



REAL ESTATE MANAGEMENT, INC.  
*Managing Beautifully!*

# RENTAL APPLICATION PACKET

## OUR RENTAL PROCEDURE

### #1 - YOU WILL:

- Choose a property
- Fill out an application
- Submit your proof of income
- Submit your application fee

### #2 - WE WILL:

- Run your credit and background check
- Check your references
- Talk with the owner of the property
- Call you with the results

### #3 - IF APPROVED:

- We will need the Security Deposit in money order or Cashier's Check form

## TIPS FOR FILLING OUT A SUCCESSFUL APPLICATION

### IMPORTANT:

Before you do anything, please read our Rental Criteria Sheet Carefully!  
If you feel you may not meet our criteria for any reason, please take a moment to discuss your concerns with a member of our staff.

1. We need a separate application for each person over 18 years who will be residing at the property.
2. Once you feel comfortable that you will meet the criteria outlined in our Rental Criteria sheet, start filling out the application.
3. **Please print clearly.** If your handwriting is illegible, your application will be denied and your app fee will be returned.
4. Please DO NOT leave any spaces blank. If a question does not apply to you, put "N/A".
5. We are looking for TWO landlord references. If you are currently living at a temporary residence (i.e. relatives or friends; or a motel), this will not qualify as one of the references we are seeking, but please write it down. Additional landlord references can be added on the back of the form.
6. Proof of employment or income is required. A current pay stub(s) or bank statement(s) will be requested from you. If you are self-employed, please submit your previous years' tax return.
7. Along with a signed application, be sure to sign and submit the "Rental Criteria Sheet", the "Crime Free Lease Addendum" & the "Release of Information" form.
8. Include the Application Fee(s) – Applications will not be processed until we receive this fee. **Fee must be in Money Order or Cashier's Check form. No personal checks are allowed in the application process.**
9. Please call our office if you need further clarification about the application or the application process.

*NOTE: We do a thorough job screening of applicants. Be patient as we verify the information you provide.*

# RENTAL CRITERIA

THE FOLLOWING TENANT SCREENING CRITERIA WILL BE STRICTLY ADHERED TO.  
THIS ENSURES FAIRNESS AND EQUAL CONSIDERATION TO ALL APPLICANTS

## APPLICATION REQUIREMENTS:

- Each adult (over 18 years) must complete and sign a separate application.
- The application processing/credit verification fee is **\$35** for each adult.
- Because this fee is NON-REFUNDABLE, we encourage you to preview the property and to ask questions about the application process prior to submitting an application.
- Your application will be rejected if any information is missing, so please be thorough.
- It is the policy of New Valley Real Estate not to accept co-signers on applications.

## CREDIT REQUIREMENTS:

- New Valley Real Estate will obtain a consumer credit report for each applicant. Minimum acceptable credit consists of active accounts which are in good standing.
- The following may be grounds for denial:
  - 1) Unsatisfied judgments, liens or collections
  - 2) Bankruptcy within the past three years
  - 3) Unlawful Detainer within the past 5 years.
  - 4) Previous Eviction
  - 5) Total debt in excess of 28% of gross income.
  - 6) Account Payments over 60 days late
  - 7) Low credit scores (acceptable credit scores are 600+)
  - 8) Negative report from previous landlord
  - 9) Using threatening or abusive language or behavior with management staff during application process

## INCOME REQUIREMENTS:

- Applicant must have verifiable gross income.
- Other income (retirement, child support, disability payments, etc.) must have documentation to be included in income totals.
- If applicant is self-employed, a copy of last year's income tax return and your last three month's bank statements will be required.

## FAIR HOUSING:

NVREM abides by all Federal and Nevada Fair Housing laws. We do not discriminate on the basis of.....



- Race • Color • Sex • Familial Status • Religion
- Disability or Handicap • National Origin • Ancestry
- Sexual Orientation, Gender Identity or Expression

## OCCUPANCY STANDARDS:

- As a rule, the maximum number of occupants allowed is two persons per bedroom plus one.  
(Example: 2 bedrooms = 5 persons)

## ANIMALS:

- Each property owner decides what their policy is regarding animals.
- No dogs, cats, birds, reptiles, fish, rodents, miniature horses, or exotic animals are permitted to reside at the property unless the animal has been authorized by the property owner.
- **Having any unauthorized animal at the property will be grounds for immediate eviction. (visiting animals included)**
- If you have any kind of animal, please fill out the **Animal Application**. If your animal is a "service" or "therapy animal" we will need written verification from your medical provider or therapist, that the need for a service animal is a valid request. (*We do not need to know the nature of the disability*)

## LANDLORD REFERENCES:

- Unless the applicant has owned their home, the rental application must include all information needed to sufficiently verify two landlord references. (These must be the two most recent residences).
- Verification of tenancy with previous landlords will include the following questions:
  - 1) Dates of occupancy.
  - 2) Any late payments? If yes, how many?
  - 3) Were tenants refunded their full deposit?
  - 4) Would they rent to applicant again?

## APPLICATION ACCEPTANCE:

- After acceptance by New Valley and owner, applicant will pay the rent/security deposit in secured funds in the form of a money order or cashier's check.
- Should applicant fail to enter into a rental/lease agreement, applicant forfeits the full deposit or a pro-ration thereof as compensation to the landlord for taking the property off the market.
- The first month's rent must also be paid in secured funds with a money order or cashier's check.
- **We do not accept cash for payment of rents.**

**A SEPARATE SIGNED RENTAL CRITERIA SHEET MUST BE SUBMITTED WITH EACH APPLICATION.**

*I understand and agree to the above stated rental criteria policy. I further understand that the landlord has the right and ultimate decision to either accept or reject this application.*

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_



## CRIME FREE LEASE ADDENDUM

In consideration for the execution or renewal of a lease of the dwelling unit identified in the lease, Manager or Owner and Resident agree as follows:

Resident, any member(s) of the resident's household, a guest or any other person affiliated with the resident on or off the resident premises:

1. Shall not engage in criminal activity, including drug-related criminal activity, on or off the said premises. "Drug related criminal activity" means the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use an illegal or controlled substance (as defined in Section 102 of the Controlled Substance Act [21 U.S.C. 802]).
2. Shall not engage in any act intended to facilitate criminal activity.
3. Will not permit the dwelling unit to be used for, or to facilitate criminal activity.
4. Shall not engage in the unlawful manufacturing, selling, using, storing, keeping or giving of an illegal or controlled substance as defined in N.R.S.453.566 and N.R.S.453.321, at any locations, whether on or off the dwelling unit premises.
5. Shall not engage in any illegal activity, including, but not limited to:
  - a: prostitution as defined in N.R.S. 201.295;
  - b: criminal street gang activity as defined in N.R.S. 193.168;
  - c: assault and battery as prohibited in N.R.S. 200.471, and N.R.S. 200.481, including domestic battery;
  - d: the unlawful discharge of a weapon, on or off the dwelling unit premises, as prohibited in N.R.S. Chapter 202; or
  - e: any breach of the lease agreement that jeopardizes the health, safety and welfare of the landlord, his agent, or other tenant, or involving imminent or actual serious property damage.
6. VIOLATION OF THE ABOVE PROVISIONS SHALL BE A MATERIAL AND IRREPARABLE VIOLATION OF THE LEASE AND GOOD CAUSE FOR IMMEDIATE TERMINATION OF TENANCY. A single violation of any of the provisions of this added addendum shall be deemed a serious violation, and a material and irreparable non-compliance. It is understood that a single violation shall be good cause for immediate termination of the lease. Unless otherwise provided by law, proof of violation shall not require a criminal conviction, but shall be by a preponderance of the evidence.
7. In case of conflict between the provisions of this addendum and any other provisions of the lease, the provisions of this addendum shall govern.
8. This LEASE ADDENDUM is incorporated into the lease executed or renewed this day between Manager or Owner and Resident.

If you are approved for one of New Valley's Rental Properties, be aware that this document will be included in the lease. For this reason, we ask that you please read it carefully prior to submitting an application.



# RENTAL APPLICATION

Applicants **18 years and older**, must submit a separate Rental Application Packet.  
 Application Fee is **\$35 per person** (CASH, CASHIER'S CHECK, or MONEY ORDER)

### PLEASE PRINT

HOW DID YOU HEAR ABOUT NEW VALLEY?  NEW VALLEY WEBSITE  CRAIG'S LIST  SIGNAGE  OFFICE RENTAL LIST  FRIEND

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_ Property Applying For: \_\_\_\_\_

Hm Phone #: \_\_\_\_\_ Cell phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Soc Sec #: \_\_\_\_\_ Birth date: \_\_\_\_\_ DL #: \_\_\_\_\_ State: \_\_\_\_\_

Requested Occupancy Date: \_\_\_\_\_ Anticipated Length of Occupancy: \_\_\_\_\_ Length of lease requested?  6 mo  12 mo  Other Have you viewed the property?  Yes  No

Name of Proposed Occupants	Relationship	Date of Birth		Names continued	Relationship	Date of Birth

### Present Address

Street: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Your Mailing Address If Different from Street Address: \_\_\_\_\_

Do you  rent  own or  other? Landlord Name: \_\_\_\_\_ Landlord Ph #: \_\_\_\_\_

Rent / Mortgage Amount: \_\_\_\_\_ Rent Deposit Amount Paid: \_\_\_\_\_ Rent Deposit Amount Refunded: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

### Previous Address

Street: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Did you  rent  own or  other? Landlord Name: \_\_\_\_\_ Landlord Ph #: \_\_\_\_\_

Rent / Mortgage Amount: \_\_\_\_\_ Rent Deposit Paid: \_\_\_\_\_ Rent Deposit Refunded: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

### Present Employment or Other Sources of Income:

Your Occupation/Title: \_\_\_\_\_ Employer or Income Source: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Gross Income: \_\_\_\_\_ /wk, month, year Supervisor: \_\_\_\_\_  
(Circle one)

### Previous Employment or Other Sources of Income

Your Occupation/Title: \_\_\_\_\_ Employer or Income Source: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

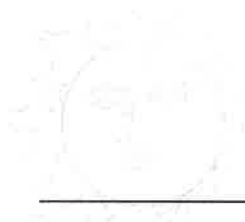
Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Gross Income: \_\_\_\_\_ /wk, month, year Supervisor: \_\_\_\_\_  
(Circle one)

### Miscellaneous

DO YOU SMOKE/VAPE?  YES  NO (All of our units and garages are NON-SMOKING/ NON-VAPING, if you smoke/ vape, you will have to smoke/ vape outside the property)

DO YOU HAVE ANY ANIMALS?  YES  NO

If yes, please fill out the "REQUEST TO HAVE AN ANIMAL RESIDE AT RENTAL PROPERTY" form, (and attach it to this application)



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PLEASE PRINT NAME: \_\_\_\_\_

BANK: Name: \_\_\_\_\_ Branch: \_\_\_\_\_

VEHICLES (include all that will be at the property)

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ Year: \_\_\_\_\_ State & License #: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ Year: \_\_\_\_\_ State & License #: \_\_\_\_\_

**Nearest Relative - (Emergency contact #1)**

Name & Relationship: \_\_\_\_\_ / \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

**Nearest Relative - (Emergency contact #2)**

Name & Relationship: \_\_\_\_\_ / \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

**Personal References (Local Preferred) – List 2**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Have you ever filed for bankruptcy?  Yes  No

Have you ever been evicted from any residence or had an eviction notice served on you?  Yes  No

Have you ever intentionally refused to pay any rent when due?  Yes  No

Have you ever been convicted of a misdemeanor or felony other than a traffic or parking violation?  Yes  No

Are you a current illegal abuser or addict of a controlled substance?  Yes  No

Have you ever been convicted of the illegal manufacture or distribution of a controlled substance?  Yes  No

If you checked "Yes" to any of the above questions, please provide us with additional information on a separate page.

I DECLARE THAT THE FOREGOING IS TRUE AND CORRECT, AND I AUTHORIZE NEW VALLEY REAL ESTATE MANAGEMENT, INC. TO VERIFY ALL INFORMATION PROVIDED BY ME HEREIN. By signing below, I further understand and agree that the landlord has the right and ultimate decision to either accept or reject this application. I further agree that the Landlord/Property Manager may terminate any agreement entered into based on any misrepresentation made above. Applications will not be processed if unsigned, incomplete or if the associated processing and credit check fees have not been paid.

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



## **RELEASE OF INFORMATION**

**I HEREBY AUTHORIZE NEW VALLEY REAL ESTATE MANAGEMENT, INC. TO VERIFY ALL INFORMATION PROVIDED BY ME PERTAINING TO MY RENTAL APPLICATION.**

**RELEASE OF INFORMATION APPROVAL:**

\_\_\_\_\_  
**APPLICANT'S SIGNATURE**

**DATE:** \_\_\_\_\_

**10 August 2017 1664 US HWY 395 N ^ SUITE 106 ^ MINDEN ^ NV ^ 89423  
PHONE (775) 782-0123 FAX (775) 782-8100  
info@new-valley.com**

## REQUEST TO HAVE AN ANIMAL RESIDE AT RENTAL PROPERTY

DATE: \_\_\_\_\_ NAME: \_\_\_\_\_ Applicant(s),

Hereby request to have the below listed animal(s) reside at \_\_\_\_\_

(Rental Property)

Animal Type	Animal's Name	Age	Breed	Weight	Circle One	Spayed/Neutered	Photo
<input type="checkbox"/> Dog:				lbs.	Male Female	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
<input type="checkbox"/> Dog:				lbs.	Male Female	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
<input type="checkbox"/> Cat:				lbs.	Male Female	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
<input type="checkbox"/> Cat:				lbs.	Male Female	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
<input type="checkbox"/> Other:				lbs.	Male Female	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>

- Have any complaints from landlords, neighbors, or local government, been filed against you regarding your animal? Such complaints may include: excessive barking, biting, chewing, aggressive behavior or behavior which caused damage to the property or caused physical harm to others?  No  Yes
- If "YES", please explain: \_\_\_\_\_

### HOUSE RULES REGARDING ANIMALS:

- No animals may reside at or "visit" the property unless listed above and approved (in writing) by the property owner and/or his or her representative agent. If approved, the Tenant's Security Deposit shall be **increased by a minimum of \$200 for each approved animal**. The amount of the "additional deposit" is determined by the Property Owner. Such deposit is fully refundable to the tenant - unless needed to pay for "TENANT-CAUSED" or "ANIMAL-CAUSED" dirt, damage, component repair or component replacement.

**"SERVICE", "EMOTIONAL-SUPPORT", or "THERAPY" ANIMALS:** If the owner of the property you are applying for has a "NO PETS POLICY", our office will need **written verification** from your **doctor or therapist** that the animal you are requesting to reside at the property with you is a valid, and genuine part of your emotional, or psychological therapy.

Name of Doctor/ Therapist: \_\_\_\_\_ Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### HOMEOWNER ASSOCIATIONS:

Is the **rental property** you are **applying for** located in an **HOA? Yes / No**

If **YES**, tenant will be provided HOA RULES. Please be advised that the HOA has the right to fine the property owner for violations of HOA Rules – including **violations regarding animals**.

Any **tenant-caused fine** shall be **charged to the tenant**.

### Office Use Only:

Managing Agent has reviewed applicant's request to have the above stated animal or animals reside at the property.

Property Owner/Agent hereby:

- Denies Applicant's Animal request**  
 **Approves Applicant's Animal Request**

Additional Security Deposit of: \$ \_\_\_\_\_ shall be required for each of the above stated animal(s).

Total Additional Security Deposit required: \$ \_\_\_\_\_

Applicant has thoroughly read the above information:

Applicant(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Managing Agent: \_\_\_\_\_ Date: \_\_\_\_\_