Bagdad

Full time employees and key business support contractors are eligible for housing in Bagdad upon formalized acceptance of an offer of employment.

House Size

The size of house an applicant qualifies for is based primarily on family size. In certain circumstances position with the company will also play a part. **All housing is variable based on availability. While all efforts are made to comply with the following guidelines, there will be times that exceptions will be made based on a variety of circumstances, including limited numbers of certain sizes of houses.** No applicant is guaranteed a particular house or layout outside of the formal housing offer process (i.e. houses can only be offered by a representative from the housing office).

Permitted Occupants

Permitted Occupants are occupants named in your lease application that affect housing qualifications. Permitted Occupants that affect housing qualifications consist of: Children living full time in home and spouse or significant other. Parents, siblings, extended family or children over the age of 18 may NOT be considered as qualifying occupants that affect housing needs. Any special circumstances will be reviewed on an individual basis and may require documentation.

The application must be signed by everyone over the age of 18 and will not be considered eligible until this is completed.

Anyone staying at the house in excess of fourteen (14) nights in any given six month period will be considered Occupants. This will require an addition to the lease and a background check if over 18 years of age.

Family Size

- **1 or 2 Adults no dependents** = Available Single/Double units, Studios
 - Those choosing to apply for shared housing option will be prioritized
- **1 or 2 adults with less than 2 dependents**= 1-3x1.5 bedroom house. Applicant preference as to house size is considered.
- **1 or 2 adults with between 2-3 dependent** = 3x2 or 3x1.5 bedroom house
 - Based on availability, dependents *may* qualify for a 4 bedroom house. Availability of houses will factor into this decision and no Applicant is guaranteed a particular size of house in this category.
- **1 or 2 adults and 4+ dependents** = 4 bedroom house. There are very limited quantities of houses with 4 bedrooms, so typically those houses are reserved for families with larger numbers of dependents.
- **Manager** - Employees that are manager level and above qualify for manager housing. There is a limited pool of housing that is designated for managers, although, based on circumstances such as family size or personal preference, exceptions may be made to house managers in non-manager housing.
- **Exceptions** – for family situations outside the parameters listed above, or when there are other special circumstances that need to be considered, the housing office *may* make exceptions to the above guidelines as to house size. Tenant in this situation *must* meet with housing supervisor/management before submitting a request.

Housing Wait List

Because company housing is limited, there is typically a waiting list for moving into a Bagdad house. All full-time Applicants who qualify for and request housing in Bagdad will be placed on the waiting list on a first come, first served basis. Families with legal dependents are given priority consideration for house allocations.

Note: Exempt Grade 6 or above positions are managed and prioritized separately as outlined above.

All housing will through a maintenance inspection and renovation prior to being offered for lease. No “as is” housing is offered in Bagdad.

- Upon receiving a turned house from maintenance it will be offered to the first qualifying applicant. The applicant must contact Townsite Administration within 48 hours of offer to schedule a time to view the house.
- The applicant will have the choice to accept or deny the offer. If the applicant chooses to turn the house down the house, applicant will be moved to the bottom of the list.
- If applicant chooses to deny the second offer, the applicant will be removed for the housing list for a period of thirty (30) days.
- After the thirty day wait period it is the applicant’s responsibility to reapply to be added back onto the housing list.
- Applicants who accept a house will NOT be eligible to transfer unless permitted under the current transfer policy.

Housing Transfer Requests

Housing transfers are available under a limited set of circumstances to tenants who are existing Bagdad residents. When considering transfers it must be understood that the priority to our company is provide housing for our workforce first, we can only do this by insuring the efficient delivery of houses to those who do not have housing.

- **Maintenance Concerns** - occur as *authorized by housing supervision/management* (for example irreparable maintenance issue like a damaged sewer line that can't be repaired with tenants still in the house).
- **Change in Family Size** - Please note that to qualify for a transfer based on change in family size, any dependents must be under the legal guardianship of the lessee or their spouse/partner (who is formally listed as a permitted occupant).
- **Promotion** – Anyone who moves in to a Manager position will qualify for manager housing and can apply to transfer on that basis.
- **Extenuating circumstances** – there are special circumstances that may justify a housing transfer. These are handled on a case-by-case basis by the housing office. As part of the Extenuating Circumstances Transfer Request, residents will meet with the housing office to discuss the request. Many times supporting documentation or follow-up from the Housing Maintenance department will be required as parts of this process. All of this will be covered during the consultation with the Housing Office. Providing false information in this request may result in termination of your lease.
- **All other transfer requests** - Transfers for all other reasons will be granted on longevity and condition of existing house. There will be limited numbers of this type of transfer granted each year and quantity of transfers, wait times and house types that will be offered are not guaranteed. Tenants may not transfer more than one time in every five years. Transfers will only be to a lateral house configuration.

Note - All Policies outlined herein are subject to review and change.

Offering Process for Approved Transfer

Houses will not be offered if they have not gone through a full maintenance inspection and turn.

- Upon receiving a turned house from maintenance it will be offered to the first qualifying applicant. The applicant must contact Townsite Administration within 48 hours of offer to schedule a time to view the house.
- The applicant will have the choice to accept or deny the offer. If the applicant chooses to turn the house down the house, applicant will be moved to the bottom of the list.
- If applicant chooses to deny the second offer, the applicant will be removed for the housing list for a period of thirty (30) days.
- After the thirty day wait period it is the applicant's responsibility to reapply to be added back onto the housing list.

Applicants who accept a house will NOT be eligible to transfer unless permitted under the current transfer policy.

Shared Housing

Shared housing consists of a three bedroom house, common area furniture provided and utilities included. This is only for individual occupants, not for families. Each bedroom is rented to qualified applicants. Rent is at a reduced rate. If interested in shared housing, it is a one year agreement and employee would not be eligible to be on the housing list until that time. This is not to be used as temporary housing.

Termination of Employment

Employees discharged from employment or allowed to resign in lieu of discharge from FMI will have their lease cancelled with 30 days and will not be allowed to renew their lease. FMI will not provide a new lease to individuals not affiliated directly with FMI or as a contractor employee or Town-site support.

Getting an RV Space

1. Turn in completed rental application and signed verification form.
2. Ensure that your contact numbers are always kept updated with us.
3. We prioritize the applications by date; please ensure that Townsite are informed of any special needs on your application.
4. You must pass a background check to qualify for housing. Felony or misdemeanor convictions involving sex offenses, physical assault, burglary, or any other criminal convictions that management deems may create a risk to other residents is grounds for denial. We will contact you if you do not qualify.
5. We will contact you when a space is available.
6. **IMPORTANT:** If we have made at least two (2) attempts to contact you without response, your application will become **INACTIVE** and your name will be removed from the waiting list until such time you contact us and ask us to **REACTIVATE** your application. At that time, your name will be put at the end of the waiting list.

Mobile Home Spaces

Freeport McMoran is no longer allowing mobile homes to be brought into Bagdad. If you would like to purchase a mobile home currently in Bagdad please schedule a meeting with the Townsite Supervisor.

RV, Boat and Trailer Storage

Townsite offers a limited number of storage spaces for RV, boat and trailer storage. Please inquire about availability in the Townsite office. To be eligible for storage tenant must provide current registration and insurance.

Moving Into Your New House

Upon accepting your new house you will have a maximum of one (1) week to take possession by signing a lease for the house. You will be required to pay the deposit, first month's rent, trash and propane hookup fees at lease signing. Residence may pay via check, debit card, money order or credit card. We do not accept cash. Please review the current rate scale to determine the exact cost. If you cannot sign the lease in the allotted one week time period we will reoffer the house and you must reapply again after a thirty day wait period.

Utilities

All utilities are the responsibility of the tenant with the exception of water and sewer. Propane and trash service are provided through Freeport McMoran. Tenants must set up electric service through APS within three business days of signing the lease. It is the tenant's responsibility to make arrangements for TV, Internet and telephone services.

Appliances

All houses do NOT come equipped with stove, refrigerator, dishwasher, washer or dryer. The tenant is responsible to provide all their own appliances. The majority of houses use propane appliances but a select few will accommodate electric. Please double check your home before purchasing any appliances. If your stove or dryer is gas it must be converted to propane. Conversion kits can be purchased at Car Quest. All stoves and dryers **MUST** be installed by the Townsite Maintenance Department. Maintenance will hook up the unit to ensure proper installation. This must be done prior to making an appointment for maintenance to install appliances. For installation please call **928-633-6015**.

Bagdad Operations

Rental Rate Schedule
01/31/2020

Housing Type	Monthly Rent	½ Rent for following month	Security Deposit (1.5 x rent)	Trash Hook Up Fee	Propane Hook Up Fee	Example of Amount Due at Lease Signing if Signing on 1st of the Month (Rent is Pro-Rated)
1 x 1 Townsite	250.00	125.00	375.00	23.25	22.00	795.25
2 x 1.5 Townsite	300.00	150.00	450.00	23.25	22.00	945.25
3 x 1.5 Townsite	350.00	175.00	525.00	23.25	22.00	1095.25
3 x 2 Townsite	375.00	187.50	562.50	23.25	22.00	1170.25
4 x 2 Townsite	400.00	200.00	600.00	23.25	22.00	1245.25
4 x 2.5 Townsite	425.00	212.5	637.50	23.25	22.00	1320.25
2008 3x2 1300 sq. ft. Townsite	375.00	187.50	562.50	23.25	22.00	1170.25
2008 3x2 1740 sq. ft. Townsite	475.00	237.50	712.50	23.25	22.00	1470.25
2008 4x2 1900 sq. ft. Townsite	545.00	272.50	817.50	23.25	22.00	1680.25
1 x 1 (Sycamore)	225.00	112.50	337.50	23.25	22.00	720.25
2 x 1.5 (Sycamore)	275.00	137.50	412.50	23.25	22.00	870.25
3 x 2 (Sycamore)	325.00	162.50	487.50	23.25	22.00	1020.25
4 x 2 (Sycamore)	350.00	175.00	525.00	23.25	22.00	1095.25
RV Employee-Permanent (RV Park)	150.00	75.00	225.00	N/A	N/A	450.00
RV Non-Employee (RV Park)	400.00	0	600.00	N/A	N/A	1000.00
Shared Housing Master Room	275.00	137.50	412.15	N/A	N/A	824.65
Shared Housing Regular Room	225.00	112.50	337.50	N/A	N/A	675.00
Studio	225.00	112.50	337.50	N/A	N/A	675.00
RV Employee-permanent (Sycamore)	200.00	100.00	300.00	23.25	N/A	623.25
RV Employee- On housing List	100.00	50.00	150.00	N/A	N/A	300.00
RV Non-Employee (Sycamore)	200.00	0	300.00	15.50	N/A	515.50

Rates subject to change

Revision History

Date	Rev	Details	Author
10/19/2016	1.0	Changes to the House Size Allocation, Wait List, and Transfer Policies. Other Minor Correction to Document. Added Revision History Section, layout changes. Reordered Paragraphs for clarity	Bagdad Housing Authority
01/05/2017	2.0	Changed logo, added date of residence	Bagdad Housing Authority
02/03/2017	3.0	Changed two week deadline to move into full time house to one week	Bagdad Housing Authority
02/08/2017	4.0	Requiring more info for Previous Address	Bagdad Housing Authority
03/17/2017	5.0	Added + sign to Senior Engineer/Senior Supv	Bagdad Housing Authority
06/09/2017	6.0	Revised Additional Information on Page 5 for Temporary Housing, as well on Page 8. As of June 1 st policy Temporary Housing is no longer available. Removed these two sections regarding Temporary Housing.	Bagdad Housing Authority
7/25/2017	7.0	Revised co-applicants and any dependents over 18 are required to complete 10 year rental history. Just added address to page #3	Bagdad Housing Authority
07/26/2017	8.0	Removed and edited section regarding 10 year rental history	Bagdad Housing Authority
09/06/2017	9.0	Modified House Size Qualification for 1 to 2 Adults, No Dependents to available single/double units. Transfers qualified after 2 years, added shared living and costs	Bagdad Housing Authority
10/30/2017	10.0	Attached the accommodations document to the end for hotels in Wickenburg/Prescott for anyone needing temporary housing while waiting for a permanent house.	Bagdad Housing Authority
07/18/2018	11.0	Added Available spaces in Sycamore Mobile Home park for RVs rates Removed Avg Mobile Home Cost from rent cost list Added new mobile home rent prices	Bagdad Housing Authority
12/5/2018	12.0	Changed Senior Engineer/Senior Supervisor+ to Senior Engineer or Equivalent Updated Housing Waiting List and Offering Process – removed two choices Moving Into Your New House – removed prorated rent to 1 st month's rent Updated Phone List Changed address on application for Housing Office Removed lottery information	Bagdad Housing Authority
04/04/2019	13.0	Added Application fee Added credit and residential background Added update to permitted occupants Removed Applicants are able to have another adult of their choice live with them as long as the person passes a background check. Your dependents are legal dependents whom will be living in Bagdad full time. Removed PO Box Form Updated phone list Removed Townsite Maintenance Department DOES NOT convert appliances. Removed maximum (for rent schedule)	Bagdad Housing Authority
5/17/2019	14.0	Added authorization for consumer credit check	Bagdad Housing Authority
5/21/2019	15.0	Added DL requirements for all over 18, removed 10 yr residency	Bagdad Housing Authority
7/09/2019	16.0	Updated rent fees	Bagdad Housing Authority
02/07/2020	17.0	Updated rent fees to reflect total charges	Bagdad Housing Authority
4/25/2022	18.0	Remove: Senior Engineer or Equivalent - Employees that are Senior Engineer or Equivalent and above qualify for superintendent housing. These houses are based on availability and no particular location or layout is guaranteed to be available. Housing reserves the right to designate a house in Bagdad as superintendent housing at any time. HR must confirm employee qualifies for these houses before one will be issued to an employee. Based on circumstances such as family size or	Bagdad Housing Authority

		<p>personal preference, exceptions may be made to house Senior Engineer or Equivalent in non-superintendent housing.</p> <p>Change Promotion – Anyone who moves in to a Senior Engineer or Equivalent (or higher) will qualify for superintendent housing and can apply to transfer on that basis. Change to Manager/Manager housing</p>	
10/20/22	19.0	<p>Added “Who has permission to call for housing waiting list”</p> <p>Added Cell Phone Number to Anyone over 18</p> <p>Added “Falsifying an application, can result in termination of the lease and may result in downsizing to correct size home.”</p>	Bagdad Housing Authority
1/24/24	20.0	<p>Effective 2/1/24 - Removed Application Fee requirement</p> <p>Removed credit, residential and criminal background checks will be performed.</p> <p>Removed – “This also applies to permitted occupants of our company housing”. (Background checks)</p> <p>Removed Phone List</p> <p>Removed list of Accommodations</p> <p>Moved Revision History to last page</p> <p>Updated Table of Contents</p> <p>Changed Peoplesoft to Employee ID Number</p>	Bagdad Housing Authority