



APPLICATION / RENTAL POLICY

Review the following criteria to pre-screen yourself.

Fair Housing. American West Realty and Management adheres to Fair Housing Law and does not discriminate against protected classes. To learn more, click here: [Fair Housing Law](#)

APPLICATION PROCESSING

Applying. Everyone 18 or older must apply, be approved, and be named on the Lease. We use an online application and screening system; if you cannot complete the online application, a staff member can assist you for a fee of \$20 per application plus the Application Fee. Application Fees are not refundable under any circumstance. If two or more people apply together, we will only start processing the application when all party members have submitted a complete application, supporting documentation, and the fee. Applications are processed on a first come, first serve basis, and we offer the rental to the first qualified applicant, not necessarily the first one to apply. Delays in completing your application may cause you to lose the opportunity.

Photo ID. Each Applicant must provide a current, government-issued photo ID (e.g., driver's license, passport, etc.) with all numbers and security features visible.

Proof of income. Income should be three times (3x) the monthly rent and verifiable through three months of pay stubs, bank statements for the last three months, a letter of hire, or other means. Self-employed should submit two years of signed tax returns or IRS 1099 forms. If two people apply together, we can combine their income to meet the requirement. Other forms of income (child support, social security, SSI, etc.) may be considered. Applicants who do not meet income requirements may qualify by providing evidence of a bank account with a minimum balance equal to six months of rent and paying a minimum of three months in advance. When three or more unrelated people apply together, every Applicant must make 2x the rent.

Credit Report. We obtain a full credit report for each Applicant to verify their identity, current and past accounts, payment history, credit score, address history, and more. We do not accept reports from outside sources. Credit scores below 615 present a high risk of default and are only eligible for renting through us by paying the Risk Mitigation Fee.

Criminal Background. The report verifies your identity and checks your criminal history. We are primarily concerned with a criminal history that threatens neighbors, staff, and property or puts us at financial risk. Registered sex offenders will not be eligible for Tenancy. Criminal records are assessed individually, considering facts and circumstances surrounding the case, age at the time of the offense, nature and severity of the crime, amount of time passed since conviction, conduct after sentencing, and other factors. Criminal history that constitutes a threat to the health or safety of others or a risk to the property may result in rejection of the application.

Rental history. We will check your rental history by contacting your former landlord (s) and asking about your rent payment history, lease violations, and whether you left the rental clean and in good repair. Ensure your landlord knows you are leaving before we call them for a reference! If you are a homeowner, we can verify your address and mortgage payment history on the credit report. We do not accept Landlord references from family or friends.

Occupancy Limits. The occupancy limit is two people per bedroom plus one additional person. Children under two (2) are not counted towards the total. A two-bedroom would allow up to five residents. We may increase or decrease the occupancy limit for a rental based on the unit's overall size, the size of individual rooms, infrastructure (e.g., septic capacity), and other factors.

Cosigner. We only allow Cosigners for full-time college students in apartments with an occupancy limit of one person per bedroom. Tenants using a Cosigner cannot rent single-family homes. Each Cosigner must have a credit score of 650 or higher and a gross income of at least 3x the rent. The Cosigner is financially responsible for the Lease but does not have access to or use of the Premises. Except for financial matters, all our communication will be with the actual occupants of the rental. If only one Applicant uses a Cosigner, the Applicant that does not must meet the requirements of an unrelated Applicant.

Lease Length. Residential rental rates are advertised for 12-month terms. We may allow for a shorter or longer lease at an increased rate, subject to landlord approval. Please contact the office regarding availability and terms.

Animals. Animal policies vary from one rental to another. You must verify the policy for each rental before starting an application. If animals are permitted in a rental, they must first be screened and approved. Additional fees or a rent increase may apply. See our Animal Policy for additional instructions and applicable fees.

Utilities. Most rentals require you to establish your utility accounts before occupancy. Utility providers may require an application and/or a deposit. If unsure, contact the office to determine which utilities will be your responsibility and how to establish those accounts. We will not issue keys until we prove you've met this requirement. If you are occupying on a weekend or holiday, you may need to start utilities a day or two early.

Scoring. Every application is scored with an objective scoring matrix. Each Applicant is scored individually and then combined for a group score. If one individual in a party is denied, the entire group is denied. Your group score determines approval, denial, and risk level.

Combined Scores	26 – 30	Well Qualified
	21 – 25	Conditional
	16 – 20	Low Qualified
	01 – 15	Denied

APPLICATION APPROVAL

Securing A Rental. Once your application is approved, you must pay a Holding Deposit to secure the rental. The Holding Deposit equals one month of rent and is paid with certified funds (money order, cashier's check, or online through our secure portal). If you fail to pay the Holding Deposit within 24 hours, we may offer the rental to another qualified Applicant. Once payment is received, we remove the rental from the market and hold it until the agreed Lease start date. When the lease starts, the Holding Deposit will be applied toward the first month's rent, Security Deposit, or other charges. Alternatively, you can pay the Security Deposit and sign the Lease Agreement immediately.

STARTING THE LEASE

Vacant Rentals: Leases on vacant homes must begin within 14 days of Application approval or the advertised availability date, whichever is sooner. We are unable to hold a rental longer than that.

Occupied Rentals: We advertise the availability date based on Tenant move-out and the estimated time needed for cleaning and repairs. While we make every effort to abide by this timeline, circumstances beyond our control may require additional time, so we ask for a little flexibility from incoming Tenants.

Late Start Leases: If your lease is scheduled to start after the 20th day of the month, we require prorated rent for your first month and full rent for the following month before you can occupy the rental.

Leasing Fee. All leases are subject to a \$50 Lease Preparation Fee, disclosed in our marketing. This covers the administrative costs of preparing and signing a new Lease Agreement.

Security Deposit. American West Realty offers a No-Deposit option to ease the up-front rental costs. In lieu of a traditional Security Deposit, approved Applicants with a combined credit score of 615 or higher can choose the No-Deposit option and pay a non-refundable fee with each monthly rent payment.

Example: for a \$1,500 per month rental, the Tenant could choose:

- Option 1: refundable deposit of \$1,500 - \$3,000
- Option 2: a monthly non-refundable fee of \$25

After termination, American West Realty will inspect the rental. Any cleaning or repairs will be charged to the Tenant. If the Tenant has a traditional deposit, we will deduct the charges from that deposit and refund any remainder. Under the No-Deposit option, we will withdraw funds from the Tenant's account, not to exceed the Withdrawal Limit (equal to a traditional Security Deposit).

Risk Mitigation Fee. Tenants with a combined score below 615 pose a higher risk of default and must pay a Risk Mitigation Fee before they are eligible to rent from us. The fee is based on a combined credit score, payable before occupancy, and non-refundable.

Combined Scores	600 – 615	\$ 250
	575 – 599	\$ 500
	550 – 574	\$ 750
	500 - 549	\$1,000
	000 – 499	Not approved

For a \$1,500 rental with a combined credit score of 585, the Applicant would pay their traditional security deposit (up to 2x the monthly rent) plus a non-refundable Risk Mitigation Fee of \$500.

Tenants with scores below 615 are not eligible for the No-Deposit option.

Move-In Condition. The Applicant acknowledges the rental was represented through marketing materials designed to attract applicants for in-person inspections. The Applicant was allowed to inspect the rental before signing the Lease Agreement. The Applicant is electing to accept the Premises in its current condition, or they are waiving their opportunity to inspect, at their choosing and for their convenience. The Agent shall not be obligated to perform additional cleaning, decorating, altering, repairing, or otherwise improving the rental, either before or after the execution of this lease, unless agreed to in writing.

Cancellation. If the Applicant fails to take responsibility for the rental by the agreed date, termination penalties will be dictated by the Holding Agreement or Lease Agreement.

Lease signing. Each adult occupant must review and sign the Lease Agreement, even if they are not paying a share of the rent. American West Realty will allow everyone to review all documents before signing. If you do not understand the agreement or its effects, we recommend you review it with an attorney before signing.

Moving in. Keys are issued after all parties sign the Lease Agreement, pay the charges, establish utilities, and meet all other requirements. Keys are issued during normal business hours. If you intend to move in outside of normal business hours, coordinate with the office so we can provide access.

Rent payments. Rent is always due on or before the first day of each month. We will not negotiate the due date for rent based on your pay periods, disability payments, social security, or any other reason. You are responsible for budgeting your income to ensure rent is always paid on time. If your first day of occupancy is after the first day of the month, we will prorate your rent for the first month, and then all months after that will be due on or before the first. If you move in on or after the 20th day of the month, you must pay the prorated rent for the first month and the total amount for the second month before occupancy.

Commercial Tenants. At their discretion, the owner may consider a month-to-month lease for commercial Tenants such as traveling nurses or construction crews. To determine the commercial rent rate, we combine the base rent, utilities, landscaping, and other expenses (TV, internet, etc.), then increase that amount by 50%. This rate will be based on a limit of one person per bedroom. Additional occupants will increase the monthly rent rate by \$100 for each additional person. There will be a mandatory cleaning fee of \$200 per bedroom. If the Agent is hired to set up and monitor utilities, TV, internet, landscaping, or other services, the Tenant shall pay a \$500 Administrative Fee.

End of Lease / Move-Out. After the move-out inspection, we will give you an itemized list of charges for cleaning and repairs (above ordinary wear-and-tear). If you paid a traditional deposit, the charges will be deducted from the deposit held, and we will refund any remaining balance. If you chose the No-Deposit option, or if your charges exceed the deposit held, the charges owed will be withdrawn from your designated bank account.

TENANT BENEFIT PACKAGE: \$25 per month

The Tenant Benefit Package is an additional charge, not included in the rent. It covers administrative costs and provides many benefits that easily offset the cost. Items included in the package:

1. **\$100,000** Liability Insurance. This policy protects against fire, smoke, explosion, water damage, and backup or overflow of sewer, drain, or sump. Expanded coverage includes sprinkler leakage, falling objects, and freezing pipes.
2. **\$10,000** Personal Property. Covers losses due to a covered event or burglary. The deduction is \$1,000 for Burglary.
3. **\$1,000** Pet Damage.
4. **\$500** Bed Bug Remediation.
5. **\$1,000** Fungi and Bacteria endorsement covering fungus or mold.
6. **Credit Reporting.** All rent payments are reported to Transunion every month. Timely rent payments can increase your credit score by an average of 60 points!
7. **Online Tenant Portal.** This secure website is convenient for paying rent, storing documents, receiving electronic statements, communicating with the office, and more.
8. **Payments** can be made electronically or in the office with money orders, cashier checks, or personal checks.
9. **Free Lockbox move-in.** Go directly to your rental, retrieve the keys, and move in at your convenience!
10. **Pinata App.** Earn rewards and enjoy discounts or cash-back offers, with an average annual savings of \$4,500!
11. **Home Buying Assistance.** Our agents can assist with purchasing a home.