



**WestUSA**  
REALTY

PALMS AND PINES GROUP

### **Fill & Return Options**

#### **Print:**

- **Print out the form**
- **Fill it out**
  - **(If renting a home with another person, each person should fill out a form separately)**
- **Scan to computer and email or hand back to your REALTOR®**

#### **Fill on a computer:**

- **Download the PDF**
- **Fill in the boxes**
  - **(If renting a home with another person, each person should fill out a form separately)**
- **Save**
- **Email back to your REALTOR®**



PALMS AND PINES GROUP

West USA

15128 W Bell Road Surprise, AZ 85374

623-229-8691

[shorttermrentalswithjoan@gmail.com](mailto:shorttermrentalswithjoan@gmail.com)

[palmsandpinesgroup.com/rentallistings](http://palmsandpinesgroup.com/rentallistings)

Thank you for applying to our Short Term Vacation Rental. There are 9 pages.

Your unit is fully furnished with furnishings, wifi, and utilities. Read your lease as some properties are subject to utility caps (you pay the difference). 2 bedroom units are based on 2 adults. 3 bedroom units are based on 4 people.

**Step 1:** Complete application - move in/out dates must be a minimum of 30 days. They do NOT need to be from the 1st of the month.

**Step 2:** Complete credit check (if applicable). Traveling nurses must include a copy of the contract with application.

**Step 3:** Pay your **Non-refundable application fee \$250.00** (absolutely NO application will be reviewed without this fee being paid)

Payment of application fee only:

- Paypal @joanlebigot
- Venmo @Joan-Lebigot
- Zelle [shorttermrentalswithjoan@gmail.com](mailto:shorttermrentalswithjoan@gmail.com)

Applications are reviewed in the order received and leases are granted based on the first qualified applicant.

**Step 4:** If you are approved, you must review and sign your lease within 24 hours. At that time a **Non-refundable deposit of \$1000** is due. You will be provided a link to pay online. You must also agree to the house rules. This will become part of the refundable security deposit upon move in.

**Step 5:** No less than 5 days before moving in, this must be done online. Allow 5 days for processing.

- 1st months rent payment
- Remainder of security deposit - \$2000
- Cleaning fees - \$350
- Pet rent (if applicable) - \$50/month or more depending on score
- Pet Cleaning fees (if applicable)- \$250
- Sales tax (if applicable)
- Additional guest fees (\$25/per night per 2 people)

Subsequent rental payments are due on the 1st of every month. Allow 5 days for processing. If your rental payment is not showing in our account by the 1st, you will be assessed a \$100.00 per day late fee starting on the 2nd of the month.

IF you must pay by check, please make arrangements to do so. There will be a \$5.00/use fee for this service.

This is a **non-smoking property**. **No cigarettes, cigars, pipes, vaping, marijuana use in or on the property.** (We) hereby agree all deposits will become non-refundable if any smoking occurs in /on property and understand that I will be charged an additional charge to remove any smell and/or smoke damage.

### **Fair Housing Policy**

Brokerage does not and will not discriminate against any person based on race, color, religion, sex, handicap, familial status, national origin, or sexual orientation.

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### **ANIMAL QUALIFICATIONS, RULES, & ADDITIONAL RENT**

All animals, including assistive animals, must be disclosed.

**You must first fill out a separate PetScreening.com application for each animal.**

This applies to any animal that will occupy the home, including service animals, therapy animals, emotional support animals, etc.

First animal is \$20 to register, additional animal \$15 (these fees are non-refundable).

No fee applies for service animals.

PetScreening.com is an independent third party animal screening service.

Please follow this link to the animal application found at <https://rentalsbyjoan.petscreening.com/>

Your pet screening "paw score" will determine the amount of additional monthly Pet Rent which is paid per animal if application is accepted. This score is determined using a proprietary formula that takes into account things like animal age, weight, vaccination records, etc.

The following are the animal rent amounts if accepted by the owner and will be added to the currently advertised rental amount:

5 Paws – No Increase

4 Paws - \$10.00/mo

3 Paws - \$25.00/mo

2 Paws - \$40.00/mo

1 Paw - \$55.00/mo

Please note that the following dog breeds are restricted by landlord insurance policies, and you would be required to provide your own animal liability insurance covering the specific dog and naming both our brokerage and the property owner as additional insured on the policy:

- |                          |                      |                    |
|--------------------------|----------------------|--------------------|
| - Pit Bull Terriers      | - Presa Canarios     | - Mastiffs         |
| - Staffordshire Terriers | - Chows              | - Cane Corsos      |
| - Rottweilers            | - Doberman Pinschers | -Great Danes       |
| -German Shepherds        | -Akitas              | -Alaskan Malamutes |
|                          | - Wolf-hybrids       | - Siberian Huskies |

Female cats must be fixed and declawed or fixed and outdoor only. No male cats are allowed.

All animals must be approved by the Owner regardless of paw score and carry a specific liability policy naming the owner and West USA Realty as added insured parties.

\*THIS CRITERIA DOES NOT APPLY TO ANY ASSISTIVE ANIMAL.

Tenants shall ensure that all animals(s) are well behaved and shall not allow the animals(s) to disturb any other residents or neighbors. Tenant to ensure the animal(s) cause no damage to the property. Tenant agrees the animal(s) shall only be walked on a leash and only in areas so designated by the Owner/Landlord and the Homeowners' Association. Tenant will be responsible for any and all damages caused by the animal(s) on the property or in the community and will indemnify and hold harmless Owner/Landlord/Management for, from and against any and all claims arising because of the animal(s). Tenant agrees that the animal(s) will be licensed in accordance with all applicable governmental provisions. Owner/Landlord and/or Management reserve the right to require Tenant to immediately remove the animal(s) at any time upon any violation of Tenant of these rules.

I have read, understand and accept the above qualifying qualifications & policies of West USA Brokerage by which my application will be approved.

### **Acknowledgment**

Applicant acknowledges that the above information is understood, and has been informed:

1. The application fee and credit report fee are **NON-REFUNDABLE**.
2. The property will be rented to you in **AS-IS** condition.

This page is part of the application and must accompany the application - if it is missing, your application will be set aside until it has been returned.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

Please complete the application in its entirety. All individuals 18 and older must complete a separate application. This includes spouses for vacation rentals too.

**CURRENT INFORMATION**

Today's Date

Name of Home Desired

Desired Move-In Date

Move out Date

Applicant Full Name

Birthdate

Email Address

Cell Phone #

Current address

How long have you been at that address?

HAVE YOU EVER?

	YES	NO
Paid Rent Late?		
Left Owing Rent?		
Been Evicted?		

Broken Rental Agreement?		
Had a Civil Judgment or Collection for a Rental Property?		

Left Property Damaged?		
Been Convicted of any Criminal Activity?		

Have you ever been convicted of a felony? \_\_\_\_\_, if YES, list date

\_\_\_\_\_

Place \_\_\_\_\_ Discharge Date \_\_\_\_\_

Would you expect a credit report to disclose past or current difficulties?

\_\_\_\_\_

If YES, please explain \_\_\_\_\_

Answered YES to any of the above, please explain \_\_\_\_\_

**EMPLOYMENT INFORMATION (Not required for retirees)**

Employer

Position

Supervisor's Name

Phone #

Date of Employment

Monthly Take Home \$

Other Income? Yes NO

List other occupants of home (if under 18 – if over 18 must fill out a separate application)

\_\_\_\_\_

Animals – Number, Type & Weight

\_\_\_\_\_

**VEHICLE INFORMATION**

Number of Vehicles (including motorcycles, trailers, RV's boats)

Make \_\_\_\_\_ Model \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_

**PERSONAL REFERENCES**

Name of Nearest Relative (not living with you)

Phone #

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**IMPORTANT INFORMATION – PLEASE READ BEFORE SIGNING AUTHORIZATION**

Applicant understands that occupancy is limited to only those names on this application.

If you want to have guests during your stay an additional daily visitor rental rate of \$25 per 2 guests will apply and you must have prior permission in writing from the Property Management Team.

Applicant acknowledges that all information listed on this application is true and accurate. Applicant hereby authorizes verification of all information including credit check, criminal history, rental history, and other reports by WEST USA REALTY.

Any false information listed shall constitute grounds for rejections of this application, termination of rental agreement, right of occupancy and forfeiture of deposits.

Each prospective resident 18 years and older must sign and completely fill out an application.

Application fees are to be paid via **invoice within 24 hours**.

APPLICANT UNDERSTANDS THAT ONCE THE APPLICATION HAS BEEN APPROVED, AN EARNEST MONEY DEPOSIT IS REQUIRED FOR TAKING THE PROPERTY OFF THE MARKET. IT WILL BE DEPOSITED, WITH WEST USA REALTY.

ONCE THE APPLICANT IS APPROVED BY THE OWNER, OR OWNER’S AGENT, AND A RENTAL AGREEMENT IS ENTERED INTO, THE DEPOSIT WILL BE CREDITED TO THE REQUIRED MOVE-IN MONIES.

SAID DEPOSIT WILL BE NONREFUNDABLE IF THE APPLICANT FAILS TO ENTER INTO THE RENTAL AGREEMENT OR FAILS TO TAKE OCCUPANCY ON THE DATE SPECIFIED.

PAYMENT OF THE DEPOSIT AND RENT WILL BE MADE ONLINE - You can pay by debit card or ACH draft. IF you must pay by check, please make arrangements to do so. There will be a \$5.00/use fee for this service.



**By Initialing below Applicant acknowledge that DEPOSIT money is NONREFUNDABLE for any reason once it is submitted to West USA Realty.**

Initial Here \_\_\_\_\_

Applicant understands that failure to sign this application and provide complete information will cause delays in the processing and may cause the application to be rejected and another completed application to be accepted.

THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT.

I HEREBY AUTHORIZE WEST USA REALTY TO INVESTIGATE THE INFORMATION SUPPLIED BY ME AND TO CONDUCT INQUIRIES CONCERNING MY INCOME, FAMILY COMPOSITION, AND MODE OF LIVING, CREDIT AND CHARACTER FOR THE PURPOSE OF VERIFYING AND QUALIFYING FOR RESIDENCY.

A FULL DISCLOSURE OF PERTINENT FACTS MAY BE MADE TO THE AGENT AND HOME OWNER. FALSIFYING INFORMATION ON THIS APPLICATION IS GROUNDS FOR DENIAL AND FORFEITURE OF DEPOSITS.

\_\_\_\_\_ Date \_\_\_\_\_, 20\_\_\_\_

APPLICANT

**Email to [shorttermrentalswithjoan@gmail.com](mailto:shorttermrentalswithjoan@gmail.com)  
with property address and RENTAL APPLICATION in subject line**