



WELCOME TO WEST USA REALTY



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

Application Standards

*All applicants must pass through a screening process: Please allow 1-2 business days to process your completed application. 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**) residing in the property. (Applications are taken on a first come first serve basis)*

- Income Level:** You should have Gross Income of approximately 3 times the monthly rent amount. Married couples and related residents over 18 may combine income. All non-related persons should apply individually. We must be able to verify employment history. If you are self-employed, we will need tax returns for the last 2 years or verification of bank statements
- Credit History:** To determine satisfactory credit worthiness
- Rental History:** Your previous residencies must be free of evictions, judgments, and unpaid rents. Office policy prohibits accepting applicants with open bankruptcies.
- Pets:** Policies on pets vary according to the home (check the rent list or call). However, none of our homes permit the following breeds of dogs: Pit Bulls, Dobermans, Rotweilers, Chows or near relatives (Exception: Assistive pet). Pet policies are strictly enforced.

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 or married couple. Applications will NOT be run without the application fee submitted.
6. **Investigation** – We will verify the information submitted and advise you of our decision.
7. **Residency**- Resident must provide proof of legal presence in the United States.

Fair Housing Policy

It is unlawful and a violation of company policy to discriminate against any person based on race, color, religion, sex, national origin, handicap, or familial status, or to refuse to show, rent, negotiate, or otherwise make unavailable any rental unit.

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 approval, all deposits will be forfeited.
3. A free copy of the Landlord/Tenant law is available at the Arizona Secretary of States office (602) 542-4285.
4. The property you have previewed will be rented to you in as-is condition unless you are given in writing a list of repairs, renovations, yard work or cleaning that will be done by West USA Property Management and Owner. Any list submitted is subject to acceptance or rejection.

Signed: _____ Date: _____
Signed: _____ Date: _____



RENTAL APPLICATION



Please complete the application in its entirety. All non-married 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

Spouse or Other

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? _____

Spouse or Other

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:

Paid Rent Late? YES _____ NO _____
 Left Owing Rent? YES _____ NO _____
 Been Evicted? YES _____ NO _____
 Broke Rental Agreement? YES _____ NO _____
 Had a Civil Judgment or
 Collection for a Rental Property YES _____ NO _____
 Left Property Damaged YES _____ NO _____
 Been Convicted of any
 Criminal Activity? YES _____ NO _____

Spouse or Other:

YES _____ NO _____
 YES _____ NO _____
 YES _____ NO _____
 YES _____ NO _____
 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: \$ _____

Spouse or Other:

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 _____ # _____

Spouse or Other 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 _____

Spouse or Other

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 SECURITY DEPOSIT. SAID 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

SPOUSE OR OTHER APPLICANT

How did you hear about us? ☐ Newspaper ☐ Signs ☐ Website ☐ Rental Hot sheets ☐ Agent ☐ Other _____

Referred by Agent _____ Company _____ Phone # _____