



# RENTAL APPLICATION

ATTN: JESSIE COLLIER

602 359 1123



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

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## 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/Criminal/Eviction History:** We run a report through Merchants Information Solutions. Office policy prohibits accepting applicants with open bankruptcies.

**Rental History:** Please make sure you sign/date the **Request for Verification of Rent** so we are able to contact your current Landlord. Your previous residences must be free of evictions, judgments, and unpaid rents.

**Pets:** Policies on pets vary according to the property. However, none of our homes permit the following breeds of dogs: Pit Bulls, Dobermans, Rottweilers, Chows, Akitas, Anatolians, Sheppards, Wolf/Wolf Hybrids or near relatives (Exception: Assistive pet). Pet policies are strictly enforced.

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## Submitting Your Application

- 1. Complete the Application Form** – It 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. Proof of Income** – Each applicant must submit copies of two most recent pay-stubs or any other income source i.e. SSI, disability, child support, alimony, etc. If moving from out of state, please provide a transfer letter from future employer showing income and start date.
- 4. Two Forms of Identification** – Each applicant must turn in copies of a Valid Driver's License or Government Issued Photo ID **AND** Social Security Card.
- 5. Pay \$35 per Applicant (Cash, Money Order or Cashier's Check ONLY)** – This is **NON-REFUNDABLE**.

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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.

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## Acknowledgment

Applicant acknowledges that the above information is understood and has been informed of the following additional terms:

- If applicant withdraws application following approval, all deposits will be forfeited.
- A free copy of the Landlord/Tenant law is available at the Arizona Secretary of State Office (602) 542 4285.
- 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/or Owner. Any list submitted is subject to acceptance or rejection.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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

Address of Home Desired \_\_\_\_\_

Today's Date \_\_\_\_\_ Desired Move-In Date \_\_\_\_\_

Realtor's Name \_\_\_\_\_ Company \_\_\_\_\_ Phone # \_\_\_\_\_

**CURRENT INFORMATION**

**Applicant's Full Name** (First, Middle, Last) \_\_\_\_\_

Social Sec # \_\_\_\_\_ Birthdate \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Driver's License # \_\_\_\_\_ State \_\_\_\_\_

Cell \_\_\_\_\_ Home \_\_\_\_\_ Work \_\_\_\_\_ Email \_\_\_\_\_

Present Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Present Landlord \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Rented From \_\_\_\_\_ Rented to \_\_\_\_\_ Rent Amount \$ \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**Spouse or Other Full Name** (First, Middle, Last) \_\_\_\_\_

Social Sec # \_\_\_\_\_ Birthdate \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Driver's License # \_\_\_\_\_ State \_\_\_\_\_

Cell \_\_\_\_\_ Home \_\_\_\_\_ Work \_\_\_\_\_ Email \_\_\_\_\_

Present Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Present Landlord \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Rented From \_\_\_\_\_ Rented to \_\_\_\_\_ Rent Amount \$ \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**PREVIOUS ADDRESS INFORMATION**  
If you have lived in your current residence for less than two years, please fill out below.

Applicant's Previous Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Landlord's Name \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Rented From \_\_\_\_\_ Rented to \_\_\_\_\_ Rent Amount \$ \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Spouse's/Other's Previous Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Landlord's Name \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Rented From \_\_\_\_\_ Rented to \_\_\_\_\_ Rent Amount \$ \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

## EMPLOYMENT INFORMATION

**APPLICANT:**

Employer \_\_\_\_\_ Position \_\_\_\_\_  
 Supervisor's Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Date of Employment \_\_\_\_\_  
 Salary \$ \_\_\_\_\_ per Month  
 Other Income \_\_\_\_\_ per Month  
 Total Monthly Income \_\_\_\_\_ per Month

Previous Employer if Less than 2 years:  
 Employer \_\_\_\_\_  
 Supervisor \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Dates From: \_\_\_\_\_ To: \_\_\_\_\_  
 Salary \$ \_\_\_\_\_ per Month

**SPOUSE OR OTHER:**

Employer \_\_\_\_\_ Position \_\_\_\_\_  
 Supervisor's Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Date of Employment \_\_\_\_\_  
 Salary \$ \_\_\_\_\_ per Month  
 Other Income \_\_\_\_\_ per Month  
 Total Monthly Income \_\_\_\_\_ per Month

Previous Employer if Less than 2 years:  
 Employer \_\_\_\_\_  
 Supervisor \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Dates From: \_\_\_\_\_ To: \_\_\_\_\_  
 Salary \$ \_\_\_\_\_ per Month

## HAVE YOU EVER?

	<b>APPLICANT</b>	<b>SPOUSE OR OTHER</b>
Paid Rent Late?	YES _____ NO _____	YES _____ NO _____
Left Owing Rent?	YES _____ NO _____	YES _____ NO _____
Been Evicted?	YES _____ NO _____	YES _____ NO _____
Broken a 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 _____
Filed for Bankruptcy?	YES _____ NO _____	YES _____ NO _____
Lost Property in a Foreclosure/Short Sale?	YES _____ NO _____	YES _____ NO _____
Been Convicted of Any Criminal Activity?	YES _____ NO _____	YES _____ NO _____
Have You Even Been Convicted of a Felony?	YES _____ NO _____	YES _____ NO _____

If "YES", list Date \_\_\_\_\_ Place \_\_\_\_\_ Discharge Date \_\_\_\_\_

Would you expect a credit report to disclose past or current difficulties? YES \_\_\_\_\_ NO \_\_\_\_\_ If "YES", please explain \_\_\_\_\_  
 \_\_\_\_\_

If you answered "YES" to any of the above, please explain \_\_\_\_\_  
 \_\_\_\_\_

## OTHER OCCUPANTS AND PETS INFORMATION

Name All Other Persons Who Will Occupy Property	Relationship	Age	Birth Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Pets to Be Kept at Property (dogs, cats, and other household pets including caged animals)**

Type Breed	Name	Color	Weight	Age	Gender	Neutered?	Declawed?
_____	_____	_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

**PERSON TO NOTIFY IN CASE OF EMERGENCY** \_\_\_\_\_ **Phone** \_\_\_\_\_

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## VEHICLE INFORMATION

Number of Vehicles (including motorcycles, trailers, RVs, boats) \_\_\_\_\_

Make/Model \_\_\_\_\_ Color \_\_\_\_\_ Yr \_\_\_\_\_ Lic Plate/State \_\_\_\_\_

Make/Model \_\_\_\_\_ Color \_\_\_\_\_ Yr \_\_\_\_\_ Lic Plate/State \_\_\_\_\_

Make/Model \_\_\_\_\_ Color \_\_\_\_\_ Yr \_\_\_\_\_ Lic Plate/State \_\_\_\_\_



