

**PRE-QUALIFICATION FORM**

**Showing Our Units is Subject To Pre-Qualifying First!**

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

Address: \_\_\_\_\_ Drivers License #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Expected move in date: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

How many adults will be living in the unit? \_\_\_\_\_ How many children will be living in the unit? \_\_\_\_\_

Have you had any evictions? Yes \_\_\_\_\_ No \_\_\_\_\_ Have you had any Felonies? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you had any bankruptcies that are less than 3 years old? Yes \_\_\_\_\_ No \_\_\_\_\_

Why are you looking to move? \_\_\_\_\_

What price range are you looking to rent for? Min \$ \_\_\_\_\_ Max \$ \_\_\_\_\_

Do you make 2 1/2 times the rent of verifiable income every month Yes \_\_\_\_\_ No \_\_\_\_\_

How did you hear about us? Yellow Pages Newspaper Drive-by Walk-in Internet Referral

For those that have pets the Security Deposit will be twice the rent. There is also a pet rent charge of \$35.00 per month.

Do you have any pets? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes what kind? \_\_\_\_\_

**GOLD WEST SECURITY DEPOSIT IS TWO TIMES THE COST OF FIRST MONTHS RENT PER UNIT. Example : If rent is \$750 then the security deposit will be \$1,500. If rent is \$800 then the security deposit will be \$1,600. All residents are required to provide renters insurance with up to \$100,000 coverage. There is a \$200 holding fee to take a rental off the market for a period of 15 days and hold while an applicants application is pending. This holding fee is non-refundable after 72 hours of approval. Should the applicant need additional time past the 15 days then an additional non-refundable deposit of \$400 is required for no more than an additional 15 days. If applicant moves into the unit then all monies will be applied to the security deposit. There is a \$10 deposit on Gate cards and \$20 deposit on the Remotes. Basic Cable is provided at \$32 per month and is in addition to the monthly rent. A non-refundable application fee of \$20 per adult will be paid up front. Smoking is not permitted in any of our rental units. GOLD WEST OFFERS COURTESY WIFI THROUGHOUT THE COMMUNITY. Please see the move-in criteria on the reverse side of this document and Pre-conditions to lease.**

**GOLD WEST OFFERS THE FOLLOWING AMENITIES: BASKETBALL COURT, TENNIS COURT, STATE OF THE ART GYM, BILLIARD TABLES, PING PONG TABLE, SECURITY AND WE ARE A GATED COMMUNITY. GOLD WEST ALSO PAYS WATER, SEWER AND TRASH FOR ALL RENTALS.**

**BY SIGNING THIS DOCUMENT, I ACKNOWLEDGE AND UNDERSTAND THAT THE ABOVE INFORMATION WILL DETERMINE MY PRE-QUALIFICATION BEFORE I CAN TOUR AN AVAILABLE MOBILE HOME OR APARTMENT AND/OR BE GIVEN AN APPLICATION FOR RENT.**

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

**BELOW IS FOR OFFICE USE**

Applicant Pre-Qualifies Yes \_\_\_\_\_ No \_\_\_\_\_ Comments: \_\_\_\_\_

Leasing Agent initials: \_\_\_\_\_ Apt/Mobile recommended to show per criteria \_\_\_\_\_

Shown by \_\_\_\_\_

Holding fee placed Yes \_\_\_\_\_ No \_\_\_\_\_ Apt/Mobile of interest: \_\_\_\_\_ Tour of Amenities given Yes \_\_\_\_\_ No \_\_\_\_\_

Application given out? Yes \_\_\_\_\_ No \_\_\_\_\_ Application turned in ? Yes \_\_\_\_\_ No \_\_\_\_\_

Expected date of approval \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Moved in: Yes \_\_\_\_\_ No \_\_\_\_\_

**Showing Our Units is Subject To Pre-Qualifying First!**



## Follow Up

Thank You card Sent on: \_\_\_\_\_

Follow Up Call done on: \_\_\_\_\_ Number Called? \_\_\_\_\_ Spoke With?: \_\_\_\_\_

Outcome:

\_\_\_\_\_

\_\_\_\_\_

Follow Up Call done on: \_\_\_\_\_ Number Called? \_\_\_\_\_ Spoke With?: \_\_\_\_\_

Outcome:

\_\_\_\_\_

\_\_\_\_\_

### ***The following are the criteria that we follow with all applications:***

- You must have a credit score of 620 or higher and management may require utility bills to be paid in full in order to qualify
  - All applicant(s) who are 18 years or older will be added to the lease
  - If there are multiple applicants and one applicant meets the credit score of 620 or higher and the other applicant(s) have no credit score or their score is below 620 but meets the other qualifications (as listed below) they may be approved.
  - If applicant(s) score is low due to Medical Bills, the application will be submitted to Corporate Office for further review
- If applicant(s) do not have a credit score but meet all other qualifications (as listed below) they may be approved as a tenant.
  - If applicant(s) have no credit but meet all other qualifications (as listed below) they will be required to bring in 2 current bills from previous address (ie. Cell phone, credit card, utility, etc.)
- Income must be 2 ½ times the rent.
  - If one applicant has no credit score or score is below 620, the applicant that meets the score of 620 or higher will be used to qualify and their income has to be used as a combined income of all applicants in order to qualify as well and must meet the other qualifications as listed below
  - Proof of verifiable income (last 3 months pay stubs and w-2 or 1099 if self-employed).
    - If currently working we need 1<sup>st</sup> two pages of tax returns (1040) and if self-employed we need tax return including Schedule C and any other Schedules that pertain.
    - Applicant must have been on the job for a period of one (1) year
      - If applicant has been on job less than one (1) year but still works in the same industry they can be approved if they meet all other qualifications.
    - Three (3) months of bank statements are required
  - No Evictions
  - Foreclosures dated after December 2012 are automatic denial.
- No Felonies
- Must have positive rental history.
  - If you are a first time renter and meet all other criteria you can still be approved.
- Bankruptcies will be accepted however from the date of the bankruptcy there must be no adverse credit within 1 year from the date of discharge of the bankruptcy
- No co-signers
- No Section 8
- Pets are allowed (subject to management approval). There is a pet rent charge of \$35.00 per month. **(RENTERS ONLY)**
  - Only 2 pets are allowed per household. Additional pets may be allowed upon management approval.
  - With regards to pets please note some breeds are not accepted.
- A background check which includes a criminal check on every prospective tenant who is an adult.
- Any misrepresentation on the application discovered prior or after the application or the lease agreement is signed will be probable cause for denial or dismissal of the lease.
- Deposit must equal 2 months' rent. **(RENTERS ONLY)**
- 2 Forms of Identification are required
- An additional fee may be charged if employment must be verified via an outside source (i.e. The Work Number)
- Renters insurance in the amount of \$100,000 is required and must be provided to management within 30 days of moving into Gold West.
- **\*\*Please note that there is a different set of criteria in place for mobile home owners! Inquire in the office!**