



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) Eviction
  - 5) Total debt in excess of 28% of gross income.
  - 6) Payments more than 60 days late
  - 7) Low credit scores
  - 8) Felony conviction
  - 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.

## OCCUPANCY STANDARDS:

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

## FAIR HOUSING:

NVREM abides by all Federal and Nevada Fair Housing laws.

We do not discriminate on the basis of:

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



## PETS:

Each property has its own pet policy. No dogs, cats, birds, reptiles, fish, rodents, or other exotic animals are permitted unless authorized by the property owner.

## LANDLORD REFERENCES:

- Unless applicant has owned their home, application must include all information needed to verify two landlord references. (These must be the two most recent residencies).
- Verification of tenancy with 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 payments.

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: \_\_\_\_\_

6/2/2016



## 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.

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Manager's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name / Address of Property

# New Valley

## 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 #: \_\_\_\_\_

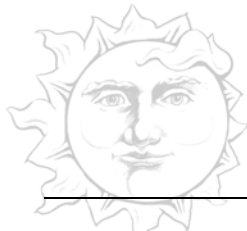
Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Gross Income: \_\_\_\_\_ /wk, month, year Supervisor: \_\_\_\_\_  
(Circle one)

**Miscellaneous**

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

ANIMALS:  YES  NO

If you have any pets, please fill out the "**APPLICATION FOR PET APPROVAL**" form, (and attach it to this application)



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 – List 2 (Emergency contact)**

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

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

**Nearest Relative - (Emergency contact)**

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

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



## APPLICATION FOR PET APPROVAL

This is an application between \_\_\_\_\_ (applicant)  
 and \_\_\_\_\_ (Mgmt Co/Owner)  
 to have a pet at the Rental Property located at \_\_\_\_\_.

Tenant requests approval to keep the pet(s) described below at the Property:

Number of Dogs \_\_\_\_\_ Cats \_\_\_\_\_ Other \_\_\_\_\_

If "Other" please explain: \_\_\_\_\_

Tenant to provide the following documentation to Management:

Pet Identification		Name	Age	Breed	Weight	Circle One	Spayed/Neutered		Photo of Pet Received
<input type="checkbox"/> Dog	<input type="checkbox"/> Cat				lbs	Male/Female	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<input type="checkbox"/> Dog	<input type="checkbox"/> Cat				lbs	Male/Female	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<input type="checkbox"/> Dog	<input type="checkbox"/> Cat				lbs	Male/Female	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<input type="checkbox"/> Dog	<input type="checkbox"/> Cat				lbs	Male/Female	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes

Has there ever been complaint(s) filed against your pet by any authority for excessive barking, biting and/or aggressive behavior?  No  Yes If yes, please explain: \_\_\_\_\_

**House rules:**

1. Tenant agrees to keep pets on a leash when not in a fenced backyard.
2. Tenant agrees to clean up all waste on the Property as well as in any common area(s) on a regular basis.
3. Tenant agrees to abide by all rules, regulations and CC&R's with respect to pet ownership if Property is located in a Common Interest Community knowing there are fines that could be Imposed on them if they do not abide by the rules. Tenant will receive a copy of said rules.
4. Tenant acknowledges and understands that the representations contained herein are considered one of the major provisions of the Residential Lease Agreement and as such, violation of this provision could be grounds for termination of the Rental Agreement.
5. No other pets may reside/visit at the property unless listed above.

Dated \_\_\_\_\_

Tenant \_\_\_\_\_

Tenant \_\_\_\_\_

Owner, thru Owner's Managing Agent, having reviewed this Application of Pet Approval submitted by Tenant(s) and:

Approves Tenants Application

OR

Rejects Tenants Application

Managing Agent: \_\_\_\_\_ Dated: \_\_\_\_\_