

Rental Application Guidelines



All applicants are screened in accordance with Federal Fair Housing Guidelines prohibiting discrimination based race, color, religion, national origin, family status, disability or handicap, sex, sexual orientation and ancestry (NV law).

Complete Application

Every occupant over the age of 18 (even if claimed as a dependent) is required to be screened and submit an independent application. We will only process complete applications. Items in a complete application include:

- RE/MAX Advantage Rental Application Guidelines
- GLVAR Rental Application
- Last 30 days paycheck stubs for each applicant
 - Bank Statements (60 days) if self-employed with income highlighted
- Full application fee in certified funds made payable to RE/MAX Advantage.
 - Application fee is not refundable.**
 - \$80 for first applicant, \$30 for each subsequent resident over the age of 18
- If applicable, a separate pet application must be submitted.
- Each new lease will include a one-time \$100.00 move in/ lease prep fee.
 - Cash is never accepted at our offices

DO NOT SUBMIT COPIES OF ANY PHOTO ID WITH APPLICATION!!!

Photo ID will be required after approval and prior to occupancy

Applications must be dropped off at:

- **10075 S. Eastern, Suite 103 Henderson, NV 89052 (St Rose and Eastern)**

Applications can be dropped off during business hours only:

- Monday – Friday: 8:30 AM – 5:30 PM
- Saturday & Sunday - CLOSED

RE/MAX Advantage generally will not hold a property longer than 14 days prior to lease start date. Check with the property manager if you need a hold longer than 14 days.

Application Processing

Rental applicants are advised that RE/MAX Advantage reserves the right to process multiple applications for this property. We are obligated to secure the best tenant candidates possible for the owners we represent.

Applications are submitted to Leasing Desk/ Tenant Screening for credit, eviction, previous addresses, employment and criminal screening reports. The property manager will contact applicants if additional information or explanation is required. Applications are typically processed within 2 business days. If denied, the applicant will receive a denial letter in the mail after notification via phone or email.

****If you know of credit issues, each applicant is encouraged to write a short explanation as to the nature of the credit fault (short sale, unemployment, foreclosure, medical, etc.). Primary criteria used in qualifying prospective tenants are:**

- 650 FICO minimum
- Dependable/verifiable rental history
- Applicant gross income to be a minimum of 3 times monthly rent

If an applicant does not meet the standard requirements, an additional security deposit may be requested up to triple the amount of the monthly rent. In some cases, depending on the strength of the application, applicants may not be approved regardless of additional deposit. Property owners will have the final decision in the approval process.

Approval

The applicant / co-applicant agrees to submit a deposit equal to one month rent within 24 hours of approval to take the property off the market and to execute a lease agreement. **Said deposit is to be paid in certified funds payable to RE/MAX Advantage.** All remaining move-in funds will be submitted at time of key pick-up. This deposit is non-refundable until the completion of the agreed lease term. Should the applicant decide to not rent the property after submitting the deposit, the deposit will be retained by the owner as administrative expense.

Security Deposits

Any balances for Security deposits, Cleaning deposits, Keys/remotes deposits are all required at time of key pickup in certified funds. These deposits may vary from property to property per agreement with each owner. Return of deposits are per each lease and may be fully refundable if the property is in as good or better condition upon vacancy.

RENT MOVE-IN FUNDS MUST BE SEPARATE FROM ANY SECURITY DEPOSITS.

Initial _____Initial _____ Tenant will be required to have property mailbox rekeyed upon move-in. RE/MAX Advantage does not accept return of mailbox keys from tenants. USPS.gov will provide the nearest post office to obtain keys for respective mailboxes.

Initial _____Initial _____ Proof of Renter's Insurance will be required at time of key pick up.

Pets

Pet approval and breed are the decision of the property owner. A separate application for a pet must be submitted. Pet Fees apply per pet and are non-refundable. Applicant understands there may be severe penalties for failure to disclose a pet prior to occupancy. Service/assistance animals are excluded.

This property is offered and accepted in its present condition including but not limited to the following;

- Overall interior cleanliness
- All present appliances appearance and performance
- Condition of paint, flooring, interior/exterior window coverings and screens
- Landscaping (trees, lawn, shrubs and exterior lighting)
- Any debris or miscellaneous items present in or about the property.

Any concerns regarding the appearance of the property should be addressed below. This is a request, subject to approval by the owner, and not agreed to unless in writing.

Initial _____ **Initial** _____

My/Our application is 100% contingent on the request above. I/We understand our application will not be processed until owner approval is obtained for the above items. I/We understand additional applications may be received and processed during this period.

Which real estate agent showed you the property?

Name: _____

Email: _____

Company: _____

Ph #: _____ PID: _____

Applicant(s) have read and understand all the above and hereby authorizes RE/MAX Advantage to perform tenant screening services.

Applicant (Print)

Applicant (Print)

Signature

Signature

RE/MAX Advantage Property Management

RE: _____ (property application address)

Rental Verification Authorization

I/WE _____ authorize our Current
Landlord / Property Manager _____ for the address
_____ to respond to the questions below.

Applicant (Print)

Applicant (Print)

Signature

Signature

=====

Current Landlord, the above applicant(s) hereby grant permission to you to answer the following questions to assist in their application with RE/MAX Advantage.

1. Is the applicant still under lease? _____
2. Has the tenant ever been late? # of Times? _____
3. Has an eviction ever been initiated? _____
4. Has (had) the applicant damaged the unit? *Describe* _____
5. Has the applicant paid for the damage? _____
6. Would you rent to this applicant again _____

Name of person completing: _____ Date _____

Please fax back to **(702) 251-4855** or email Team@AndrewTeam.com

Thank you for your time and cooperation! - Chad Andrew



EQUAL HOUSING
OPPORTUNITY

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SALARY: \$ _____ (Monthly) SUPERVISOR: _____

OTHER INCOME: SOURCE _____ AMOUNT: \$ _____

PRIOR EMPLOYER (IF LESS THAN 3 YEARS): _____ PHONE # _____

HOW LONG? _____ EMPLOYED AS _____

SALARY: \$ _____ (Monthly) SUPERVISOR: _____

CREDIT REFERENCES: BANK _____ ACCT.# _____

ADDRESS _____

XX

CO-APPLICANT: _____

SSN # _____ DL# _____ STATE _____ BIRTH DATE _____

PHONE # _____ EMAIL _____

CURRENT ADDRESS: _____

CITY, STATE, ZIP _____

LANDLORD NAME / MORTGAGE HOLDER: _____ PAYMENT: _____

PHONE # _____ HOW LONG? _____ (PLEASE CHECK ONE) ☐ OWNED OR ☐ RENT

REASON FOR LEAVING _____

PRIOR STREET ADDRESS: _____

CITY, STATE, ZIP _____

LANDLORD NAME / MORTGAGE HOLDER: _____

PHONE # _____ HOW LONG? _____ (PLEASE CHECK ONE) ☐ OWNED OR ☐ RENT

CURRENT EMPLOYER: _____

HOW LONG? _____ EMPLOYED AS _____

ADDRESS: _____

CITY, STATE, ZIP _____

PHONE # _____ FAX# _____

SALARY: \$ _____ (Monthly) SUPERVISOR: _____

OTHER INCOME: SOURCE _____

AMOUNT: \$ _____

PRIOR EMPLOYER(IF LESS THAN 3 YEARS): _____ PHONE # _____

HOW LONG? _____ EMPLOYED AS _____

SALARY: \$ _____ (Monthly) SUPERVISOR: _____

Applicants Initials: [_____] [_____]

Rental Application

CREDIT REFERENCES: BANK _____ ACCT.# _____

ADDRESS _____

[illegible]

AUTOMOBILES:

MAKE _____ MODEL _____ LIC# _____ STATE ____ YR _____ COLOR _____

MAKE _____ MODEL _____ LIC# _____ STATE ____ YR _____ COLOR _____

MAKE _____ MODEL _____ LIC# _____ STATE ____ YR _____ COLOR _____

[illegible]

IN ADDITION TO APPLICANT(S), OTHER PERSONS TO BE AT PREMISES:

NAME

RELATIONSHIP

AGE

OCCUPATION

PETS? (Y/N) _____ HOW MANY? Cats _____ Dogs _____ Other _____

Name	Age	Cat or Dog?	Breed	Weight	Spayed or Neutered?

If Other, please explain: _____

HAS ANY APPLICANT EVER FILED BANKRUPTCY? _____ GIVE DETAILS _____

HAS ANY APPLICANT EVER BEEN EVICTED?	EXPLAIN
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HAS ANY APPLICANT EVER BEEN EVICTED? _____ EXPLAIN _____

HAS ANY APPLICANT EVER WILLFULLY REFUSED TO PAY RENT WHEN DUE?	EXPLAIN
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HAS ANY APPLICANT EVER WILLFULLY REFUSED TO PAY RENT WHEN DUE? _____ EXPLAIN _____

HAS ANY APPLICANT OR OCCUPANT EVER BEEN CONVICTED OF A GROSS MISDEMEANOR OR FELONY?

HAS ANY APPLICANT OR OCCUPANT EVER BEEN CONVICTED OF A GROSS MISDEMEANOR OR FELONY?

YES ☐ OR NO ☐ IF YES PLEASE EXPLAIN _____

Applicants Initials: [_____] [_____]

Rental Application

