



RENTAL APPLICATION PROCEDURES

Attached is an application for the property located at _____. The monthly rent is \$_____ (not including any applicable utility fees). The initial security deposit is \$_____. The non-refundable application processing fee is \$25.00 per adult and will be accepted as MONEY ORDER or CASH ONLY. For cash, please provide exact amounts as Western Nevada Management does not provide change. It is the Applicant(s) responsibility to submit the application with the appropriate processing fees. Applications will **only** be accepted on a first come first serve basis.

Applicant(s) have the option of leaving a deposit at the time of submission of application, which will take the property off the market until it has been determined if the application has been approved or denied. For Cashier's Checks and/or Money orders, please keep deposit monies separate from rent INITIAL DEPOSITS MUST BE PAID IN FULL PRIOR TO APPLICANT(S) TAKING POSSESSION OF THE PREMISES. In the event that a deposit is not left at the time of submission of application, Applicant(s) acknowledge that should another party leave an application and the deposit, then that party is considered first in line for the property. If application has been approved, by signature(s) below, Applicant(s) agree to execute a written rental agreement, or they will forfeit their deposit. If application is not approved, the deposit is 100% refundable. Qualifying guidelines for approving applications include but are not limited to gross monthly income, credit history, and/or rental history. **ALL MOVE-IN COSTS ABOVE AND BEYOND THE PROCESSING FEE LISTED ABOVE WILL BE ACCEPTED IN THE FORM OF CASHIER'S CHECK OR MONEY ORDER ONLY.**

Applicant(s) acknowledge that they may be responsible for the following marked utilities to be verified at lease signing for the duration of their residency in the above listed property. This excludes any changes that may occur upon proper notice and/or expiration of any signed lease agreements:

Water _____
 Gas _____
 Electric _____
 Trash _____
 Sewer _____
 Oil _____
 Propane _____
 Cable/Dish Network
 Telephone/Internet

Applicant Signature _____

Date _____

Applicant's Desired Move In Date _____

Initial Lease Term _____



Rental Application

Applicant's Personal Data (Please Print)

Full Name: First-Middle-Last-Generation	Birth Date	Drivers License #	State	Social Security

Other Persons to Occupy the Property

Full Name: First-Middle-Last-Generation	Age	Relationship	Occupation

Residence History

Address-City-State-Zip	Date	Monthly Rent	Owner/Manager Name & Phone # & Fax #
Present			
Previous			
Prior			

Employment History

Company Name	Address	Job Title	Supervisor Name/Phone # & Fax #	Dates Employed	Salary
Present					
Previous					
Prior					

Banking Information

Bank Name	Phone #	Account #	Balance

Credit/Loan Accounts

Company Name	Account #	Amount Borrowed	Monthly Payment	Balance

Automobiles

Make	Model	Year	Color	License #	Legal Owner	Payment

References (Not related to you)

Name	Phone #	Relationship	Length Acquainted	Occupation

Nearest Relative and/or Emergency Contact

Name	Relationship	Address	Phone #

	Yes	No
Has any Civil judgment been entered against you for the collection of a debt in the past ten (10) years?		
Do you have any water filled furniture or do you intend to get any water filled furniture?		
Do you smoke?		
Do you have any pets or do you intend to get any pets?		
Have you filed for bankruptcy in the past ten (10) years?		
Have you ever been evicted or have you ever refused to pay rent for any reason?		
Have you, or do you intend to, possess, sell, or use illicit drugs or narcotics in your residence?		
Have you ever lived here before or do you know anyone living here now or in the past?		
Have you ever been arrested for a felony or convicted of a misdemeanor?		
If you have answered "YES" to any question, please explain fully:		
How did you hear of this vacancy?		

I understand that I acquire no right to the rental property until a fully executed rental agreement has been completed and all monies due have been paid. I certify that to the best of my knowledge, all statements are true and complete.

Applicant Name PRINTED

Home Phone

Work Phone

Cell Phone

Applicant Signature

Date

**ACCESS CREDIT REPORTS, LLC
A SUBSIDIARY OF ZIP REPORTS**

AUTHORIZATION TO RELEASE CREDIT INFORMATION

I understand that Access Credit Reports, LLC will be preparing my record report. I authorize my creditors to release to Access Credit Reports, LLC all information necessary to complete said report. I further authorize my creditors to release said information by telephone, and request it to be done in this manner whenever possible.

Dated this _____ day of _____, 20_____

Applicant's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Signature: _____ SSN: _____

Date of Birth: _____

In the event of an Adverse Action on said application, I, as the applicant, understand that the Consumer Reporting Agency that supplied the report did not make the decision to take said action and cannot give specific reasons for said action. I have the right to dispute the accuracy or completeness of any information the agency furnished, and the right to obtain a free consumer report from the agency upon written request within 60 days from:

A Subsidiary of Zip Reports
255 West Moana Lane Suite 101
Reno, Nevada 89509
Phone: 775-823-5555
Fax: 775-823-5560

In compliance with the Fair Credit Reporting act, Western Nevada Management is informing you that information as to your character, general reputation and mode of living will be verified. As the prospective tenant, by signing said application, you agree that facts set forth in this application are true and complete, and that a complete investigation of all on this application will not constitute invasion of privacy. You authorize Access Credit Reports to obtain credit reports, bank information, employment information, and/or character reports as necessary. You authorize your employers and/or references to release such information as necessary. Access Credit Reports has your permission to release information found in screening to Western Nevada Management. You understand that any misrepresentation will be sufficient cause for dismissal or voiding of this application. False, fraudulent or misleading information reported may be grounds for denial of tenancy, or subsequent eviction.



EMPLOYMENT VERIFICATION
(SIGN BOTTOM ONLY)

REPORT TO: Jodi Corona FAX: 775-284-4465 DATE: _____

NAME OF APPLICANT _____

SOCIAL SECURITY NUMBER: ***-**-_____

DATE OF EMPLOYMENT: FROM: _____ TO: _____

POSITION HELD: _____

RATE OF PAY: _____

ADDITIONAL COMMENTS: _____

VERIFIED BY: _____

TITLE: _____

DATE: _____

LANDLORD REQUESTING INFORMATION: WESTERN NEVADA MANAGEMENT, INC.

In Compliance with the Fair Credit Reporting Act, we are informing you that information as to your character, general reputation and mode of living will be verified. The facts set forth in this application are true and complete. I/We as the prospective tenant(s) agree that a complete investigation of all on this application will not constitute invasion of privacy. I/We authorize Western Nevada Management (WNM) to obtain credit reports, bank information, employment information, and/or character reports as necessary. WNM has permission to release information found in screening. I/We understand any misrepresentations will be sufficient cause for dismissal or voiding of this application. False, fraudulent or misleading information may be ground for denial of tenancy, or subsequent eviction.

SIGNED: _____

DATE: _____



TENANT RENTAL HISTORY VERIFICATION
(SIGN BOTTOM ONLY)

REPORT TO: Jodi Corona **FAX:** 775-284-4465 **DATE:** _____

NAME OF APPLICANT (1) _____

NAME OF APPLICANT (2) _____

ADDRESS: _____

APPROXIMATE MOVE-OUT DATE: _____

APPLICANT IS/WAS ON A LEASE: _____ **OR MONTH-TO-MONTH AGREEMENT** _____

MOVE-IN DATE _____ **MOVE-OUT DATE** _____

MONTHLY RENTAL RATE:\$ _____

LEASED IN THEIR NAME (APPLICANT 1): YES NO

LEASED IN THEIR NAME (APPLICANT 2): YES NO

PAID RENT ON TIME? YES NO **IF LATE, HOW MANY?** _____

NSF CHECKS? YES NO **IF YES, HOW MANY?** _____

5-DAY PAY OR QUIT? YES NO **IF YES, HOW MANY?** _____

FILED IN COURT? YES NO

30-DAY CAUSE/NO CAUSE? YES NO **IF YES, HOW MANY?** _____

FILED IN COURT? YES NO

NOISE COMPLAINTS? YES NO **HOW MANY?** _____

PETS? YES NO **TYPE?** _____

PROPER NOTICE TO VACATE GIVEN? YES NO

UNIT LEFT IN GOOD CONDITION? YES NO

COMMENTS: _____

WOULD YOU RE-RENT TO APPLICANT(S)? YES NO

COMMENTS: _____

VERIFIED BY: _____ **TITLE:** _____

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SIGNED: _____ **DATE:** _____

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