

## Pre-Qualification Process

As of April 9, 2009, all applicants are required to go through a pre-qualification process prior to scheduling an appointment to view any properties. **Please note:** This process does include a credit check.

- Please visit our website at [www.ahiproperties.com](http://www.ahiproperties.com) and download the **Application Form** at the bottom of the page.
- There is a \$10 non-refundable fee per applicant which can be paid by check, money order, credit card, or debit card. If choosing the credit or debit card option, please download the **Credit Card Authorization** form as well as the **Application Form**.
- Please fax completed forms to **ATTN: Joe Levio at (205)278-9743**. If paying by check or money order, you may submit the application in person or mail it to us at: **AHI Properties, 8841 Helena Road, Pelham, AL 35124**.
- If pre-qualified, an agent will contact you by phone to schedule an appointment to show you any interested properties. Pre-qualification is good for 30 days and for all available properties.
- Once pre-qualified and you have found a home you're interested in, the leasing agent will proceed in the application process which involves the following verification checks: **Employment, Income, Rental/ Mortgage History, Criminal Background, Sex Offender, Telechek, and additional checks**. The \$10 fee paid for the pre-qualification will then be applied towards the entire application fee of \$45.
- **Please note that some insurance companies have identified certain breeds of dogs as vicious and refuse to provide insurance to those that allow or own these breeds. The following breeds will not be allowed in the property under any circumstance: Rottweiler, Doberman Pinscher, American Pit Bull, Chow Chows, and Wolf-hybrids. In addition, AHI Properties requires a recent picture of any pet that the applicant wishes to reside in or on the property for which the application is being submitted. You can submit your pictures to [birminghamdocuments@ahiproperties.com](mailto:birminghamdocuments@ahiproperties.com). Please include the name of applicant in the subject line to insure your pictures are added to your application.**

*Please feel free to contact us at (205)682-9106 if you have any further questions or concerns. Thank you for doing business with AHI Properties!*