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Thank you for applying to rent with us!

Typically, once we receive a completed application, we do not accept any others during the time allotted for the processing of each application. However, we may accept more than one application on an apartment, and generally do so if the applicant has not been timely in completing their responsibilities, providing required paperwork or responding in a timely manner. It is important to fulfill all requirements and complete all required tasks as soon as possible. **All application fees are non-refundable.**

**If an application is incomplete when turned in (such as no co-signer when one is obviously needed based on our written screening criteria), it will not be processed until all facets of the application are fulfilled. An incomplete application does not hold an apartment.**

If your application is approved, you should expect to be required to sign a lease and pay the security deposit and administrative fee within 1 business day of approval in order to secure the apartment. First month's rent and any additional deposits required (such as pet fees or last month's rent, if required) will be due prior to move in, along with proof of Renter's Insurance.

**Once we receive your completed application, we will begin processing it. This includes running a credit & background check, contacting your previous landlords and verifying all relevant information provided on your application. After all information is received, it will be reviewed and a decision will be made based on our screening criteria.**

## FAQs

**I don't have any credit history and I have a co-signer. Why do I need to complete the credit & background checks?**

Regardless of a lack of credit history, we review all of our potential tenants for any criminal history out of concern for safety of our current and future tenants. We also have to verify credit scores through trusted agencies.

**What if I'm self-employed and don't have pay stubs?**

In the event you don't have pay stubs and a W-2, we'd require your **two** most recent Tax Returns and Bank Statements for the past 3 months. These cases will be reviewed on an individualized basis and may result in the need for a cosigner.

**I'm paid via direct deposit and do not receive pay stubs. Can I show you my bank deposits for proof of income?**

No. Bank deposits do not show how the income is being obtained. Part of our criteria is that the income is consistent and legally obtained. Federal law gives you the right to request payroll records even if you are not provided with paystubs.

**I cannot provide proof of my income. Can I still apply?**

With a valid cosigner, yes.

**Someone has already applied to the apartment I want. Is there anything I can do to get my application in front of theirs?**

No. We take applications on a first-come, first-serve basis. The first completed application we receive has priority until it otherwise falls through. At our discretion, we may accept a back-up application that we will process only in the event the first application does not go through.

**I am cosigning for my child, who has a roommate. Am I only cosigning for his or her portion of the rent?**

No. All signers and guarantors on a lease are each equally and severally liable for the lease—that includes the total rent. Westview does not accept split payments nor will we assist in splitting rents amongst roommates; one payment for the full amount of rent is due and payable by the 1<sup>st</sup> of the month.