



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 pass through a screening process: (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, we run a report through a Credit Data Southwest.

Rental History: Your previous residencies must be free of evictions, judgments, and unpaid rents. Office policy prohibits accepting applicants with open bankruptcies.

Occupancy: The number of occupants may not exceed 2 persons per bedroom plus 1 additional person. **All occupants, 18 years of age and over must submit an application (married persons may share an application)**

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. **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.
 3. **Submit the Application** – Deliver your completed application and \$45 to our office between 8 a.m. and 5 p.m., Monday through Friday, along with a copy of a current drivers license or a valid I.D. card.
 4. **Pay \$45 (Cash - front desk will not provide a receipt, please put in sealed envelope OR money order – made out to West USA Realty)** – This is a **NON-REFUNDABLE** fee for the application and credit report.
 5. **Investigation** – We will verify the information submitted and advise you of our decision.
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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.

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: _____

Current Address _____ City _____ State _____ 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: _____

Current Address _____ City _____ State _____ 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

PREVIOUS ADDRESS INFORMATION

Applicant Address _____ City _____ St _____ Zip _____

Landlord's Name _____ Landlord's phone # _____

Rented From: _____ Rented To: _____ Rent \$ _____

Why did you move? _____

Spouse or Other

Address _____ City _____ St _____ Zip _____

Landlord's Name _____ Landlord's phone # _____

Rented From: _____ Rented To: _____ Rent \$ _____

Why did you move? _____

RENTAL APPLICATION CONTINUED

HAVE YOU EVER?

Applicant:

Spouse or Other:

Paid Rent Late?	YES _____ NO _____	YES _____ NO _____
Left Owing Rent?	YES _____ NO _____	YES _____ NO _____
Been Evicted?	YES _____ NO _____	YES _____ NO _____
Broke Rental Agreement?	YES _____ NO _____	YES _____ NO _____
Had a Civil Judgment or Collection for a Rental Property	YES _____ NO _____	YES _____ NO _____
Left Property Damaged	YES _____ NO _____	YES _____ NO _____
Been Convicted of any Criminal Activity?	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 RENTAL HISTORY, AND OTHER REPORTS BY **WEST USA REALTY**. ANY FALSE INFORMATION LISTED SHALL CONSTITUTE GROUNDS FOR REJECTION OF THIS APPLICATION, TERMINATION OF RENTAL AGREEMENT AND 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 **UNRELATED** 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 DRIVERS LICENSE OR PICTURE 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.**

APPLICANT UNDERSTANDS THAT FAILURE TO SIGN THIS APPLICATION AND PROVIDE COMPLETE INFORMATION WILL CAUSE DELAYS IN PROCESSING AND MAY CAUSE THE APPLICATION TO BE REJECTED OR 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 (circle please)? Newspaper Signs Website Rental Hotsheets Agent Other _____

Referred by Agent _____ Company _____ Phone # _____

Agent Code _____ Company Code _____ Address _____



RESIDENT INCOME VERIFICATION REQUEST



Company Name: _____

Fax: _____

Attention: _____

Phone: _____

From: _____

Date: _____

The following person(s) has applied for a rental home with West USA Realty. With their permission, we are requesting current/previous verification of INCOME history.

Name: _____

Date of Employment given: _____

Monthly take home given: _____

Hours worked: _____

Salary or hourly wage _____

Name of person verifying this information: _____

Title: _____

Applicant(s) authorize release of information (see attached)

Please fax back to (602) 325-3600 ASAP

Thank you for your time



RESIDENT RENTAL VERIFICATION REQUEST



Company Name: _____

Fax: _____

Attention: _____

Phone: _____

From: _____

Date: _____

The following person(s) has applied for a rental home with West USA Realty. With their permission, we are requesting current/previous verification of residential rental history.

Name: _____

Address provided was: _____

Date of occupancy from: _____ to _____

Monthly Rent: _____ Any late notices (5-day Notice): _____

Any NFS's (Non-Sufficient Funds)? _____ If Yes, how many _____

Any resident complaints? _____ If Yes, what for? _____

Did they follow the rules and regulations? _____ Any Non-Compliance notices? _____

If yes, how many and what were they for? _____

Did they give proper notice to vacate? _____ If no, did you have to send them a non-renewal notice? _____ Why? _____

If moved out, did they receive their deposit back? _____ If not, did they do damage to the property _____ If so, did they pay the damages? _____

Were they evicted from the property? _____ If so, why? _____

Would you lease to these applicants again? _____

Name of person verifying this information: _____

Title: _____

Applicant(s) authorize release of information (see attached)

Please fax back to (602) 325-3600 ASAP

Thank you for your time