

CALIFORNIA WEST RENTAL POLICY

Often more than one group of applicants will apply for an individual property. To ensure fairness in the selection process, and to make the application process easier for everyone, we work to give consistent information regarding our requirements.

Before we can accept your application, you or someone on your behalf must view the unit with a representative of California West.

*Applications can be found at **apply.california-west.com**

Our Acceptance Requirements:

- Application(s) for all occupants and all cosigners MUST BE completely filled out and submitted via email to **apply@california-west.com** (Subject line: 1st address on your app.) *within 24 hours of viewing the unit;
- Applicants, if applying in a group, MUST turn in all applications at the same time when submitting, but may apply separately online and should follow up with an e-mail or phone call to our office to confirm receipt of all necessary paperwork; and
- All application fees of \$20 per applicant (INCLUDING CO-SIGNERS/ADDITIONAL \$20) MUST BE paid by calling in and providing Credit/ Debit Card over the phone, after you email your applications ***Also within 24 hours.***

**** If any applicant receives part of their income from financial aid, grants, savings, family, or parents, then they are required to submit via fax, email or in person as follows:**

A co-signer form must be completely filled out and **signed by the co-signer** within 24 hours of the showing time.

Remember: Application(s) COMPLETELY filled out, and SIGNED;
Co-Signer Form(s) COMPLETELY filled out, and SIGNED;
\$20 application fee paid via phone per applicant (INCLUDING CO-SIGNERS); and
Everything must be submitted within 24 hours of the showing.

www.california-west.com
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