



WEST END REALTY GROUP LLC



Application Process & Qualification Standards

**Thank you for your interest in renting one of our homes!
Below is a detailed explanation of our application process as well as our standards for qualification.**

West End Realty Group LLC does not discriminate based on race, color, national origin, religion, sex, familial status or handicap (disability), ancestry, marital status or creed, sexual orientation, or any other protected class defined by fair housing.

Application

Each person over the age of 18 who will be living in the home must complete and submit a separate application and processing fee. In order to qualify, each person must meet or exceed the minimum standards for qualification. Incomplete applications will not be processed. Applicants MUST provide accurate email addresses and phone numbers for all employment and rental contacts, and personal references. Applications containing false information will immediately be disqualified. Please expect 1-3 days for the application process. Processing the Application will include direct contact with employers, current landlord, previous landlords, friends, personal and professional references, law enforcement agencies, government agencies, consumer reporting agencies, public records, eviction records, and any other sources that may be deemed necessary. A consumer report will be used in the processing of all applications. Should the Applicant be denied or face other adverse action based on information received in the consumer report, the Applicant has a right to obtain a free copy of the consumer report, and to dispute the accuracy of the information it contains.

CURRENTLY HAVE A PET OR NOT:

A welcoming environment is paramount to all of our residents. To help ensure ALL of our residents understand our pet and animal-related policies, we use a third-party screening service and require EVERYONE to complete a profile (No Pet/Pet/Animal). This process ensures we have formalized pet and animal-related policy acknowledgments and more accurate records to create greater mutual accountability. If you need accommodation in another way, please contact your housing provider.

Please get started by selecting a profile category on our landing page: <https://werg.petscreening.com/>

Deposit to Hold

After approval, if tenant will not be taking occupancy within 24 hours, a non-refundable Deposit to Hold in the amount equal to one month's rent will be required within 24 hours to hold the property until a mutually agreed upon move-in date. The maximum amount of time a rental will be held is 14 days (or at West End Realty Group LLC's discretion, depending on the situation). After all move-in requirements have been met and a lease for the property completed, the Deposit to Hold will transfer to the security deposit to be held throughout the tenant's entire tenancy. If the Prospective Tenant fails to provide the Deposit to Hold within 24 hours of approval, the home will be offered to the next qualified applicant. Should the Applicant elect to pay the Deposit to Hold with their application (prior to processing), the Deposit to Hold will be refunded in full within 14 days if they fail to qualify.

Move-in Requirements

After approval and before occupancy will be granted, Prospective Tenant must supply all the required move-in funds, including the security deposit, first month's rent, and any other additional deposits and fees, all tenant paid utilities must be transferred into Prospective Tenant's name, and a lease must be executed and signed by all parties.

Qualification Standards

Applicants who do not meet minimum screening standards will not be approved.

- Applicant must have current photo identification and a valid social security number.
- Applicant's monthly household income must exceed 3 times the rent. Income must have verifiable and official documentation of source (i.e. company pay stubs, government paperwork, letters of employment, annuity payments, and court orders).
- Self-employed will provide two years of tax returns to verify income. Income from sources that will not continue with applicant living in the Northern Colorado area will not be considered (i.e. old job prior to moving here).

- Applicant(s) who are retired and can't show 3 times the rent in gross monthly income, but can show 2 times the rent in gross monthly retirement income, verifiable liquid assets equal to 2 times the yearly rent and agree to pay a double security deposit may be considered.
- Applicants must receive positive references from all previous landlords for the previous 5 years.
- Applicant may not have any evictions or unpaid judgments from previous landlords.
- Applicant must exhibit a responsible financial life. Credit score must be a minimum of 650. If one applicant in a group of applicants applying together with 650 or greater FICO scores has a 600 to 639 FICO score, the applicant(s) may be considered if they agree to pay a double security deposit.
- If applicant(s) have no established credit history/score, West End Realty Group LLC may ask for additional documentation to determine credit risk before considering applicant(s). A double security deposit may be required if applicant(s) are approved.
- A background check will be conducted on all applicants over 18. Applicant's background must exhibit a pattern of responsibility.
- Applicant must be a non-smoker.
- Any Emotional Support Animal that will live in the property must have an accompanying letter at the time of application from a licensed medical professional stating that it is an ESA animal.
- Applicant(s) must not have felony convictions for any crimes related to violence/assault/battery, murder, fraud, sex offenses, manufacturing and/or distribution of illegal drugs (State or Federal), burglary, or arson. Applicant(s) must not be a registered sex offender.
- Occupancy is limited to 2 people per bedroom
- Tenants, not West End Realty Group LLC, are responsible for ensuring they have followed the applications instructions and submitted a complete application. Applicants MUST provide accurate email addresses and accurate phone numbers.

At landlord's discretion, compensating factors such as an additional security deposit or co-signer (guarantor) may be required for qualification if Applicant fails to meet any of the above requirements. In the event of multiple applicants, tenancy will be granted to the most qualified, based on the above criteria.