



Thank you for considering Westwood Properties as your housing provider. Since 1995 we have provided quality and affordable homes for households throughout the Valley. As a management company we represent homeowners who have entrusted us to care for their properties. We invite you to view the homes we manage. For additional information please call **(480) 219-6777**.

Application Standards

All applicants pass through a screening process:

- Income Level**.....You should have Gross Income of at least 2(two) times the monthly rent amount. Married couples and related residents over 18 (immediate family) may combine income. We must be able to verify employment history. If you are self-employed we need tax returns for the past 2 years. If you are a student dependant on your parents for income, you must provide a co-signer.
- Credit History**.....To determine satisfactory credit worthiness we run a report through a credit-reporting agency.
- Rental History**Your previous residencies must be free of evictions, judgments, and unpaid rents.
- Occupancy**The number of occupants may not exceed 2 persons per bedroom plus 1 additional person.
- Pets**Policies on pets vary according to the home (check the rent list or call). However, most of our homes don't permit: Pit Bulls, Dobermans, Rottweilers, Chows, or near relatives. 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 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.
3. **Pay ½ Security Deposit (Holding Deposit)** – The security deposit is equivalent to 1(One) month's rent. A holding deposit equal to ½ of the security deposit is required to hold the property and is due with a completed rental application. This portion is only refundable after **full execution of the "Lease"** or if you are not approved to rent. Once you are approved you must sign and return your rental agreement within 10 days of the original draft date on the lease. If a fully executed lease is not received by Westwood Properties within the 10 day period, your deposit will be forfeited and the property will be made available to other prospective renters. When we receive your signed lease, we will then transfer the holding deposit towards payment of the full security deposit (One month's rent). **Forms of acceptable payment are Cash, Money Order or Certified Check.**
4. **Submit the Application** – **Call** with your completed application, copy of photo ID, ½ security deposit, and the application fee to set appointment to exchange the necessary documents. Applications fees are: \$30 for the first application and \$15 for every application thereafter. *We cannot begin processing until funds have been received.*
5. **Wait for our Call** – Depending on the timely response of references your application will be processed within **1-2 working days**.

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. All Westwood Properties employees are trained to provide fair and equal treatment for all people, whether or not they are included in a protected class. If you have any questions or comments, please contact Mr. Ofir Levy, President of Westwood Properties.

Acknowledgment

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

1. *If applicant withdraws application following payment of holding fee, all holding deposits will be forfeited*
2. *A free copy of the Landlord/Tenant law is available at the AZ Secretary of State's office at 1700 W. Washington, (602) 542-4285.*

Signed: _____



A Tradition of Trust Since 1995

Rental Application

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 _____ Move-in Date _____

Applicant Full Name _____ SS# _____ Birthdate _____

Married Divorced (If yes, how long?) _____ Separated Single

Spouse Full Name _____ SS# _____ Birthdate _____

How did You Hear About Us? Newspaper Signs Website Rental Hotsheets Agent Other _____

Form of Payment (1/2 Deposit) Cash Money Order Certified Check

List All Other Residents	Relationship	Age	Other Residents	Relationship	Age

Present Address _____ City _____ State _____ Zip _____

Telephone(_____) _____ E-mail Address(s) _____

Mobile Phone (_____) _____ Pager (_____) _____

Rent or Mortgage Payment _____ How Long at this Address? _____

Landlord or Mortgage Co. _____ Telephone (_____) _____

Reason for Leaving _____ Fax (_____) _____

Previous Address _____ City _____ State _____ Zip _____

Rent or Mortgage Payment _____ How Long at this Address? _____

Landlord or Mortgage Co. _____ Telephone (_____) _____

Reason for Leaving _____ Fax (_____) _____

Applicant Employer _____ How Long? _____ Gross Income _____ per _____

Address _____ Telephone (_____) _____

Position _____ (Provide Pay-stubs) Supervisor _____

Previous Employer _____ How Long? _____ Telephone (_____) _____

Spouse Employer _____ How Long? _____ Gross Income _____ per _____

Address _____ Telephone (_____) _____

Position _____ (Provide Pay-stubs) Supervisor _____

Previous Employer _____ How Long? _____ Telephone (_____) _____

Other Sources of Income _____

Nearest Relative (not living with you) _____ Telephone(____) _____
 Address _____ City _____ State _____ Zip _____
Character Reference _____ Relationship _____ Telephone(____) _____
 Address _____ City _____ State _____ Zip _____
Bank Reference _____ Branch Address _____
 Checking Account # _____ Savings Account # _____

Number of Vehicles (including motorcycles, trailers, RV's, boats) _____ Drivers License No. _____
 Make & Model _____ Year _____ License _____ State _____
 Make & Model _____ Year _____ License _____ State _____
 Make & Model _____ Year _____ License _____ State _____
Do You Have Pets? _____ If yes, list breeds and weights _____

Has any applicant ever been evicted from a rental property? _____
Has any applicant had a civil judgment or collection for a rental property? _____
Have you ever been convicted of a felony? _____ If yes, describe _____
Is any applicant currently engaged in any criminal activity? _____ If yes, describe _____
 Please provide any other information that will help us better evaluate your application

 Would you expect a credit report to disclose past or current credit difficulties? _____ If yes, please explain:

AUTHORIZATION

This application must be signed by the applicant before consideration by the Agent. Acceptance of application by the Agent and any monies herewith, is not binding until approved by the Home Owner. Upon final acceptance of the application, all deposited monies, except the non-refundable Application Fee, will be applied to the deposit required in the lease. The landlord reserves the right to require that the entire amount of the security deposit be paid by the applicant within 24 hours of acceptance to hold the home. Applicant agrees to sign a lease agreement in the standard form required by Agent. Should applicant withdraw after acceptance or fail to take occupancy on the agreed date for any reason, the entire security deposit will be retained by the landlord as damages for taking the home off the rental market. The prevailing party in any legal action will be entitled to attorney fees and court fees and other expenses.

If the application is declined, all monies will be refunded with the exception of the Application Fee. *Under no condition will the Application Fee be refunded.*

The information on this application is true and correct. I hereby authorize Ofir Levy and Westwood Properties Management Services, LLC. to investigate the information supplied by me and to conduct inquiries concerning my income, family composition, 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 ALL DEPOSITS.**

Signed: _____ Date: _____

Signed: _____ Date: _____

PERSONAL CHECKS WILL NOT BE ACCEPTED FOR MOVE-IN FUNDS