

LEASE APPLICATION CHECK-LIST

Below is our application process, requirements, and including required forms. Please follow the steps in order to stream line the application process. Information is for reference for Applicants and Agents.

- **Income**
 - Three times the rent amount in verifiable income will be sought.
- **Security Deposit**
 - One month rent amount not considering pet deposits or possible extra security for challenging information.
- **Process**
 - Verify monthly rent and active listing at westwardrmg.com.
 - Print the "Application Package" at westwardrmg.com. Top of page link or any link on page that says "print application package". Or, an agent can provide you with TAR application. Make sure you have the checklist, the requirements page and the application. They are all individually available on the front page of westwardrmg.com if you are missing one.
 - Lease Application for all parties 18 and older (**valid e-mail for each adult required**)
 - **Provide email for Rental Reference and Employment reference.**
 - The application is hand filled out and then emailed so include or send an e-mail to careof@westwardrmg.com with all of these e-mails in the body so they can be cut and pasted as needed. Trying to read them hand written can cause errors and delays.
 - Move-In date must be within 30 days of submission
 - Application must be fully completed (email, contact info, job info, rental verification, etc.). Print all information clearly, process starts with e-mail.
 - Pay application fee \$35 per applicant and partial security deposit of \$200 through westwardrmg.com, **Click pay application fees** at top of page. Important: Apply toward appropriate charge, deposit, and application fees when submitting. When using this link a routing number and account number from a checking account will have the lowest transaction fees. Credit card payments will assess 3%. If payment is made in form of money order, check or certified funds, submit one for application fee and one for partial security deposit. **For on-line payment select Westward in the drop down list, (bottom selection).** **For checks or money orders make separate money orders, one for app fees and one for Partial deposit payable to: Westward RMG (the \$200 is refundable if a lease is not executed)**
- **Documents Required upon submission**
 - Fully completed application(s)
 - Qualification Requirement Form (first page of the application package, or print individual on westwardrmg.com), or Realtors in Media in MLS
 - Verify each email address(s) to be read in type, not written (send in text to 214-682-4385 or email davecbox@gmail.com) or careof@westwardrmg.com
 - **Email address(s) each adult and, Rental history, employment.**
 - Copy of Driver License
 - 6 weeks of pay check-stubs is helpful to expedite process.
- **Pet policies**
 - Pets ok generally on most properties. Some restrictions will apply to breeds and specific property policies. Pet deposit is typically \$300.
- **Submission of application**
 - **Application fee and partial deposit must to be paid prior to our review**

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- Email application to careof@westwardrmg.com
- Mail or drop off application to 14785 Preston Rd., Suite 550, Dallas, TX 75254
 - If application is mailed or dropped off, please notify us at that time
 - Preston office hours 8:30-5:00, business days only for drop off.
 - A Mesquite location is available, to drop off after hours or directly. Call for instructions
- Include all required documents
- Realtors provide: Broker Agreement TAR 2002, and office W-9

Thank you for your cooperation in approving our application process. If there are any questions regarding our process, please contact Dave Christensen at 214-682-4385 or Cristina Soriano at 214-516-0830. See Application time line following next page.

- **Application Timeline**

- View property, inside tour of property with a leasing Agent.
- Submit application, Copy of DL, Qualification requirement disclosure, all required to start.
- Pay Application fees and partial deposit.
- Verify e-mails correct are correct and legible for each adult, employment, and rental.
- Application process begins.
- Receive and reply to identity verification e-mails from Landlordstation.com
- Alert employers and rental references, requests will be made.
- Be on call to supply any needed supplemental information to management.
- Once approved **sign lease within 48 hours and pay deposit balance, including pet deposits. (no cash)**
- Pay **full month's rent on move in day** (prorated rents will be paid the following next 1st of the month). **(no cash)**
- Reply to portal e-mail to enter the propertyware system as a tenant.
- Take possession of property on lease start date.
- Coordinate with locksmith to change locks.
- Use the portal or the service@westwardrmg.com e-mail to report any move in issues.
- Enjoy the property.