



WELCOME TO THE WINSTON TEAM AT WEST USA REALTY



The following are the steps **REQUIRED** to submit an application to rent property with West USA Realty.

Submitting Your Application

Once you have viewed and selected a home you should submit the attached application:

1. **Complete the Application Form** – The 5 page form must be completely filled out and signed before it can be processed. **Missing information will result in processing delays.**
 2. **Provide All Phone Numbers** - We need daytime phone numbers for both you and any references. (*employers, landlords, family members, etc.*) in order to fully process the application.
 3. **Submit Copies of Recent Pay-stubs** – Make a copy of your most recent pay-stub to submit with your application. If you are combining income to qualify, please provide a pay-stub for each applicant. All “other income” must be verifiable.
 4. **Submit the Application** – Deliver your completed application and \$45 to our office between 9 a.m. and 4 p.m., Monday through Friday, along with a copy of a current drivers license or a valid I.D. card.
 5. **Pay \$45 (Cash or money order ONLY!)** – This is a **NON-REFUNDABLE** fee for the application and credit report charged to each person. Applications will **NOT** be run without the application fee submitted.
 6. **Investigation** – We will verify the information submitted and advise you of our decision.
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Fair Housing Policy

Brokerage does not and will not discriminate against any person based on race, color, religion, sex, handicap, familial status, national origin, or sexual orientation.

Application Standards

*All applicants must pass through a screening process: Please do not leave anything blank. If it doesn't apply to you, mark N/A. We will need a **COMPLETED** application for each adult (anyone 18 years of age and older) occupying the property. (Applications are taken on a first come first serve basis.)*

Income Level: Employment must be current and verifiable for a minimum of one (1) year. Other verifiable income equaling three (3) times annual monthly rent. Verifiable income includes as confirmed by employer, trust officer, tax returns, or other satisfactory documentation as required. Each roommate should earn 1 ½ times the rent. If one or more roommate(s) do not, at least one roommate must meet the three (3) times requirement.

Credit History: To determine satisfactory credit worthiness, we run a credit report through Yardi Resident Screening. All applicants must have at least 75% positive credit. No credit history will be counted as good credit. No open bankruptcies will be considered. If credit is below 75% positive, the applicant will be required to have a co-signer.

Rental History: Must have a minimum of one (1) year verifiable positive rental/residence history.

Criminal: Not only must Applicant must have acceptable credit history, additionally, all Applicants must meet our Criminal History Criteria. Applicants that are registered sex offenders will be denied. Applicants must have no felony convictions less than 10 years old that involve violent crimes against persons or property, including but not limited to murder, arson, kidnapping, assault, bomb related offenses, robbery or burglary, terrorism OR that involve the manufacturing or distribution of drugs in any manner. All other felony convictions must be more than 5 years old. Conviction of any drug related offenses involving possession only, or alcohol related offenses where no one was permanently injured or killed, must be at least 2 years old. Successful completion of any felony sentence at least 2 years ago and no new criminal activity for at least 2 years before this application is also required. No Applicant with any outstanding warrants or crime that is awaiting trial will be accepted. If the Applicant would like management to review additional information regarding the felony conviction or the current arrest or warrant as part of their rental application, the Applicant is permitted to submit that information to management along with their application and Management will review that information on a case by case basis.

APPLICANTS WILL BE DENIED FOR THE FOLLOWING REASONS:

- Prior or pending eviction
- Foreclosures within the past three (3) years with unresolved judgment
- Monies owed to an apartment community or landlord
- Bankruptcy in the last six (6) months or pending Bankruptcy
- Registered sex offenders will automatically be denied.
- If the Applicant would like management to review additional information regarding the felony conviction or the current arrest or warrant as part of their rental application, the Applicant is permitted to submit that information to management along with their application and Management will review that information on a case by case basis.
- Falsifying information on application

If an applicant fails to meet any of the above four (4) criteria, he/she may be asked to pay additional security deposit up to, but not exceeding 1 ½ times the rent or given the option of obtaining a co-signer (who must also meet above criteria.) If the applicant fails to meet two of the four criteria, applicant will be required to pay full 1 ½ times the month’s rent in security deposit AND have a co-signer.

PET QUALIFICATIONS & RULES

- Large breeds are classified as over 30 lbs. Small breeds are 30 lbs. and under.*
- Large breeds must be over 5 years of age.* / Small breeds must be over 2 years of age.*
- Female cats must be fixed and declawed or fixed and outdoor only.*
- **NO MALE CATS.***

All dogs must be approved by the Owner regardless of age and carry an extra liability policy naming the owner and West USA Realty as added insured parties. Owners will not accept certain breeds which include, but are not limited to: Pit Bull, German Shepherd, Rottweiler, Doberman and Chow.

***THIS CRITERIA DOES NOT APPLY TO ANY ASSISTIVE ANIMAL.**

Tenants shall ensure that all pet(s) are well behaved and shall not allow the pet(s) to disturb any other residents or neighbors. Tenant to ensure the pet(s) cause no damage to the property. Tenant agrees the pet(s) shall only be walked on a leash and only in areas so designated by the Owner/Landlord and the Homeowners’ Association.

Tenant will be responsible for any and all damages caused by the pet(s) on the property or in the community and will indemnify and hold harmless Owner/Landlord/Management for, from and against any and all claims arising because of the pet(s). Tenant agrees that the pet(s) will be licensed in accordance with all applicable governmental provisions. Owner/Landlord and/or Management reserve the right to require Tenant to immediately remove the pet(s) at any time upon any violation of Tenant of these rules.

I have read, understand and accept the above qualifying qualification & policies of Brokerage by which my application will be approved.

Acknowledgment

Applicant acknowledges that the above information is understood, and has been informed:

1. The \$45 application fee is **NON-REFUNDABLE**.
2. If applicant withdraws application following written approval, all deposits will be forfeited.
3. A free copy of the Landlord/Tenant law is available at the Arizona Department of Housing 602-771-1000
4. The property you have previewed will be rented to you in AS-IS condition unless you PROVIDE, in writing, a list of repairs, renovations, yard work or cleaning that will be requested from the landlord. Any list submitted is subject to acceptance or rejection.

Signed: _____ Date _____

Signed: _____ Date _____

RENTAL APPLICATION

Please complete the application in its entirety. All individuals 18 and older must complete a separate application

CURRENT INFORMATION

Address of Home Desired: _____
Today's Date _____ Desired Move-In Date _____
Applicant Full Name _____ Social Security # _____ DOB: _____
Drivers License # _____ State Issued: _____
Email Address _____
Current Address _____ City _____ St _____ Zip _____
Current Phone # _____ Mobile phone # _____
Landlord's Name _____ Landlord's phone # _____
Rented From: _____ Rented To: _____ Rent \$ _____
Why are you moving? _____
Current marital status? Married Divorced Separated Single

Co- Applicant

Full Name _____ Social Security # _____ DOB: _____
Drivers License # _____ State Issued: _____
Email Address _____
Current Address _____
Current Phone # _____ Mobile phone # _____
Landlord's Name _____ Landlord's phone # _____
Rented From: _____ Rented To: _____ Rent \$ _____
Why are you moving? _____
Current marital status? Married Divorced Separated Single

PREVIOUS ADDRESS INFORMATION

Applicant Address _____ City _____ St _____ Zip _____
Landlord's Name _____ Landlord's phone # _____
Rented From: _____ Rented To: _____ Rent \$ _____
Why did move? _____

Co-Applicant Address _____ City _____ St _____ Zip _____
Landlord's Name _____ Landlord's phone # _____
Rented From: _____ Rented To: _____ Rent \$ _____
Why did move? _____

RENTAL APPLICATION CONTINUED

HAVE YOU EVER?

Applicant:

Co-Applicant:

Paid Rent Late?	YES _____ NO _____	YES _____ NO _____	YES _____ NO _____
Left Owing Rent?	YES _____ NO _____	YES _____ NO _____	YES _____ NO _____
Been Evicted?	YES _____ NO _____	YES _____ NO _____	YES _____ NO _____
Broke Rental Agreement?	YES _____ NO _____	YES _____ NO _____	YES _____ NO _____
Had a Civil Judgment or Collection for a Rental Property	YES _____ NO _____	YES _____ NO _____	YES _____ NO _____
Left Property Damaged	YES _____ NO _____	YES _____ NO _____	YES _____ NO _____
Been Convicted of any Criminal Activity?	YES _____ NO _____	YES _____ NO _____	YES _____ NO _____
Have you ever been convicted of a felony? _____, if YES , list date _____ Place _____ Discharge Date _____			
Would you expect a credit report to disclose past or current difficulties? _____ If YES , please explain _____			

If you answered **YES** to any of the above, please explain _____

EMPLOYMENT INFORMATION

Applicant:

Employer _____ Position _____
 Supervisor's Name _____ Phone # _____
 Date of Employment _____
 Monthly Take Home \$ _____
 Other Income \$ _____
 Other Income \$ _____
 Total Monthly Income \$ _____

Previous employer if less than 2 years:
 Employer: _____
 Supervisor: _____
 Phone # _____
 Dates From: _____ To _____
 Monthly Take Home: \$ _____

Co-Applicant:

Employer _____ Position _____
 Supervisor's Name _____ Phone # _____
 Date of Employment _____
 Monthly Take Home \$ _____
 Other Income \$ _____
 Other Income \$ _____
 Total Monthly Income \$ _____

Previous employer if less than 2 years:
 Employer: _____
 Supervisor: _____
 Phone # _____
 Dates From: _____ To _____
 Monthly Take Home: \$ _____

List other occupants of home

Pets – Number, Type & Weight

PERSONAL & CREDIT INFORMATION

Applicant Nearest Relative (not living with you) _____

Phone # _____

Address _____

Character Reference _____ Relationship _____

Phone # _____ Address _____

Bank Reference _____ Branch _____

Checking Account # _____ Savings Account # _____

Credit Cards

Type _____ # _____

Type _____ # _____

Co-Applicant Nearest Relative (not living with you) _____

Phone # _____

Address _____

Character Reference _____ Relationship _____

Phone # _____ Address _____

Bank Reference _____ Branch _____

Checking Account # _____ Savings Account # _____

Credit Cards

Type _____ # _____

Type _____ # _____

VEHICLE INFORMATION

Number of Vehicles (including motorcycles, trailers, RV's boats)

Applicant:

Type _____ Year _____ Make _____ Model _____

License # _____ State _____

Type _____ Year _____ Make _____ Model _____

License # _____ State _____

Co-Applicant

Type _____ Year _____ Make _____ Model _____

License # _____ State _____

Type _____ Year _____ Make _____ Model _____

License # _____ State _____

IMPORTANT INFORMATION – PLEASE READ BEFORE SIGNING

AUTHORIZATION

Applicant understands that occupancy is limited to only those names on this application. Applicant acknowledges that all information listed on this application is true and accurate. Applicant hereby authorizes verification of all information including credit check, criminal history, rental history, and other reports by **WEST USA REALTY**. Any false information listed shall constitute as grounds for rejections of this application, termination of rental agreement, right of occupancy and forfeiture of deposits. Each perspective resident 18 years and older must sign and completely fill out an application. Applicant understands \$45.00 plus \$45.00 for each additional adult are processing fees for verifying rental application(s) and the fee(s) are **NON-REFUNDABLE** regardless of the circumstances. Application fees are to be paid in cash or money order. Each applicant must provide a copy of a driver's license or pictures I.D. at the time of application.

APPLICANT UNDERSTANDS THAT ONCE THE APPLICATION HAS BEEN APPROVED, AN EARNEST MONEY DEPOSIT IS REQUIRED FOR TAKING THE PROPERTY OFF THE MARKET. IT WILL BE DEPOSITED, WITH WEST USA REALTY. ONCE THE APPLICANT IS APPROVED BY THE OWNER, OR OWNER'S AGENT, AND A RENTAL AGREEMENT IS ENTERED INTO, THE EARNEST MONEY DEPOSIT WILL BE CREDITED TO THE REQUIRED MOVE-IN MONIES. SAID EARNEST DEPOSIT WILL BE NON-REFUNDABLE IF THE APPLICANT FAILS TO ENTER INTO THE RENTAL AGREEMENT OR FAILS TO TAKE OCCUPANCY ON THE DATE SPECIFIED. CASHIER'S CHECK OR MONEY ORDER IS REQUIRED FOR PAYMENT OF THE DEPOSIT AND THE FIRST MONTH'S RENT.

By Initialing below Applicant, and Other Applicant (if applicable) acknowledge that earnest money is **NON-REFUNDABLE** for any reason once it is submitted to West USA Realty.

_____, _____ **Applicant and Other Applicant Initial Here**

Applicant understands that failure to sign this application and provide complete information will cause delays in the processing and may cause the application to be rejected and another completed application to be accepted.

THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT. I HEREBY AUTHORIZE WEST USA REALTY TO INVESTIGATE THE INFORMATION SUPPLIED BY ME AND TO CONDUCT INQUIRES CONCERNING MY INCOME, FAMILY COMPOSITION, AND MODE OF LIVING, CREDIT AND CHARACTER FOR THE PURPOSE OF VERIFYING AND QUALIFYING FOR RESIDENCY. A FULL DISCLOSURE OF PERTINENT FACTS MAY BE MADE TO THE AGENT AND HOME OWNER. FALSIFYING INFORMATION ON THIS APPLICATION IS GROUNDS FOR DENIAL AND FORFEITURE OF DEPOSITS.

_____ Date _____ Date _____

APPLICANT

CO-APPLICANT

How did you hear about us? Newspaper Website Agent Other: _____

Referred by Agent _____ Company _____ Phone # _____