



WELCOME TO THE PRUITT TEAM AT WEST USA REALTY



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

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 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 \$50 Online** – 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.
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Fair Housing Policy

Brokerage does not and will not discriminate against any person based on race, color, religion, sex, handicap, familial status, national origin, or sexual orientation.

Application Standards

*All applicants must pass through a screening process: 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) occupying the property. (Applications are taken on a first come first serve basis.)*

Income Level: Employment must be current and verifiable for a minimum of one (1) year. Other verifiable income equaling three (3) times annual monthly rent. Verifiable income includes as confirmed by employer, trust officer, tax returns, or other satisfactory documentation as required. Each roommate should earn 1 ½ times the rent. If one or more roommate(s) do not, at least one roommate must meet the three (3) times requirement.

Credit History: To determine satisfactory credit worthiness, we run a credit report through Yardi Resident Screening. All applicants must have at least 75% positive credit. No credit history will be counted as good credit. No open bankruptcies will be considered.

Rental History: Must have a minimum of one (1) year verifiable positive rental/residence history an non negative rental history for the previous five (5) years.

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.

APPLICANTS WILL BE DENIED FOR THE FOLLOWING REASONS:

- Prior or pending eviction
- Foreclosures within the past three (3) years with unresolved judgment
- Monies owed to an apartment community or landlord
- Bankruptcy in the last six (6) years or pending Bankruptcy
- Registered sex offenders will automatically be denied.
- 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.
- Falsifying information on application

If an applicant fails to meet any of the above criteria, he/she may be asked to pay additional security deposit up to, but not exceeding 1 1/2 times the rent and/or given the option of obtaining a co-signer (who must also meet above criteria.)

ANIMAL QUALIFICATIONS, RULES, & ADDITIONAL RENT

All animals, including assistive animals, must be disclosed. You must first fill out a separate PetScreening.com application for each animal. This applies to any animal that will occupy the home, including service animals, therapy animals, emotional support animals, etc. First animal is \$20 to register, additional animal \$15 (these fees are non-refundable). No fee applies for service animals. PetScreening.com is an independent third party animal screening service. Please follow this link to the animal application found at <https://app.petscreening.com/referral/HaQBpG52gSBm>

Your pet screening "paw score" will determine the amount of additional monthly Pet Rent which is **paid per animal if application is accepted**. This score is determined using a proprietary formula that takes into account things like animal age, weight, vaccination records, etc.

The following are the animal rent amounts if accepted by the owner and will be added to the currently advertised rental amount:

5 Paws – No Increase	4 Paws - \$10.00/mo	3 Paws - \$25.00/mo	2 Paws - \$40.00/mo	1 Paw - \$55.00/mo
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Please note that the following dog breeds are restricted by landlord insurance policies, and you would be required to provide your own animal liability insurance covering the specific dog and naming both our brokerage and the property owner as additional insured on the policy:

- | | | | |
|---------------------|--------------------------|----------------------|--------------------|
| - Pit Bull Terriers | - Staffordshire Terriers | - Rottweilers | - German Shepherds |
| - Presa Canarios | - Chows | - Doberman Pinschers | - Akitas |
| - Wolf-hybrids | - Mastiffs | - Cane Corsos | - Great Danes |
| - Alaskan Malamutes | - Siberian Huskies | | |

Female cats must be fixed and declawed or fixed and outdoor only. No male cats are allowed.

All animals must be approved by the Owner regardless of paw score and carry a specific liability policy naming the owner and West USA Realty as added insured parties.

***THIS CRITERIA DOES NOT APPLY TO ANY ASSISTIVE ANIMAL.**

Tenants shall ensure that all animals(s) are well behaved and shall not allow the animals(s) to disturb any other residents or neighbors. Tenant to ensure the animal(s) cause no damage to the property. Tenant agrees the animal(s) shall only be walked on a leash and only in areas so designated by the Owner/Landlord and the Homeowners' Association.

Tenant will be responsible for any and all damages caused by the animal(s) on the property or in the community and will indemnify and hold harmless Owner/Landlord/Management for, from and against any and all claims arising because of the animal(s). Tenant agrees that the animal(s) will be licensed in accordance with all applicable governmental provisions. Owner/Landlord and/or Management reserve the right to require Tenant to immediately remove the animal(s) at any time upon any violation of Tenant of these rules.

I have read, understand and accept the above qualifying qualification & policies of Brokerage by which my application will be approved.

Acknowledgment

Applicant acknowledges that the above information is understood, and has been informed:

1. The \$50 application fee is **NON-REFUNDABLE**.
2. If applicant withdraws application following written 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 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

Co- Applicant

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? _____

Co-Applicant 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:

Co-Applicant:

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

Co-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: \$ _____

List other occupants of home

Animals – Number, Type & Weight

PERSONAL REFERENCES

Applicant Nearest Relative (not living with you) _____

Phone # _____ Address _____

Character Reference _____ Relationship _____

Phone # _____ Address _____

Co-Applicant Nearest Relative (not living with you) _____

Phone # _____ Address _____

Character Reference _____ Relationship _____

Phone # _____ Address _____

VEHICLE INFORMATION

Number of Vehicles (including motorcycles, trailers, RV's boats)

Applicant:

Type _____ Year _____ Make _____ Model _____

License # _____ State _____

Type _____ Year _____ Make _____ Model _____

License # _____ State _____

Co-Applicant

Type _____ Year _____ Make _____ Model _____

License # _____ State _____

Type _____ Year _____ Make _____ Model _____

License # _____ State _____

ISSUES/ CONCERNS WITH THIS RENTAL PROPERTY

Please list any concerns or repair requests that you have for this rental home using the space provided below. Failure to list these issues or concerns will be deemed written acceptance of the property "as-is". Our staff will discuss and approve/disapprove these items with you prior to processing the application. All tenants will have 7 days after move in to complete a property condition report and submit a move in repair list at that time (if needed). The move in repair list (if needed) will only address items that effect safety or functionality and WILL NOT be used to address cosmetic items, cleaning, or painting.

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 \$50.00 plus \$50.00 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 MOVE-IN MONIES. SAID EARNEST 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.

****TENANT(S) AND TENANT(S) AGENT (IF ANY) UNDERSTANDS THAT THEY MUST SEE THE INTERIOR OF THE HOME PRIOR TO SUBMITTING AN APPLICATION. ****

_____ Date _____ Date _____

APPLICANT

CO-APPLICANT

Referred by Agent _____ Company _____ Phone # _____

Agent Email _____

RESIDENT BENEFITS PACKAGES

Required with ALL lease agreements under West USA Property Management/The Pruitt Team is the Standard Resident Benefits Package.

Standard Package - \$35/Month - Required	Upgraded Package - \$50/Month - Optional
X	Residents will be named as Additionally Insured under the West USA Realty/The Pruitt Team Master Insurance Policy. Residents would be responsible for any charged deductibles of \$500 per incident for claims. Inclusions in the Upgraded Residents Benefits Package.
X	\$100,000 tenant liability insurance coverage provided under the West USA Realty/The Pruitt Team Master Policy.
X	\$10,000 renter's content coverage provided under the West USA Realty/The Pruitt Team Master Policy
24/7 non-emergency online maintenance portal with Property MELD	24/7 non-emergency online maintenance portal with Property MELD
Online payment options with Rent Café	Online payment options with Rent Café
HVAC Preventative Maintenance Program. A/C filters delivered to you on a regular basis.	HVAC Preventative Maintenance Program. A/C filters delivered to you on a regular basis.
Maintenance phone support for emergencies after-hours.	Maintenance phone support for emergencies after-hours.
Utility setup assistance with Citizens Home Solutions.	Utility setup assistance with Citizens Home Solutions.
Piñata Rental Rewards Program	Piñata Rental Rewards Program
Lockbox at home for an easy move-in	Lockbox at home for an easy move-in
5-Day Late Rent Payment Forgiveness, if rent is paid by the 5 th of the month.	5-Day Late Rent Payment Forgiveness, if rent is paid by the 5 th of the month.
Resident video knowledge base	Resident video knowledge base

Please initial next to the Residence Benefits Package you would like. Upgraded package is optional but enforceable once chosen.

Standard Package \$35/month (Required)	Upgraded Package \$50/month (Optional)

If for any reason, Property Management is canceled with BROKER, West USA, or The Pruitt Team, either by the Landlord, BROKER, West USA, or The Pruitt Team the Resident Benefits Package will be canceled immediately with written notice.

Tenant Signature _____ Date _____

11/2020

RESIDENT FEE OUTLINE

These charges have been put in place to offset the cost and time involved needed to address each issue listed below on behalf of the Tenant.

Failing to Transfer of Connect Utilities Fee - \$75

Fee charged when a Tenant fails to connect utilities in their name after taking possession of the property. Also, the Tenant will be charged prorated utility charges.

“Notice to Vacate” Eviction Posting Fee - \$150

This fee is charged when rent is late, and we have to physically deliver or post Notice to Vacate at the property. Tenants who breach the lease are subject to be put in default and/or lease termination. Owner reserves the right to seek all reasonable and necessary pre-litigation and litigation cost to evict Tenant including attorney’s fees.

Certified Letter Fee - \$25

This fee will be levied for any occasion the Tenant is sent a certified letter for a lease violation or negative reasons. Examples include, but are not limited to, a pending eviction, an unauthorized pet, unauthorized occupant, failure to respond to an email and telephone correspondence from West USA Realty/The Pruitt Team.

Failure to make the property accessible for showings for any reason Fee - \$65

If BROKER or BROKER’s agents are denied or are not able to access the property for any reason: pets, deadbolt locked, security system armed, etc.

HOA & Lease Violation Administration Fee - \$25

This fee will be charged anytime the homeowner or West USA/The Pruitt Team receives a letter for CC&R violation from the Homeowner’s Associate (HOA), and/or Tenant has violated a condition of the lease agreement. This fee is in addition to any fine charged by the Homeowner’s Association. The most common examples are the lawn needing to be mowed, weeds, garbage cans left in sight from the street on non-garbage pickup days, unauthorized boats or trailers parked in the driveway or on the street, a/c filters not being changed monthly, unauthorized pet on the property, unauthorized trampolines, unauthorized above-ground pools, etc. If West USA/The Pruitt Team must re-inspect the property for a Tenant’s lease violation, Tenant will also be charged a \$95 inspection fee per occurrence.

Lease Processing Fee for Lease Modification - \$50

This fee will be charged if a Tenant wants an administrative action that will cause the lease agreement to be modified. If a Tenant would like to remove an occupant from a lease agreement, add an occupant to a lease agreement, add a pet to a lease agreement or anything that requires the lease to be modified, a processing fee of \$50 will be charged to the Tenant. We cannot remove the financially responsible parties from the lease agreement until the end of the lease, only non-financial responsible occupants.

Lease Renewal - \$50

This fee will be charged once a Tenant signs a lease renewal with West USA/The Pruitt Team. This is for the administrative costs of preparing and executing a lease renewal and offers the convenience of electronic signatures.

Tenant Signature _____ Date _____

Failure to Maintain Utilities - \$150

Residents vacating the property are required to maintain utilities until 72 hours after delivery of possession (keys) or the end of lease term, whichever occurs later. Failure to maintain utilities requires staff to reschedule and dispatch the inspector, establish utilities to be connected, which results in a delay of repairs that may be needed and potentially costs the homeowner days of rent.

Make Ready Coordination Fee for Cleaning or Repairs - \$100

This fee will be charged if West USA/The Pruitt Team has to schedule additional appointments for a cleaning service, lawn service, carpet cleaning service, and/or repairs for any damages done to the home due to Tenant negligence or lack of care. Receipts are kept for costs involved and can be provided to the Tenant. This fee is \$100 and is meant to cover the administrative cost in coordinating this work on behalf of the Tenant.

Failure to Return Keys - \$75

Failure to turn in keys means that the Tenant has not returned possession of the property back to West USA/The Pruitt Team and Tenants can be charged additional rent. The lease states the Tenant must return all keys, remote controls, and pool/entry access devices. Failure to do so causes staff to locate and/or coordinate the re-issuance of keys, remote controls and/or access devices. The amount charged for keys, remotes, and access devices will be their combined value.

Stop Payment Fee - \$50

This fee is charged if a Tenant does not receive a check from West USA/The Pruitt Team for any reason that is the fault of the Tenant. For example, if an incorrect forwarding address was provided by the Tenant and the check was then lost in the mail. This requires a stop payment and issuance of another check. West USA/The Pruitt Team is charged a fee for a stop payment by our bank and that cost is then passed along to the Tenant.

Re-Issue Check Fee - \$25

This fee is charged to the Tenant, when through fault of the Tenant, a check is lost and West USA/The Pruitt Team must re-issue a check to Tenant. It usually coincides with the stop payment fee.

Court Appearance - \$100

In the event that a trial is scheduled due the Tenant's failure to resolve any issues surrounding the Notice to Vacate, this charge is applied to offset the cost of an employee to appear in court. This charge is in addition to any cost associated with the eviction including but not limited to attorney fees and costs charged by the court.

Collection Administrative Fee – 5% of the balance owed

This fee will be charged to a Tenant in the event we have to initiate a collection to recoup any funds owed to West USA/The Pruitt Team or the homeowner. This will include rent, late fees, NSF fees, or any other past due items. All charges listed above are assessed on a case-by-case basis. This list does not include all possible charges that can occur in the handling of Tenant issues during and after the term of the lease agreement. This fee does not cover any fees that the collection company may charge.

Tenant Orientation Fee - \$100

This fee will be charged if Tenant requests assistance in the operation & maintenance of the home/amenities. This includes but is not limited to: pool, spa, mail service, sprinkler system, smoke detectors, etc.

Tenant Signature _____ Date _____