

West End Properties
Renting Policies

Thank you for your interest in renting from West End Properties. The following should give you a general overview of the renting process. Should you have any questions please contact the agent's phone number in the advertisement or call the office at 805.564.8884.

Viewing a Unit

1. Applicants are required to view a unit prior to signing a rental agreement. Applicants must view the unit, if they have not already done so, within 24 hours of approval of their application.

Rental Procedure

1. Application: Each prospective adult 18 years of older must complete a Rental Application. Incomplete or inaccurate rental applications can delay or preclude the processing of the application.
2. Application Fees: At the time of submission, a processing fee of \$30.00 per application must be paid with cashier's check or money order. Sorry no cash can be accepted. The application fee is non-refundable.
3. Application Processing: It will take approximately three to four working days to process an application. This time may be longer if the application is incomplete or references are difficult to contact. Applications are processed on a first come-first serve basis. The most qualified applicant will be selected for approval. Qualifications are listed below. If the first choice apartment is not available the applicant will be considered for other units at no additional charge for up to thirty days from the date the application was originally submitted .

Expedite Your Application:

If you are employed, you may submit the following for income verification:

1. Your two most recent paycheck stubs.
2. A signed copy of your employment contract.
3. Your W-2 from for the past two years.

If you are self-employed, please submit:

1. Your federal income tax statements for the past two years (please countersign in blue ink), and
2. Signed year-to-date income/expense or profit/loss statement and a current balance sheet.

If you do not meet our financial and credit criteria, you will need a guarantor in order to qualify for the apartment. The guarantor will need to provide the following:

1. A signed application with the \$30 credit check fee per individual guarantor.
2. The guarantor must have excellent credit.
3. The guarantor's debit, including rental shall be no more than 1/3 of his/her income.
4. The guarantor needs to show proof of personal income (copy of signed tax return, W-2s, or two of the most recent paycheck stubs)
5. The guarantor must reside in the United States of America.

Rental Qualifications

1. Amount of Income: Total verifiable gross monthly income of all adult occupants shall be at least three times the monthly rental rate. If income is less the application may still be considered if it can be demonstrated that the applicant will be able to meet the rental obligations. In some cases we may require a higher security deposit and/or guarantor. In order to qualify guarantors must reside in the United States of America.

2. **Employment:** The length of time at a job, and/or the stability of other income sources will be considered.
3. **References:** We reserve the right to check previous rental references. If we receive poor references we may deny the application or require a higher security deposit and/or guarantor.
4. **Credit:** We reserve the right to obtain credit information on any applicant. Credit checks may include submission to credit rating services such as TRW, Equifax and Trans Union, Yardi-Rent Grow as well as researching any unlawful detainer action against an applicant. If we receive a poor report we may deny the application or require a higher security deposit and/or guarantor. Applicants that do not have a valid social security number are subject to an increased deposit of two times the amount of the monthly rent.
5. **Occupancy:** To avoid overcrowding, the number of people that may occupy a rental unit is limited to two (2) people per bedroom (note, children under the age of two years are not counted when calculating occupancy limits). Occupancy may be further restricted by property, owner or building.

Approval/Move-In

1. **Notification:** Applicants will be notified by phone as soon as the application has been reviewed. Applicants must pay the move in costs and sign the lease within 24 hours of approval.
2. **Move-In:** Before you move in the following must be completed:
 - a. Rental Agreement signed by all occupants.
 - b. Security Deposit paid in full by cashier's check or money order. Please note that personal checks cannot be accepted for payment of security deposit. Full first month's rent must be paid by cashier's check or money order. Note, the second month will be prorated, if applicable, as noted below.
3. **Responsibility:** All residents and/or guarantors are jointly and severally responsible for any and all charges incurred under the terms and conditions of the rented apartment
4. **Rent:** Rent begins upon occupancy or within five (5) days of approval, whichever comes first. If an applicant does not wish to occupy a unit that is available immediately, the unit will be held on a "first right " of refusal, thus if another application is submitted for the same unit and the second application can move in immediately the first applicant has the first right to begin paying rent immediately or relinquish the apartment to the second applicant.

Rent is due on the first of each month and is late after the second day of the month. We do not issue a statement of notification for monthly rent. Late rent is subject to late charges per the lease agreement. We will accept multiple checks, cashier's checks or money orders as payment A three-day notice is sent to units with outstanding balances between the 3rd and the 10th of each month. A \$55 Three-Day Notice fee will apply when notice is served.

5. **Pro-rate:** Regardless of the number of days during the month, pro-rated rent is calculated by dividing monthly rent by 30. The resulting number (the daily rate) is then multiplied by the number of days the unit will be occupied in the pro-rated month.
6. **Pets:** All pet rules are strictly enforced, and all pets must be approved in writing in advance with an addendum to the lease. If the pet is a dog we require Lessee to obtain at Lessee's expense renters insurance, acknowledging ownership of said dog.

West End Properties does not discriminate on the basis of race, color, creed, national origin, marital status, age, sex, source of income, sexual orientation or any other form of discrimination prohibited by law.