



9666 Olive Blvd. Suite 116 • St. Louis, MO 63132
Tel 314.994.7440 • Fax 314.994.3242 • www.WestEndMgt.com

HOW TO APPLY FOR A LEASE

Like purchasing a property, leasing a property is a real estate transaction and certain procedures must be followed. If not understood, please seek competent legal advice.

No application will be processed or presented to a property owner until the following documents and processes have been completed and received. Processing time is normally 3 to 5 working days.

1. RENTAL APPLICATION(S)

Applicant(s) must complete both sides of the application including the following:

- A. The property address
- B. The requested length of lease
- C. The requested move-in date
- D. The monthly rent amount
- E. Any exceptions to property conditions/special requests (attach a separate sheet if necessary – do not assume anything will be done to the property unless you request it in writing)
- F. Submit two most recent paycheck stubs

Note: failure to complete each blank line and provide all information requested may cause a delay in the processing of the application.

2. Credit Report/Application Processing Fee

\$50 per person for the FIRST TWO (2) ADULT PERSONS and \$10 for EACH ADDITIONAL ADULT- payable to West End Management and Leasing Services, Inc. This can be a personal check.

3. Copy of Each Applicant's Drivers License/State ID or Passport

The completed Application(s), Check and Copy of Identification must be delivered to:

**West End Management & Leasing Services, Inc.
9666 Olive Blvd, St. Louis 63132**