

WESTWOOD APARTMENTS

QUALIFICATION PROCEDURES

WESTWOOD APARTMENTS IS AN EQUAL OPPORTUNITY PROVIDER. THIS PROPERTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, DISABILITY, FAMILIAL STATUS OR NATIONAL ORIGIN.

WE WILL REQUIRE:

- 1) GOOD VERIFIABLE RENTAL HISTORY
- 2) NEVER HAVE BEEN EVICTED OR OWE ANOTHER LANDLORD MONEY
- 3) MUST HAVE GIVEN PROPER NOTICE TO CURRENT LESSOR
- 4) MUST HAVE VERIFIABLE EMPLOYMENT (CHECK STUBS, TAX FORMS, ETC)
- 5) VALID DRIVER'S LICENCE AND SOCIAL SECURITY CARD
- 6) CREDIT CHECK MUST HAVE NO UNPAID COLLECTIONS, NO UNPAID JUDGEMENTS, OR LIENS AGAINST YOU, NO BANKRUPTCIES LESS THAN 5 YEARS OLD AS OF THE DATE YOU ARE APPLYING, NO OUTSTANDING DEBTS (SLOW PAYMENT HISTORY, BAD CREDIT OR UNPAID BILLS) CRIMINAL CHECK ALSO DONE, APPLICANT'S EXPENSE.
- 7) APPLICANTS TO BE 21 YRS OLD OR OLDER. *

INCOME REQUIRED MUST BE AT LEAST 4 TIMES THE AMOUNT OF THE RENT PER MONTH APPLICATION FEES ARE NOT REFUNDABLE!!!! ONCE A DEPOSIT IS PAID ON AN APARTMENT, IT IS NOT REFUNDABLE UNDER ANY CIRCUMSTANCES THERE IS NO GRACE PERIOD FOR US TO HOLD A DEPOSIT.

There is a \$15 administrative fee due when lease is signed. ANYONE WHO WILLFULLY PROVIDES FALSE INFORMATION ON THE RENTAL APPLICATION WILL BE AUTOMATICALLY REJECTED.

I HAVE READ THE ABOVE INFORMATION AND UNDERSTAND THE REQUIREMENTS THAT MUST BE MET IN ORDER TO QUALIFY FOR AN APARTMENT WITH WESTWOOD APARTMENTS.

APPLICANT SIGNATURE & DATE _____ PHONE # _____

CO- APPLICANT SIGNATURE & DATE _____ PHONE # _____

Office use:
SIZE APT. DESIRED- _____
LEASE TERM DESIRED- _____
APP FEE-\$ _____ SD-\$ _____
(PAID) (PAID)
ADMIN FEE-\$ _____
(PAID)

RENTAL APPLICATION

A non-refundable fee of \$50.00 is required for processing this application for first applicant or married couple, \$50.00 each for all co-applicants.

Applicant's Name _____ Co-Applicant's Name _____
DOB _____ SS# _____ DOB _____ SS# _____
Marital status _____ Marital status _____

Please list anyone you wish to be an approved resident:

1. _____ Age _____ DOB _____ Relationship to you _____
2. _____ Age _____ DOB _____ Relationship to you _____
3. _____ Age _____ DOB _____ Relationship to you _____

E-MAIL _____ Co-Applicant's E-MAIL _____

PRESENT ADDRESS

Address _____ City _____ State _____ Zip _____
How long? _____ Reason for leaving _____
Landlord _____ Landlord phone _____
*Co-Applicant's Address _____ City _____ State _____ Zip _____
How long? _____ Reason for leaving _____
Landlord _____ Landlord phone _____

PRIOR ADDRESS

Address _____ City _____ State _____ Zip _____
Landlord _____ Landlord phone _____
Co-applicant's prior address _____ City _____ State _____
Zip _____ Landlord _____ Landlord phone _____

EMPLOYMENT INFORMATION

Present employer _____ Supervisor _____
Address _____ City _____ State _____ Zip _____
Position _____ Date employed _____ Monthly income _____ Phone _____
Co-Applicant's Present Employer _____ Supervisor _____
Address _____ City _____ State _____ Zip _____
Position _____ Date employed _____ Monthly income _____ Phone _____

If there were other sources of income you would like us to consider, please list income, source and person (Banker, Employer etc.) who we could contact for confirmation. You **DO NOT** have to reveal alimony, child support or spouse's annual income unless you want us to consider it in this application.

Amount \$ _____ Per _____ Source _____ Telephone _____
Amount \$ _____ Per _____ Source _____ Telephone _____

FULLY COMPLETE EACH SECTION:
DRIVER'S LICENSE # _____ STATE _____ EXP. DATE _____
CO-APPLICANT DRIVER'S LICENSE # _____ STATE _____ EXP. DATE _____

AUTOS TO BE KEPT ON PREMISES:

1. Make _____	Model/Color _____	Year _____	Tag # _____	State _____
2. Make _____	Model/Color _____	Year _____	Tag # _____	State _____
3. Make _____	Model/Color _____	Year _____	Tag # _____	State _____

REFERENCES

NAME	ADDRESS	PHONE	RELATIONSHIP
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

- 1. HAVE YOU OR CO-APPLICANT EVER BEEN SUED FOR NON-PAYMENT OF RENT? Y or N
- 2. BEEN EVICTED OR ASKED TO MOVE OUT? Y / N
- 3. BEEN SUED FOR DAMAGE TO RENTAL PROPERTY? Y / N
- 4. BROKEN A RENTAL AGREEMENT OR LEASE? Y / N
- 5. DECLARED BANKRUPTCY? Y / N
- 6. HAVE YOU EVER BEEN CONVICTED OF A FELONY? Y/N
- 7. HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR? Y/N

PETS

Do you have a pet? Yes or No Breed _____
How much does your pet weigh? _____ Age _____
I certify that the above information is correct and valid. I have read and understand the attached rules and regulations/tenant agreement. I hereby authorize Westwood Apartments to obtain a credit report and/or criminal background report on me as well as spouse/co-applicant where applicable. I also authorize Westwood Apartments to contact any person listed herein to verify information.

Applicant _____ Date _____
Co-Applicant _____ Date _____

*Initial stating that you understand there is a \$350 non-refundable pet fee plus \$10 pet rent monthly _____

How did you hear about us? Newspaper _____ Phonebook _____ Resident that resides at Westwood? _____ If referred by someone, who? _____
Other _____

TENANT AGREEMENT

ALL TENANTS AGREE TO THE FOLLOWING:

Repairs to faucets, screens, windows, or holes in the walls must be reported to April Fabry within (5) days of renting the residence. Tenant will be responsible for these items thereafter.

Tenant is responsible for injury to persons or damage to any property on these premises.

Neither Westwood Apartments nor the property owners shall be liable for payment on any claims resulting from bodily injuries or property damages to tenants or guests.

Tenant is responsible for any or all damages done by pets, guest, or other persons.

Tenant must keep yards and residence in good and clean condition!'

A \$100 FEE WILL BE ADDED WHEN RENT PAYMENT IS MADE MORE THAN (5) DAYS AFTER THE DUE DATE. A 25.00 fee will be added for any returned check.

Deposits will not be refunded if the residence has not been kept in good condition. Deposits will not be refunded unless the intent to move has been given in writing at least (30) thirty days prior to moving.

Rent continues to be due and payable until keys have been returned to Westwood Apartments

Tenant is responsible for furnishing, unless otherwise noted.

Utilities must be turned on before repairs can be completed.

No waterbeds are permitted in any apartments.

Tenant is responsible for having all utilities turned on in their name.

No satellite dishes.

No painting allowed.

A DEPOSIT ON ANY APARTMENT IS NOT REFUNDABLE IF YOU CHANGE YOUR MIND ABOUT RENTING IT!

TENANTS SIGNATURE _____ DATE _____

We are pledged to the letter and the spirit for the achievement of equal housing opportunity throughout the nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status, or national origin.