



Rental Application Guidelines

Henderson Office

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 w/no income) is required to be screened and submit an independent application. We only process complete applications. Items in a complete application include:

- ✓ RE/MAX Advantage Rental Application Guidelines (4 pages)
- ✓ LVR Rental Application (or our online application)
- ✓ Last 30 days paycheck stubs for each applicant
- ✓ Bank Statements (60 days) if self-employed with income highlighted plus most recent tax return
- ✓ 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 & Eastern)**

Applications can be dropped off during business hours only:

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

All applicants initial here: _____

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 – the property owner will make the final decision.

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 credit score or higher
- Dependable/verifiable rental history
- Applicant minimum gross income to be a minimum of 3 times monthly rent
- Satisfactory prior landlord reference
- Employment stability and longevity

If the applicant does not satisfactorily meet the 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, the tenant may not be approved regardless of additional deposit. Property owner will have the final decision in the approval process. *If you owe money to another landlord, you will be denied approval.*

Approval

The applicant / co-applicant agrees to submit the agreed deposit within 24 hours of approval to take the property off the market and move 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 and liquidated damages for removing the property from the market.

Security Deposits

Any balances for Security deposits, Cleaning deposits, Keys/remotes deposits, Pet 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 ____ Tenants will be required to have a 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.

All applicants initial here: _____

Initial _____ Initial _____ Proof of Renter's Insurance will be required at time of key pickup. Insurance must include "loss of use" coverage.

Pets

If the property will accept pets, a separate application must be made through a link provided by your property manager. Pet approval is the decision of the property owner. Pet deposits apply per pet. Applicant understands there may be severe penalties for failure to disclose a pet prior to occupancy. Service/assistance animals are excluded from owner approval but must register through the website.

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.

Current Rental Verification

Applicants are subject to rental verification. A complete application requires the following form (next page) to be completed and authorized for RE/MAX Advantage to obtain a rental reference from the current landlord.

Referring Agent Confirmation

The agent who showed me this home was:

Agent _____ Company _____

Phone _____ Email _____

THIS SPACE IS LEFT BLANK INTENTIONALLY

All applicants initial here: _____



Rental Verification Authorization

Current Property: _____

I/We _____ authorize our current Landlord /
Property Manager **RE/MAX Advantage** for the address referenced above to respond to the questions
below:

Below to be completed by current landlord or property manager | Below to be completed by current landlord or property manager

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

1. Is the applicant still under lease? _____
2. Has the tenant ever been late? # of times _____
3. Has 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/Landlord Completing: _____ Date _____

APPLICANTS RECEIPT OF GUIDELINES AND UNDERSTANDING

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

Applicant Date

Applicant Date

Applicant Date

Applicant Date



EMPLOYMENT AUTHORIZATION FORM

APPLICANTS, FILL IN HERE:

I, _____ authorize my current employer,
_____, to provide Cunningham Real Estate Group at
RE/MAX Advantage answers to the employment verification questions on the form..

Applicant #1 Signature _____ Date _____

EMPLOYER VERIFICATION

The following individual is applying for a rental property with Cunningham Group at Re/Max Advantage. Please be so kind as to verify the information requested below. If you have any questions please feel free to contact our office at apply@cgvegas.com. Thank You for your attention to this matter.

Applicant Name: _____ Date _____

Company: _____

Job Title: _____

Dates of Employment: _____

Monthly Income: _____

Name and title of person providing information: _____

Signature: _____

Contact Phone Number: _____