

**QUALIFICATIONS:**

Westward Realty and Management Group operates in compliance with the Fair Housing Act. The act prohibits discrimination in housing based on race, color, religion, sex, national origin, handicap or family status. Notification of the requirements below prior to an application are now required by law in order for Westward RMG to retain the application fee regardless if the tenant qualifies or not. A lease guarantor may be required for approval.

**Drivers License Copy and Picture of Pets if any are required to Process TAR Application.**

- **Cost: \$35** per applicant 18 or older (non-refundable). We require \$200 down deposit. This is refundable if a Lease is not approved and signed.
- **Income:**  
Total monthly income for the applicants must be at least three (3) times the rent amount. Incomes may be combined to qualify this number.
- **Employment:**  
Prospective residents must show steady and stable employment. As an example, no less than six (6) months within the last 2 years with one employer. Should a prospective tenant be recently transferred or relocated, they must show (6) months prior verifiable employment, as well as current verifiable employment.
- **Credit:**  
A credit report will be acquired on each applicant responsible for rent payment. Excessive late payments, defaults, and/or unpaid rental related debt will be grounds for denial.
- **Rental History:**  
Prospective residents must have lived for a minimum of six (6) months at their present verifiable residence. Prospective residents must have confirmable residency for a minimum of the past twenty-four (24) months. Previous payment history will be reviewed and no negative rental history will be accepted. Negative rental history is described as, but not limited to the following: Any damages owed, rental related debt as described above, and/or evictions filed within the past sixty (60) months.
- **Checks:**  
A negative check writing code will result in applicant paying for rent by certified funds.
- **Number of Occupants:**  
Up to two per bedroom.
- **Self Employed, Retired or Not Employed:**  
If self employed, retired or non-employed, the applicant must provide photocopies of tax returns from the previous year, financial statements from a certified public accountant or photocopies of the three most recent bank statements showing proof of ability to pay rent for the term of the lease.
- **Criminal History:**  
Management will reject applicants with any felony charge within the last seven (7) years or misdemeanor convictions involving crimes against persons, property or for illegal drug related or prostitution related offenses.
- **Pets:**  
Pets are allowed subject to the discretion of the property owner. Individual and pet deposits vary depending on property.

Applicant Signature \_\_\_\_\_ co Applicant \_\_\_\_\_