

# TENANT APPLICATION INSTRUCTIONS

(ALL Applications to be returned via email: [veronicayouragent@gmail.com](mailto:veronicayouragent@gmail.com))

ProWest Properties – DRE #01864321

Telephone: (951)691-6979

Please follow these instructions so that we may process your application as quickly as possible.

1. **APPLICATION FEE:** Each applicant must pay a **\$30 application fee**. Fee will be paid via Zelle or Venmo. Information will be provided upon receipt of application.

**Please fill out one application completely for each occupant 18 years of age or over.** Separate applications are required to conform to anti-discrimination practices. Co-applicants may refer to the other application for duplicate information such as current and previous addresses.

## 2. THE FOLLOWING SUPPORTING DOCUMENTS TO BE INCLUDED WITH APPLICATION:

- Provide most recent paystubs dated within the last 30 days. Verifiable and stable (gross monthly income to be 2x the rental amount).
- If you are self-employed and/or own your business, please provide copy of the prior year's tax return (Form 1040 with Schedule C), Year-to-Date Profit & Loss Statement and 3 months bank statements (you may black out account numbers)
- Provide copy of Driver's License or ID.
- Provide most recent month of Checking/Savings Bank Statement, all pages (you may black out account numbers.)
- Picture of Pet (if applicable)
- Guarantors must complete a rental application just like applicant. Guarantors' gross monthly income to be 4x the rental amount.

REMEMBER: IF YOUR APPLICATION IS NOT COMPLETE, WE CANNOT PROCESS OR APPROVE IT.

3. Typical processing time is 1-3 business days but is often extended when applications are incomplete or awaiting return calls. **Final approval comes from Property Owners/Landlords.** Non-approval is not based on Race, Color, Religion, Sec, Handicap, Family Status, National Origin, or any other protected class under the rules of Fair Housing. The age of additional occupants is necessary for determining if they must complete an application and for lease preparation.
4. **If you have ever been evicted from a property, your application will NOT be approved.**

## AUTHORIZATION TO VERIFY INFORMATION

The information on this application is true and correct to the best of my knowledge. I hereby authorize **PROWEST PROPERTIES** or agents to verify employment, rental history, references and credit worthiness information. I hereby authorize ProWest Properties or agents to obtain Consumer Investigation Credit Report, Criminal Background Report and Eviction Records from E-Renter USA.

I understand this information will be provided to **LANDLORD/PROPERTY OWNER**. I also understand that the \$30.00 fee for verifying this rental application is not a deposit, will not be applied to any rent, or refunded, even if the application to rent is declined.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_