

Morenci Housing
 889 Reservation Road

Phone: (928) 865-3681 option 3
 Fax: (928) 865-1768

MORENCI HOUSING RENTAL APPLICATION

Location Preference:
 (please specify)

Morenci

Safford

First Available

Received by, Date:

Applicant Information

New Application or Transfer Request *(if transfer request, please provide reason for request on pg. 2)*

Full Name: _____

Employee ID or Contract Company: _____

Date of Birth: _____

Cell Number: _____ Cell Phone Provider: _____

Alternate Phone Number: _____

Email Address: _____

Hire Date: _____ Department: _____

Title: _____ Supervisor: _____

	Name(s) of Occupants <u>to Live in Household</u>	Relationship	Age
1			
2			
3			
4			
5			
6			
7			
8			

Do you have pets? Yes No How Many: 1 2 3 (Max pets: Houses – 3, apartments – 2)

If yes, list each by name and breed:

- _____
- _____
- _____

FOR TRANSFER REQUESTS ONLY

Current FMI Address: _____

*Please provide reason for submitting transfer request below. Housing assignments and transfers are approved based on the number of qualified applicants (legal spouse, child, power of attorney, or guardianship over individual) or if you are promoted to the next level of houses.

Please Check Preference	Accommodation Type	Monthly Rent	Deposit
	Studio Apartment	\$200.00* (utilities included)	\$300.00
	1 Bedroom Apartment	\$200.00	\$300.00
	2 Bedroom Apartment	\$300.00	\$450.00
	Townhome	\$350.00	\$525.00
	2 Bedroom Home	\$325.00	\$487.50
	3 Bedroom 1 Bath	\$375.00	\$562.50
	3 Bedroom 2 Bath	\$425.00	\$637.50
	4 Bedroom 2 Bath	\$500.00	\$750.00
	Safford Home	\$600.00	\$900.00

Your signature below attests that you have read and understand the Housing guidelines.

Morenci Housing Staff

Date

Applicant

Date

Steps to Acquire Housing in Morenci / FAQ's

The Application

- Complete and turn in the Rental Application to the Morenci Housing office on or after first day of employment at Morenci.
- Once application is received from Housing, it will be entered and reviewed by Management.
- You will start receiving weekly text messages showing what number you are on the waiting list.
- To view and sort your place online, visit <http://www.morencitown.com>.
- The waiting period for Housing is a couple of months to a couple of years.
- Always keep your contact information up-to-date, as your application may be deactivated if we are unable to contact you.
- Housing assignments will be granted in order of the waiting list on a first come, first assigned basis.
- You will be contacted when a home has been assigned to you.
- Safford Housing is also available **only** to Morenci Operations employees, per policy.
- **Transfer requests:**
 - To be eligible for a housing transfer, you must have a qualifying reason (i.e. change in family size or a promotion that qualifies you for the next level of housing). You must fill out an application and provide, in writing, the reason for your transfer request (*please use the space provided on page 2 of this application*).
 - Transfer requests are reviewed on an individual basis and weighed against the demand for housing. We reserve the right to approve or deny your request. Transfer requests will not be placed on the priority list if you currently have a house with FMI.
 - If your request is approved, you will be added to the waiting list in order of application date. If your request is denied, you will be notified in writing regarding the decision.

The Selection of a Home

- You will be offered a home for which you qualify based on the number of qualified occupants listed on your application. A qualified occupant is a legal spouse, child(ren), or anyone you have legal custody for. All qualified occupants must be listed on your application or updated with Housing afterwards.
- Once we have notified you of home availability, you will have one week to reply and to schedule your lease signing appointment with Housing.
- You will have two house offers total, but not at the same time. If you decline your first offer, you will continue to stay on the top of the waiting list until your 2nd offer comes up.
- If you choose not to take the 2nd home offered, OR do not reply within the week deadline, your application will be removed from the wait list. If you want to be on the waiting list again, you will need to re-apply and will be placed at the bottom of the list.

Moving into your New Home

- Once you have contacted us regarding your new home, you will have (2) weeks to sign the lease and take possession of the house. A lease appointment with the Housing Office is needed.
- At the time of the scheduled lease signing, you will need to pay prorated rent, trash, and the security deposit. The security deposit is 1.5 x monthly rent.

- If you are a FMI employee, your rent and trash will be payroll deducted starting the next month after you sign the lease.
- On the day you sign your lease, you will set up your utilities with Morenci Water & Electric, located in our same office. You must pay all of your utility deposits and have the utility services put in your name with MW&E prior to signing your lease.
- Marriage license, birth certificates, power of attorney or legal guardianship paperwork is needed for ALL qualified occupants on the day you sign your lease in order to qualify you for the house.
- **Important:** If any of the above requirements are not met at the time of lease signing, we will reassign your home to another applicant and you will need to start the process over.

It is our goal to ensure that we deliver quality, affordable housing in a timely manner, in support of Morenci’s business operations. To do this, we need your cooperation in fulfilling the timelines above to ensure that all available homes are assigned as quickly as possible.

Monthly Housing Rates

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