



## RENTAL APPLICATION POLICY

---

Welcome! Thank you for applying with Western Property Management for your housing needs. To best serve you, we feel it is imperative that you are made aware of, and fully understand, our application policies and procedures. Please read carefully.

Western Property Management, Inc. does business in accordance with all local, state, and federal fair housing laws for all residents without regard to race, color, religion, national origin, familial status, disability, marital status, age, ancestry, sexual orientation, medical condition, source of income, gender, gender identity, gender expression, genetic information, citizenship, immigration status, primary language spoken, veteran and/or military status, or on any arbitrary basis.

### Approval is Based on 5 Factors

1. Identification Verification
2. Credit History & Verification
3. Rental History & Verification
4. Income History & Verification
5. Pet Screening

### General Requirements & Information

A rental application link will be provided electronically after your showing appointment.

An individual application is required for each proposed occupant aged 18 years or older. We're unable to rent units sight unseen — you must attend an in-person showing appointment to apply.

Each applicant must qualify individually based on credit and landlord history. The income requirement can be met as a household. Denial of one application in a group results in the denial of all applications.

Applications must be filled out completely. Incomplete applications will not be processed.

- Include a copy of your valid, unexpired government-issued photo ID (driver's license, passport, state ID card, etc.). Expired IDs cannot be accepted.
- An application fee of \$40.00 per applicant must be paid upon submission, by debit or credit card, at the end of the electronic application. This fee covers processing and the credit report and is non-refundable once the application has been processed, though a copy of your credit report is available upon request.
- For individuals, the minimum credit score is 650. For group applications, the credit score used is the average of all applicants.
- Rental credit history and/or civil court records must not contain an eviction filing, landlord collections, liens, or an open bankruptcy within the past 7 years.

## Pet & Animal Screening

A welcoming environment is paramount to all our residents. To help ensure everyone understands our pet and animal-related policies, we use a third-party screening service and require every applicant to complete a profile (No Pet / Pet / Animal). This creates a formal record and greater mutual accountability for all residents.

Get started at: <https://western.petscreening.com>

**This pet screening profile is a required part of the application process.**

## Income Requirements

**Co-signers and guarantors are not accepted.**

Combined household income (all applicants combined) must equal at least 2.5 times the gross monthly rent for the unit.

Applicants with Section 8, VASH vouchers, or other federal, state, or local rental subsidies must have verifiable income equal to at least 2.5 times the applicant's share of the monthly rent.

Verifiable legal income is accepted in the following forms:

- Last 2 payroll earnings statement or stubs
- Self-employed/1099 applicants: verified through the prior year's personal income tax return; adjusted gross income is used for calculations
- Child or spousal support court order
- Award letters (e.g., current student financial aid, SSI, retirement, a new employment offer letter)
- Documentation of a state, federal, or local housing subsidy or voucher (if applicable)
- Documentation of disability, welfare, or other government income
- Documentation of any other legal, verifiable income
- Venmo/Cashapp statements are not accepted.

Bank statements of any kind are not accepted as income verification.

## Automatic Denials

- Giving false information
- An eviction (unlawful detainer) filing
- Not meeting the income requirement
- Rental history reflecting unpaid past-due rent, property damage, or disturbance
- Any collection by a property management company or landlord

## Processing Timeline

We make every effort to process applications within 2–3 business days of submission; however, processing can be delayed if we're unable to reach previous or current landlords or employers. Management reserves the right to decline applications where references cannot be verified.

A rental property may receive multiple applications on the same day or within the same general time frame. We will select the first qualified applicant(s).

## If Your Application Is Approved

**Within 48 hours of approval notice, you'll need to drop off a holding deposit — a cashier's check or money order in the amount of the security deposit— at our office. If you are out of the area, please let us know and we can coordinate with you to have you mail it to the office via express mail.**

The rental agreement will be emailed to all residents via a secure e-sign link. All applicants must read and sign the agreement prior to move-in and receiving keys to the unit.

**All move-in funds must be in the form of a cashier's check or money order only — no exceptions.**

Please note: a renters' insurance policy with a liability minimum of \$100,000 is required at move-in. Western Property Management, Inc. must be listed as “Additional Interest” or “Additional Insured” on the policy.

Thank you for your interest in one of our rental properties. Please contact our office if you have any further questions regarding our rental criteria and requirements.

---

*Western Property Management, Inc*