

INSTRUCTIONS FOR RENTAL APPLICANTS

Hours: Monday – Friday, 9:00am – 5:00pm (lunch 12:30-1:00)

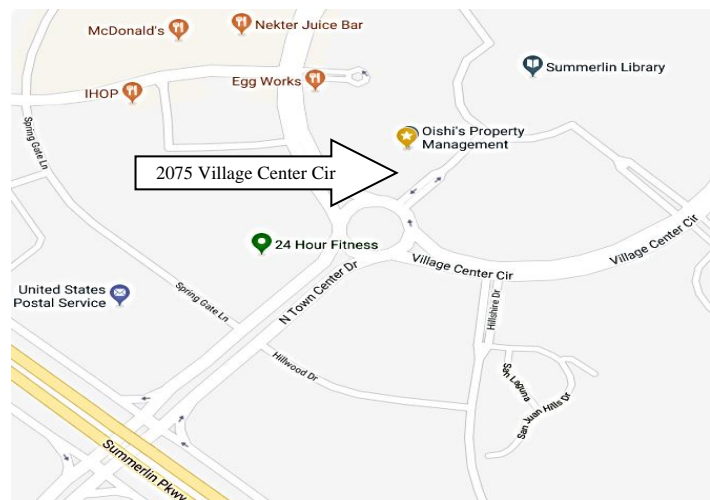
All applicants are verified with Experian Credit Reporting. To process your application promptly, please carefully follow the instructions below:

- **Submit your Application IN PERSON: Monday through Friday between 10:00 a.m. and 4:30 p.m.**
 1. Immediate occupancy.
 2. Lease term = 1 year; then month-to-month.
 3. No pets are allowed, unless noted otherwise.
 4. No smoking.
 5. Rented as shown.
- **Submit your Application IN PERSON: Monday through Friday between 10:00 a.m. and 4:30 p.m.**
NO FAXED/EMAILED APPLICATIONS.
- **Application requirements:**
 1. At least one of the applicants must have seen the property in person prior to applying.
 2. **Applications must be submitted IN PERSON by at least one person who will be on the lease.** (No faxed/emailed applications or guarantors/co-signers accepted.)
 3. All applications must be filled out COMPLETELY and PRINTED LEGIBLY.
 4. All applicants 18 or over must complete a separate application. No guarantors/co-signers.
 5. Present picture ID for each applicant (i.e. driver's license, passport, etc). (**illegal to accept Military ID)
 6. Proof of income as follows:
 - a. Employed: Copies of your pay stubs for the past 60 days.
 - b. Self-employed: Copies of the first page of your PERSONAL (not company) Tax Form 1040 for the past 2 years. Must be in applicant's name.
 - c. Not employed or student: Copies of your source of funds i.e. as savings statement, Social Security etc.
- **Non-refundable application processing fee of \$40.00 flat:**
 1. All applicants and occupants 18 years or older must complete a separate application.
 2. **Cash or certified funds in exact amount ONLY accepted for the application fee.** NO PERSONAL CHECKS.
- **If selected, please remember the following:**
 1. **Holding deposit equal to the security deposit will be due the next business day.**
 2. **All parties must be present at the scheduled date and time** to sign the Rental Agreement.
 3. **Allow ONE HOUR** to complete the paperwork, etc.
 4. **The security deposit, cleaning deposit, and prorated first month's rent is due at lease signing.** **CERTIFIED FUNDS ONLY** (certified check or money order). NO CASH and NO PERSONAL CHECKS. Your subsequent rent payments may be made by personal check.

2075 VILLAGE CENTER CIRCLE LAS VEGAS, NV 89134

Directions to our office:

- North on US-95
- Exit Summerlin Parkway
- Exit and turn Right on Town Center
- Stay in the Center lane!
- Enter “Round-About”
- Take 2nd right on Library Hills (1/2 round)
- Take 1st left on Village Center Circle
- Our office building to your immediate left



- PROOF OF INCOME: 2 MONTHS
- NO SMOKING
- PETS Y N <30LBS Y N

RENTAL APPLICATION									
APPLYING FOR PROPERTY AT:				RENT AMOUNT	HOW LONG IN LAS VEGAS	DATE SHOWN	SHOWED BY		
APPLICANT'S NAME					TELEPHONE NUMBER		SOCIAL SECURITY NUMBER		
					EMAIL				
SPOUSES NAME (NEEDED FOR CREDIT INFORMATION)					TELEPHONE NUMBER		SOCIAL SECURITY NUMBER		
					EMAIL				
OTHER OCCUPANTS NAMES (AGES IF MINORS)									
HOUSING DATA	PRESENT ADDRESS			FROM	LANDLORDS NAME		RENT PAID	TELEPHONE NUMBER	
	CITY		STATE	ZIP	WHY ARE YOU MOVING?			FAX NUMBER	
	PREVIOUS ADDRESS			FROM	TO	LANDLORDS NAME		TELEPHONE NUMBER	
	CITY		STATE	ZIP	WHY DID YOU MOVE TO YOUR CURRENT ADDRESS?			FAX NUMBER	
APPLICANT EMPLOYMENT DATA	PRESENT EMPLOYER				MONTHLY SALARY	POSITION HELD		DATE EMPLOYED FROM	
	ADDRESS				SUPERVISOR		TELEPHONE NUMBER		
	IF MILITARY, REASON FOR OFF BASE HOUSING:				PAY GRADE OR RANK	HOUSING ALLOWANCE		ROTATION DATE	
	PREVIOUS EMPLOYER			FROM	TO	MONTHLY SALARY	POSITION HELD	SUPERVISOR	TELEPHONE NUMBER
SPOUSE EMPLOYMENT DATA	SPOUSE'S EMPLOYER			FROM	TO	MONTHLY SALARY	POSITION HELD	SUPERVISOR	TELEPHONE NUMBER
OTHER INCOME	OTHER INCOME (SOURCE)			AMOUNT		OTHER INCOME (SOURCE)		AMOUNT	
BANK, CREDIT & AUTO DATA	BANK NAME			BRANCH		SAVINGS ACCOUNT NUMBER		CHECKING ACCOUNT NUMBER	
	BANK NAME			BRANCH		SAVINGS ACCOUNT NUMBER		CHECKING ACCOUNT NUMBER	
	AUTOMOBILE (MAKE)		YEAR	MODEL		LICENSE NUMBER	MO. PAYMENT	LOAN INSTITUTION	TELEPHONE NUMBER
PERSONAL REFERENCES	NAME OF NEAREST LIVING RELATIVE			RELATIONSHIP		ADDRESS		TELEPHONE NUMBER	
	IN CASE OF EMERGENCY, NOTIFY			RELATIONSHIP		ADDRESS		TELEPHONE NUMBER	
	1. PERSONAL REFERENCE (LAS VEGAS RESIDENT)			TELEPHONE NUMBER		2. PERSONAL REFERENCE (LAS VEGAS RESIDENT)		TELEPHONE NUMBER	
BACKGROUND INFORMATION	HAVE YOU EVER BEEN CONVICTED OF OR PLEADED GUILTY OR "NO CONTEST" TO A FELONY (WHETHER OR NOT CONVICTED)?			YES	NO	EXPLAIN			
	HAVE YOU EVER BEEN EVICTED?			YES	NO	EXPLAIN			
<p>I HAVE READ THE ABOVE FORM AND UNDERSTAND THAT IF I CAUSE A FINANCIAL LOSS TO MY LANDLORD, THAT MY NAME MAY BE PLACED IN THE FILES OF CREDIT AGENCIES AND SUCH INFORMATION WILL BE FURNISHED TO SUBSCRIBERS WHO HAVE A BONAFIED AND LEGAL NEED TO MAKE AN IQURY. ALSO, I UNDERSTAND THAT CAUSING A FINANCIAL LOSS MAY LIMIT MY ABILITY TO OBTAIN CREDIT OR LEASE OTHER DWELLING UNITS.</p> <p>I HEREBY AUTHORIZE CONSUMER REPORTING AGENCIES TO PROVIDE YOU WITH CONSUMER REPORTS RELATING TO ME. I HEREBY GIVE MY PERMISSION FOR YOU TO VERIFY THE ABOVE INFORMATION AND I UNDERSTAND THAT THIS APPLICATION MAY BE SUBMITTED FOR VERIFICATION. INCOMPLETE OR INACCURATE INFORMATION MAY BE REASON FOR NOT BEING APPROVED.</p>									
APPLICANT'S SIGNATURE				DATE		APPLICANT SIGNATURE		DATE	