

APPLICATION INSTRUCTIONS

APPLICATION MUST BE COMPLETE TO SUBMIT FOR PROCESSING.

In addition to the application for residency, we will require the following:

- A copy of your driver's license, or picture ID.
- Copies of your two most current pay stubs.
- Any other income verification. Example: SSI, W-2's, disability, etc.
- Credit and background check application fee of \$45.00 per applicant unless married couple, payable to Tom Paris
- Please include your e-mail address on the application

Please note: we will **NOT** start processing your application until we have received **ALL** the information required, and your application fee.

Please call Tom Paris at (623) 979-9595 should you have any questions.

Thank you.

CONFIDENTIAL



Date: _____

West USA Realty Office Location: _____

CREDIT PROFILE APPLICATION

Name (Last) (First) (m.i.) Jr./Sr. Former Name

Current Address City State Zip

Former Address (If at current address less than two years)

Social Security # Date of Birth

Employment and Employer's Address

Spouse's Name (Last) (First) (m.i.) Former Name

Spouse's Social Security # Spouse's Date of Birth

AUTHORIZATION TO REQUEST CREDIT REPORT

I HEREBY AUTHORIZE THE UNDERSIGNED AGENT OF WEST USA REALTY TO REQUEST CREDIT INFORMATION FROM CREDIT DATA SOUTHWEST, INC. TO REVIEW OUR CREDIT RATING FOR THE PURCHASE OR LEASE OF A HOME AND TO RELEASE THIS INFORMATION TO THE SELLER/LANDLORD AND THEIR COUNSEL.

THE UNDERSIGNED AGENT AND CONSUMER HEREBY UNDERSTANDS THAT THE CREDIT REPORT BEING REQUESTED IS NOT TO BE SHOWN TO THE CONSUMER. THE REPORT IS STRICTLY FOR THE BENEFIT OF THE SELLER OR LANDLORD AND WILL NOT BE USED FOR ANY OTHER PURPOSE.

CONSUMER'S SIGNATURE DATE

AGENT'S NAME (PRINT)

CONSUMER'S SIGNATURE DATE

AGENT'S SIGNATURE DATE

APPLICATION FOR RESIDENCY

Full Name: _____ Date of Birth: _____ SSN: _____

Driver License #: _____ State: _____ Expires: _____

Home Phone #: _____ Work Phone #: _____ Cell Phone #: _____

Present Landlord/Complex Name: _____ Owner/Landlord Phone #: _____

Present Address: _____ City, State, Zip: _____

Monthly payment: _____ Date in: _____ Date out: _____ County: _____

Reason for moving: _____ Are you listed on the lease? Yes No Owned

Previous Landlord/Complex Name: _____ Owner/Landlord Phone #: _____

Address: _____ City, State, Zip: _____

Monthly payment: _____ Date in: _____ Date out: _____ County: _____

Reason for moving: _____ Were you listed on the lease? Yes No Owned

Previous Landlord/Complex Name: _____ Owner/Landlord Phone #: _____

Address: _____ City, State, Zip: _____

Monthly payment: _____ Date in: _____ Date out: _____ County: _____

Reason for moving: _____ Were you listed on the lease? Yes No Owned

Current Employer: _____ FT / PT Income: \$ _____ Per: hr, wk, mo

Address: _____ Supervisor: _____

Start Date: _____ Position: _____ Supervisor Phone #: _____

Previous Employer / 2nd job: _____ FT / PT Income: \$ _____ Per: hr, wk, mo

Address: _____ Supervisor: _____

Start Date: _____ Stop Date: _____ Position: _____ Supervisor Phone #: _____

Income qualifying required. Copies of at least 2 of the most current pay-stubs, and/or LES, SSI, Pension, Disability, Student Grants, Dividends, Trust Fund statement etc. Must provide copies at time application is submitted, to avoid processing delays. **If self-employed, applicant must provide signed photocopies of the last two years' 1040 tax return pages 1 & 2 and Schedule C's.**

Additional income: _____ Contact for verification: _____ Phone #: _____

Name of your Bank: _____ Branch Address: _____

Checking Account #: _____ Savings Account #: _____

Personal Reference: _____ Full Address: _____ Relationship: _____ Years known: _____ Phone #: _____

In case of Emergency, notify: _____ Full Address: _____ Relationship: _____ Phone #: _____

List all proposed occupants including yourself	Name	Age	Name	Age

Pet Policy: \$200.00 per pet non-refundable pet fee. \$300.00 fine per pet + removal of pet(s) from property for undisclosed pet(s)
 Will you have pets? Yes No List: Type animal, breed, sex, month & year born, weight, spayed/neutered, declawed

Have you ever been convicted of a felony? Yes No if Yes, list Date & Reason: _____

Are you currently engaged in any criminal activity? Yes No Do you smoke? Yes No

Have you ever been evicted or asked to leave a property? Yes No if Yes, list Date & Reason: _____

Have you ever filed bankruptcy? Yes No Discharged/dismissed date _____ Do you have proof? Yes No

Number of vehicles: _____ Include motorcycles, boats, RV's. Attach separate list of any additional vehicles.

Make: _____ Model: _____ Yr: _____ Color: _____ License # & State: _____

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Applicant understands all applications received will be submitted for Owner's approval. Property remains on the market until all parties sign Rental Agreement & certified funds have been received. Applicant understands and agrees 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 employment, credit check, and occupancy/rental history. Any false information listed shall constitute grounds for rejection of this application, termination of rental agreement, right of occupancy, and forfeiture of deposits.

Address being applied for: _____ **DO NOT WRITE ASAP**
 Desired date of occupancy: _____

Rent amount: \$ _____ + applicable taxes. Security deposit: \$ _____

Non-refundable Cleaning fee: = \$300.00 Non-refundable pet fee: = \$200.00/pet

Applicant understands the \$45.00 processing fee for verifying this application is not refundable.

 Signature of Applicant Date Owner/Manager or Authorized Agent Date submitted

PHOTOCOPY OF DRIVER'S LICENSE REQUIRED. Please enlarge & submit legible copy with application.

CASHIER'S CHECK OR MONEY ORDERS ARE REQUIRED FOR PAYMENT OF FIRST MONTH RENT, SECURITY DEPOSIT, NON-REFUNDABLE PET FEE(S), PRE-PAID RENT OFFERS.

Applicant's occupancy is contingent upon approval of this application

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 _____