



APPLICATION POLICY AND SCREENING PROCESS - DISCLOSURE

\$50 Non-Refundable Applicant Screening Charge – Certified Funds Only (Cash/Money Order/Cashier's Check)
One Application per Adult Applicant

- ❖ We offer an application to anyone who requests one.
- ❖ We review **COMPLETED** applications in the order in which we receive them. We will **NOT** review incomplete applications. Applications must be signed and dated. It is your responsibility to provide us with the necessary information (Including phone numbers to contact references and supporting documentation).
- ❖ Photo identification: applicants must provide one (1) U.S. government issued photo identification (driver's license, ID card, etc.).
- ❖ We may require a minimum of five (5) business days for processing and verification of information on application.
- ❖ Individual applications must be **COMPLETED IN FULL** by **ALL** residents 18 years of age and older.
- ❖ Applicant must be able to enter into a legal and binding contract.
- ❖ Applications received without the appropriate fee and/or not complete will **NOT** be processed.
- ❖ If you have not viewed the interior of the property you are applying for and you are approved, you agree to accept the property in "as-is" condition at move-in.

PRIOR RENTAL / HOUSING HISTORY

- ❖ We require a minimum of three (3) years verifiable rental/housing history from unbiased and unrelated sources.
- ❖ Rental/Housing references from a parent, relative or friend **MAY REQUIRE** an increased deposit, if approved.
- ❖ Applicants must provide the information necessary to contact past landlord. We reserve the right to deny an application if, after making a good faith effort, we are unable to verify rental history.
- ❖ Home ownership may be verified through county tax records.
- ❖ We may conduct a "drive-by" inspection of your current address.

INCOME / RESOURCES / EMPLOYMENT

- ❖ Monthly take home pay/income per month must be at least two and a half (2 ½) times the rent amount for credit scores 700 or more and three (3) times the rent amount for credit scores less than 700.
- ❖ Income resources must be verifiable through current pay stubs, employer contact, and/or bank or tax records.
- ❖ Other income must be verifiable through bank statements, tax records or other supporting documents.
- ❖ We require verifiable employment of two (2) years. **Exceptions may be made at our discretion. May require an increased deposit, if approved.**

CREDIT / CRIMINAL / PUBLIC RECORDS CHECK

- ❖ A credit check and/or a criminal/public records check will be performed.
- ❖ Upon receipt of the application and screening fee, landlord will conduct a search of public records to determine whether applicant or any proposed applicant has been convicted of, or pled guilty or no-contest to **ANY CRIME**. Pending charges or outstanding charges will result in a suspension of the application process until the charges have been resolved or a maximum of one (1) month, whichever comes first. Upon resolution, if a like unit is still available, the process of the application will be continued. No unit will be held awaiting resolution of pending charges.
- ❖ Conviction of any crime that requires lifetime registration as a sex offender, or for which applicant is currently registered as a sex offender, will result in denial. **Exceptions may be made at our discretion. May require an increased deposit, if approved.**
- ❖ Credit scores can range from 0 – 850. Credit scores below 600* or damaged credit **WILL REQUIRE** an increased deposit and still remain subject to approval. Application may be denied if your credit history shows accounts that are not current.
*For units advertised requiring a specific minimum credit score, any credit score below minimum requirement will not be considered.

SECURITY DEPOSIT GUIDELINES (UNLESS OTHERWISE ADVERTISED)

- ❖ Base Security Deposit = Rent + \$500.00
- ❖ Increased Security Deposit for Animal(s)/Pet(s) = Add \$250.00/each minimum plus \$25.00/increased rent per pet, per month *(varies by property). *As advertised
- ❖ Mailbox Key Deposit = \$40.00 / Garage Door Opener Deposit = \$75.00 (if available and provided - varies by property)

INADEQUATE CREDIT AND/OR VERIFIABLE RENTAL HISTORY AND/OR INCOME

- ❖ If the applicant(s) have any of the following deficiencies and are approved, the deposit may be increased depending on screening and other factors. *Exceptions may be made at OUR discretion and increased deposits **WILL** be required.
- ❖ If there are multiple deficiencies, a qualified co-applicant **MAY BE** considered. Co-applicant must make five (5) times the rent amount and have no credit deficiencies. **Please Note: Co-applicant is NOT a co-signer.** Co-applicant will be considered an authorized occupant on rental agreement.
- ❖ Rental History reflecting past due rent or an outstanding balance will be denied. An additional security deposit will be required when verification of past due rent has been paid and no other additional negative documentation has been received. No unit will be held awaiting resolution of pending charges.

ANIMAL(S) / PET(S)

- ❖ All animal(s)/pet(s) must be pre-approved. If you are an animal/pet owner, you are required to complete the animal registration packet, provided by WWPM, and provide a copy of the current veterinarian record. This document should include vaccination dates, age, breed and spay/neuter information about the pet and photo of animal/pet. Please see <https://wildwestpm.net/for-rent> for list of dog breeds **NOT** allowed by WWPM.
- ❖ Additional deposits apply - varies by property.



NONCOMPLIANCE FEE & FEE SCHEDULE (PER OCCURRENCE – SUBJECT TO CHANGE)

- ❖ Late charge of \$75.00.
- ❖ Smoke alarm and carbon monoxide alarm tampering fee of \$250.00.
- ❖ Dishonored check fee \$35.00 plus amounts charged by bank. No further checks accepted.
- ❖ Early termination of lease fee of one and a half (1 ½) times the rent.
- ❖ Owner/Agent may charge the following non-compliance fees after giving a written warning notice of initial violation if non-compliance occurs within one year:
 - ❖ \$50.00 for 2nd violation, and \$50.00 plus 5% of current rent for subsequent violations.
 - ❖ Late payment of utility fee of \$50.00.
 - ❖ Failure to clean up waste, garage, rubbish or other waste fee of \$50.00.
 - ❖ Parking violation or other improper use of vehicle fee of \$50.00.
 - ❖ Payment arrangements - late payments or missed payments fee of \$50.00.
 - ❖ Failure to clean up waste of animal(s)/pet(s) fee of \$50.00.
 - ❖ Smoking violation fee of \$250.00.
 - ❖ Keeping on the premises unauthorized animal(s)/pet(s) capable of causing damage fee of *\$250.00.*Fee may be assessed if unauthorized pet is not removed within 48 hours of effective date of written warning notice.
 - ❖ Yard care - Tenant responsibility. *If necessary for Owner/Agent to perform work, tenant will be billed the actual cost, unless otherwise stated on advertising.
 - ❖ Any court costs plus all costs for collection and interest.
 - ❖ All Utilities – Tenant responsibility, unless otherwise stated on advertising.
 - ❖ **NO** trampolines, swimming pools, swing sets or other attractive nuisances allowed.

APPLICATIONS MAY BE DENIED IF:

- ❖ Your application is incomplete or we are unable to verify your information.
- ❖ You misrepresent any information on your application. If misrepresentations are found after a rental agreement is signed, you will be served an immediate violation notice.
- ❖ You have been convicted of the manufacture, possession, or distribution of a controlled substance, and/or if you have a conviction for any type of crime.
- ❖ You were convicted of any crime that requires lifetime registration as a sex offender, or for which you are currently registered as a sex offender.
- ❖ Your credit check shows accounts that are not current. Damaged credit may require additional deposits – if approved.
- ❖ Your credit check shows affiliated addresses currently reported on credit check, but not listed or explained on your application.
- ❖ You have allowed person(s) and/or animal(s)/pet(s) not on the rental agreement to reside on the premises.
- ❖ In the last five (5) years, you have had an eviction, FED or otherwise.
- ❖ Previous landlords report significant complaints or noncompliance activity, and/or disinclined to rent to you again for any reason pertaining to the behavior of yourself, your animal(s)/pet(s), or others allowed on the property during your tenancy (late rent payments reported, failure to give proper notice when vacating property, caused substantial damage to a rental property beyond normal wear, balance owed to previous Landlord, etc.).
- ❖ You, your roommate(s), your guest(s) or a family member demonstrate aggressive, obnoxious, or objectionable behavior during a past tenancy or through the screening process.

*We reserve the right to deny any application, if after making a good faith effort we are unable to verify prior rental history.

*Denial of one applicant will result in the denial of all affiliated applications being processed.

I have read and understand this statement of policies and procedures. If approved, a deposit to hold will be due within 48 hours in order to hold the property once I have been notified of approval. If the deposit to hold funds are not received by WWPM within 48 hours of approval, the property will remain on the rental market. If you fail to occupy the property, any deposits received to secure the property will be forfeited. All properties managed by Wild West Property Management, LLC are smoke-free. No smoking is allowed inside any unit. If permitted - All smoking must be done outside of the unit, at least 10 feet away from any windows/doors and disposed of in acceptable containers outside of the unit. No marijuana use, medical or otherwise, may be grown, stored or consumed on the premises without the prior written consent from the owner/agent. I understand that I am agreeing to have my application submitted and I am forfeiting my right to collect any and all of my application screening fee back from Wild West Property Management, LLC once the screening process has begun.

APPLICANT – PRINT NAME

APPLICANT SIGNATURE

DATE



ANIMAL(S)/PET(S) - ANIMAL REGISTRATION PACKET AND CURRENT VETERINARIAN RECORDS REQUIRED

No animal under 18 months old permitted

Name: _____ Type / Breed: _____ Color/Markings: _____ Weight (lbs): _____ Age: _____
Spayed: _____ Neutered: _____ Has your pet ever injured any one or damaged anything? _____ If Yes - Please Explain: _____

Name: _____ Type / Breed: _____ Color/Markings: _____ Weight (lbs): _____ Age: _____
Spayed: _____ Neutered: _____ Has your pet ever injured any one or damaged anything? _____ If Yes - Please Explain: _____

PERSONAL PROPERTY - (INCLUDE ALL AUTOMOBILES, BOATS, TRAILERS, RVs, ETC.)

Make: _____ Model: _____ Year: _____ Color: _____ License / State: _____

Make: _____ Model: _____ Year: _____ Color: _____ License / State: _____

Make: _____ Model: _____ Year: _____ Color: _____ License / State: _____

Make: _____ Model: _____ Year: _____ Color: _____ License / State: _____

Does anyone in your house smoke? _____ If Yes - Who? _____

Do you own the following: _____ Trampoline, _____ Water Filled Furniture, _____ Fish Tank or Aquarium - If Yes, How large? _____

Emergency Contact - In the event you become a tenant, and there is an emergency, we need a contact of someone living outside of your residence. Please list someone that would have authorization to remove your possessions if you are unable to:

Name: _____ Address: _____

Relationship: _____ Phone: _____

❖ By signing below, I certify that all of the above information is true, correct and complete to the best of my knowledge.

APPLICANT - PRINT NAME

APPLICANT SIGNATURE

DATE



- ❖ I authorize Wild West Property Management, LLC to obtain any information through any means, including using a third party consumer reporting agency and/or verifying information by contacting personal and professional references, employers and other rental housing owners regarding criminal history, motor vehicle/driving history, credit history, earning history, or any other information requested, whether said records are private or public, from any form of agency, supervisor, landlord, finance bureau/office, credit bureau, collection agency, social media outlet, personal reference and/or other persons, and authorize the same to give said records or information, including those which may be deemed to be privileged or confidential in nature. Collection of all reports requested will follow all federal, state and local laws and regulations.
- ❖ I understand I have the right to dispute the accuracy of information provided to Wild West Property Management, LLC by a screening service or credit reporting agency. I certify the information is true, correct and complete to the best of my knowledge. This application is only valid up to one (1) month from date of receipt by WWPM.
- ❖ Application fees held because screening did not take place will only be held for a period of six (6) months – any funds held longer than six (6) months will be forfeited. Should you choose to reapply, the application fee(s) are due and subject to any price change along with a new application per applicant. An updated application will be required.
- ❖ I understand that I have no right to a rental unit until I sign a rental agreement and that upon signing this application, a consumer investigation regarding all statements made on the application will be initiated.

APPLICANT – PRINT NAME

APPLICANT SIGNATURE

DATE