



To: Prospective Applicant

From: The Leasing and Management Team

**Subject: Application Process and Procedures**

Dear Prospective Applicant:

Thank you for your interest in one of our properties. We appreciate you considering one of our rentals for your next residence.

Our goal is to make the process as seamless as possible for you, so, it's important that you understand our process and procedures. The following pages include some helpful information about our application process, our lease process and some of our policies.

If you have any questions please contact your real estate professional.

Sincerely,

The Leasing and Management Team





*We prohibit any preference, limitation, or discrimination because of race, color, religion, sex, handicap, familial status, or national origin, or intention to make such preference, limitation or discrimination. Real-estate transactions and have legally binding consequences. The documents involved should be thoroughly understood, and if not, you should seek the consultation of an attorney.*

### **Application Process**

1. Go to [www.westendmgt.com](http://www.westendmgt.com). Go to Tenant Resources, click the Apply Now button and search for the property you are interested in. When you find the property, click the "Apply Now" button and follow the prompts. You can also scroll down to the middle of the page and click the orange "Apply Online" button and search for the property you are interested in. When you find the property, click the "Apply Now" button and follow the prompts.
  - a. Each adult over 18 is required to fill out an application. The fee for each application is \$50.00 per adult. You can pay via debit/credit card at the online application. Application fees are non-refundable.
  - b. Please make sure to fill-in all required fields
  - c. Please include any pets and the required information
  - d. A copy of photo identification is required to complete the application process.
  - e. **Special requests or repairs: All properties should be considered to be available in their current condition. If needed, include such requests in a separate sheet. For example, carpet cleaning, change light bulbs etc.**
2. After we receive your application and payment submission, your real estate professional will contact you within 24-48 hours to update you on the status of your application.
3. We may request pay stubs, employment verification or any other supporting documents that may help determine your ability to pay rent in a timely manner. Please have them ready upon request in order to expedite the application process.

### **Lease Process**

1. Upon approval and acceptance, you will need to review, sign and return:
  - a. Residential Lease
  - b. Lead Based Paint Disclosure
  - c. Relationship Disclosure
  - d. Pet Addendum, if applicable
  - e. Pest Addendum, if applicable
  - f. Parking Addendum, if applicable
  - g. Pool Addendum, if applicable
  - h. Security Deposit Disclosure, if applicable
  - i. \*(Additional Documents may be required)
2. At lease signing, first full month's rent is due and payable to West End Management and Leasing Services in certified funds.
3. At move-in, security deposit along with any other (pet) deposits will be due and payable in certified funds.

**\*IMPORTANT: All funds submitted must be in the form of money orders or cashiers checks.\***