



Welcome to West USA Realty

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

Rental Criteria and 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. (Does not apply to applicants with housing vouchers that cover 100% of the rent.)
- Credit History:** A credit report will be processed on each applicant. Office policy prohibits accepting applicants with open bankruptcies. All applicants must have at least a 600 FICO score.
- Rental History:** Your previous residencies must be free of evictions, judgments, and unpaid rents. No more than two (2) late payments in a 12-month period. No more than one (1) NSF in a 12 month period. No non-compliance issues that resulted in non-renewal or eviction.
- 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, Rottweiler's, Chows or near relatives (Exception: Assistive Animals). Pet policies are strictly enforced. Please include a photo of your pet with your application.
- Criminal:** Not only must Applicant 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.

Initials: _____



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 \$50 /applicant to our office between 9 a.m. and 4 p.m., Monday through Friday, along with a copy of a current driver’s license or a valid I.D. card.
5. **Pay \$50 (Money order or Cashier’s Check 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.
7. **Renter’s Insurance-** Proof of Renter’s Insurance with a minimum of \$100,000.00 in general liability, listing West USA as an interested 3rd party is required prior to move in.

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 \$50 application fee is **NON-REFUNDABLE**. Cashier’s Check or Money Order must made out to **James Wehner**
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 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 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 _____



Please deliver your application, fee, and supporting documentation to **James Wehner** at one of the locations listed below.

South Scottsdale:

James Wehner's Office
6730 E McDowell Rd Ste 111
Scottsdale, AZ 85257
Fax: (480) 214-9237

North Scottsdale: West USA Realty Kierland Office

7077 E Marilyn Rd Ste 130
Scottsdale, AZ 85254

Peoria: West USA Realty Arrowhead Office

16150 N Arrowhead Fountain Center Dr Ste 100
Peoria, AZ 85382

Surprise: West USA Realty Surprise Office

15128 W Bell Rd
Surprise, AZ 85374

Goodyear: West USA Realty Goodyear Office

2920 N Litchfield Rd #100
Goodyear, AZ 85395

Mesa: West USA Realty Mesa Office

1640 S Stapley Dr #124
Mesa, AZ 85204