



Sharon Swanson  
Broker#: B.0012291.LLC  
Property Management#: PM.0163694.BKR



## **NEVADA PREMIER PROPERTIES RENTAL APPLICATION REQUIREMENTS AND SPECIFICATIONS**

**\*Please read through this carefully before submitting any applications\***

### **Application Checklist:**

- 18 years of age or older- all proposed occupants of this age must fill out an application
- Must have viewed the unit in person
- Application must be completed in full, incomplete applications are not accepted.
- Copy of each applicants Driver's License or Government Issued ID
- Proof of Income (i.e. paycheck stubs, bank statements, tax returns)
- All applications of all co-applicants must be submitted before processing
- \$60 application fee for each applicant must be received in a money order

### **What does the application process look like?**

Once you have submitted your application(s), meeting all the criteria listed above, to the Property Manager they will begin the application verification process. This process is on a first-come, first-served basis. We will run each application in the order we received them this helps ensure that the tenant is chosen objectively. Nevada Premier Properties takes the Federal Fair Housing Act very seriously. Our company is welcoming to people of all origins, race, color, and sexual orientation. For a full list of protected classes when renting from Nevada Premier Properties please visit:

[https://www.hud.gov/program\\_offices/fair\\_housing\\_equal\\_opp/fair\\_housing\\_act\\_overview](https://www.hud.gov/program_offices/fair_housing_equal_opp/fair_housing_act_overview)

During the application verification the property manager will check:

- Credit Report obtained through Service 1<sup>st</sup> Information Systems
- Criminal History
- Proof of Income
- Employment
- References
- Previous Rental History

### **What would immediately disqualify me?**

- Currently owing for unpaid utilities
- Owe money to a previous landlord/unpaid eviction
- If information is provided on your application that is found to be false
- Felonies involving drug distribution or manufacturing
- Arrests made for a violent crime (i.e. murder, rape, and arson)
- If you are required to register as a sex offender

**\*\*Nevada Premier Properties takes the safety of it's Tenant's very seriously, any violent crime may be grounds for immediate denial of application. However, depending on the length of time since the offense and the details an exception may be made. Please provide all information to Property Manager so that the circumstance can be assessed properly.**

Nevada Premier Properties believes everyone deserves a fair chance to rent, therefore we do not immediately disqualify you for not excelling in one of the above listed items. To allow all applicants an un-biased application process all our Property Managers use the same company standard 'Grading Sheet' provided below. We have included this for applicants to see how they may score before applying with us:



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### Rental Application Processing Sheet- Residential

To be completed by Property Manager.  
 This is how we will score your application.

Name of Applicant: \_\_\_\_\_ PM: \_\_\_\_\_

Property Address: \_\_\_\_\_ Date: \_\_\_\_\_ Move In Date: \_\_\_\_\_

#### RATING CATEGORY

Length in Field of Employment	0 0-6 Mos.	1 6-24 Mos.	2 24-36 Mos.	3 36+ Mos.
<b>Rent to Income Ratio (Combined Income)</b>	0 +40%	1 39-33%	2 32-28%	3 <27%
<b>Credit (F.I.C.O.) Score</b>	0 Below 600	1 600-649	2 650-699	3 700+
<b>Payment History</b>	0 Utilities/Rent Delinquency	1 Existing/Revolving Debt Delinquency	2 Late payments/ Discharged Bankruptcy	3 All current, except foreclosure or short sale
<b>NSF Checks</b>	0 2+ NSF	1 2 NSF	2 1 NSF	3 None
<b>Length of Residency (Based on Average Last 5 Yrs)</b>	0 <12 Mos.	1 12-18 Mos.	2 18 Mos-2 Yrs.	3 24+
<b>Late Rent/Payments (Last 12 Months)</b>	0 3+	1 2	2 1	3 0
<b>Previous Landlord Remarks</b>	0 Poor	1 Fair	2 Good	3 Great
<b>Evictions/ Balance Owning to Landlord or Utilities</b>	Yes	No	Application Denied	
<b>Felony</b>	Yes	No	Application Denied	
<b>Income Less Than 3X the Rent</b>	Yes	No	Application Denied	Co-signer if Qualified
<b>Pets</b>	Yes	No	Application Denied	Pet Deposit \$ _____

Comments: \_\_\_\_\_  
 \_\_\_\_\_

Grading Key: >13: Application Denied/No Co-Signer | 13-15:Approved w/ Qualified Co-Signer | 15-17:Conditional Approval | 18+: Approved

Score:  Approved:  Denied:  Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Notified Applicant: \_\_\_\_\_

# RESIDENTIAL RENTAL APPLICATION

Office: 775-883-2288

Fax: 775-883-2285

rentals@nevadapremier.com

## ALL RENTALS ARE NON SMOKING

All applicants are reviewed on a 'first come, first serve' priority. Applicants will be notified if there are applications in a higher position. Approved applicant shall have two (2) business days from approval, to deposit all sums owed to secure property.

**\*\*Please do not fill out an application unless you know the property you are applying for. You can fill out a showing slip if you are actively searching for a rental\*\***

NAMES OF ALL PERSONS, INCLUDING THE APPLICANT, WHO WILL LIVE AT THE PROPERTY AND THEIR RELATIONSHIP TO APPLICANT, MUST BE INCLUDED ON THE APPLICATION. **INCOMPLETE INFORMATION MAY RESULT IN THE DENIAL OF YOUR APPLICATION.**

ALL APPLICATION FEES ARE NON-REFUNDABLE AND ALL FEES ARE DUE UPON SUBMISSION

APPLICANT INITIALS \_\_\_\_\_

**-NO CASH-**

**MONEY ORDER ONLY**

Application fee is \$60.00 per person

Fee Paid: \_\_\_Y \_\_\_N

Amount:\$ \_\_\_\_\_

**ALL OCCUPANTS AGED 18 YEARS OR OLDER MUST COMPLETE A SEPARATE RENTAL APPLICATION.**

IT IS THE POLICY OF NEVADA PREMIER PROPERTIES LLC TO INCLUDE ALL ADULT PARTIES TO THE LEASE INDIVIDUALLY AND JOINTLY.

### APPLICANT INFORMATION – PLEASE PRINT

Application Date: \_\_\_/\_\_\_/\_\_\_ Time \_\_:\_\_\_ Property Manager: \_\_\_\_\_

RENTAL Property Address : \_\_\_\_\_

LEGAL NAME OF APPLICANT (PRINT): \_\_\_\_\_

DATE OF BIRTH: \_\_\_/\_\_\_/\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

DRIVERS LICENSE #: \_\_\_\_\_ STATE ISSUED: \_\_\_\_\_

CELL PHONE#: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

EMAIL (PRINT): \_\_\_\_\_ WORK EMAIL: \_\_\_\_\_

IN CASE OF EMERGENCY NOTIFY: \_\_\_\_\_ PHONE #: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_ CITY, STATE & ZIP: \_\_\_\_\_

CURRENT LANDLORD'S NAME: \_\_\_\_\_ PHONE#: \_\_\_\_\_

LENGTH AT CURRENT ADDRESS: \_\_\_\_\_ LEASE EXPIRATION DATE: \_\_\_/\_\_\_/\_\_\_

CURRENT RENT: \$ \_\_\_\_\_

MAY WE CONTACT YOUR CURRENT LANDLORD?  Y  N PREVIOUS?  Y  N

IF YOUR CURRENT RENTAL IS 2 YEARS OR LESS PLEASE PROVIDE PREVIOUS RENTAL INFORMATION.

PREVIOUS ADDRESS: \_\_\_\_\_ CITY, STATE & ZIP: \_\_\_\_\_

PREVIOUS LANDLORD'S NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

LENGTH AT PREVIOUS ADDRESS: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_ MONTHLY GROSS INCOME: \$ \_\_\_\_\_

CURRENT EMPLOYER: \_\_\_\_\_

EMPLOYER ADDRESS: \_\_\_\_\_ CITY, STATE & ZIP: \_\_\_\_\_

EMPLOYER CONTACT NAME & NUMBER: \_\_\_\_\_

HOW LONG ON JOB?: \_\_\_\_\_

MAY WE CONTACT YOUR EMPLOYER(S)?  Yes  No

IF YOUR CURRENT JOB IS 2 YEARS OR LESS PLEASE PROVIDE PREVIOUS EMPLOYMENT INFORMATION.

PREVIOUS EMPLOYER: \_\_\_\_\_ PHONE #: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

DO YOU HAVE ANY PETS:  Yes  No HOW MANY: \_\_\_\_\_ AGE OF PET(S): \_\_\_\_\_

WHAT KIND(S) OF PETS: \_\_\_\_\_ WEIGHT OF PETS (in pounds): \_\_\_\_\_

**\*\*IF APPROVED, YOU WILL BE REQUIRED TO PROVIDE A PHOTO OF PET(S).**

DO YOU SMOKE?  Y  N

## APPLICANT'S REFERENCES (OTHER THAN RELATIVES)

NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY STATE & ZIP: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY STATE & ZIP: \_\_\_\_\_

## APPLICANT'S BANK REFERENCES

CHECKING: \_\_\_\_\_ SAVINGS: \_\_\_\_\_

CREDITCARDS/OTHER: \_\_\_\_\_

## APPLICANT'S HISTORY

Have you declared bankruptcy in the past seven (7) years?  Yes  No

Have you ever been evicted from a rental residence?  Yes  No

Have you had two (2) or more late rental payments in the past year?  Yes  No

Have you ever been convicted of a misdemeanor, felony, or as a sex offender?  Yes  No

If yes, please explain: \_\_\_\_\_

## NAMES OF ALL PERSONS (including applicant) WHO WILL LIVE IN THE PROPERTY

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

**\*\*INCOMPLETE APPLICATION MAY RESULT IN DENIAL TO RENT**

I am aware that upon approval of application to rent, I have two (2) business days to submit all sums due. Non-compliance will result in denial of application. A denial notice will be mailed to current address.

I recognize that as a part of your procedure for processing my application, an investigative consumer report may be prepared whereby information is obtained through personal interviews with others with whom I may be acquainted. This inquiry includes information as to my character, general reputation, personal characteristics and mode of living as permitted by state law. I authorize an investigation of my credit, tenant history, banking and employment for the purposes of renting a house, apartment, or condominium from this owner, manager, brokerage, finder, agent, or leasing company.

**I HEREBY WARRANT ALL STATEMENTS ABOVE SET FORTH ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. IF ANY STATEMENTS MADE ARE FOUND TO BE FALSE, THE LANDLORD/NEVADA PREMIER PROPERTIES LLC SHALL HAVE THE RIGHT TO IMMEDIATELY TERMINATE ANY RENTAL AGREEMENT ENTERED INTO IN RELIANCE ON SUCH INFORMATION. My signature acknowledges receipt of the Fair Housing Disclosure.**

\_\_\_\_\_  
Signature of Applicant Date

\_\_\_\_\_  
Signature of Applicant Date

\_\_\_\_\_  
Signature of Applicant Date



# LANDLORD INQUIRY

APPLICANT~ FILL OUT LANDLORD INFORMATION

Office: 775-883-2288  
Fax: 775-883-2285  
rentals@nevadapremier.com

Landlord Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State & Zip: \_\_\_\_\_  
Re: Applicant Name: \_\_\_\_\_  
Applicant Previous/Current Address: \_\_\_\_\_  
City, State & Zip: \_\_\_\_\_

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date

The above-named person is applying for housing through Nevada Premier Properties, LLC and has given your name as a reference as a current/previous, employee/tenant, regarding present or past occupancy OR employment information. We would be most appreciative if you would answer the following questions and return this form by mail or via fax. Thank you for your prompt reply.

\_\_\_\_\_  
Property Manager Signature

\_\_\_\_\_  
Date



**ATTENTION APPLICANT- DO NOT WRITE BELOW THIS LINE!!!**



Period of occupancy: From: \_\_\_\_\_ To: \_\_\_\_\_ Amount of monthly rental charged: \$ \_\_\_\_\_

Consistency of payment: \_\_\_ Good \_\_\_ Fair \_\_\_ Poor NSF:  Yes  No Lates:  Yes  No  
Was a balance left owing:  Yes  No If yes, amount owed: \$ \_\_\_\_\_

Reason: \_\_\_\_\_

Violations of Lease Terms:  Yes  No Cooperation with Management?  Yes  No  
Housekeeping Problems:  Yes  No Pet Damage:  Yes  No

Would you rent to them again?  Yes  No Comments: \_\_\_\_\_

\_\_\_\_\_  
(Landlord or Agency Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Phone Number)

\_\_\_\_\_  
(Fax Number)

## EMPLOYMENT VERIFICATION

Position: \_\_\_\_\_

Hire Date: \_\_/\_\_/\_\_\_\_

How long in present position: Months \_\_\_\_\_ Years \_\_\_\_\_

Monthly Gross Pay: \$ \_\_\_\_\_ Work Ethics:  
\_\_\_\_\_ Good \_\_\_ Fair \_\_\_ Poor

Pay Period:  Weekly  Bi-weekly  Monthly

Person completing Form: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Date



**AUTHORIZATION FOR RELEASE OF INFORMATION FOR APPLICATION OF RESIDENCY**

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

**DECLARATION**

I, \_\_\_\_\_ hereby declare, under penalty of perjury,  
that I am \_\_\_\_\_ (print or type first name, middle initial, last name)

For the safety of our tenants, agents and employees, Nevada Premier Properties LLC only accepts applicants who authorize credit and background checks.

I hereby authorize Nevada Premier Properties LLC, and its designated agents and representatives to conduct a comprehensive review of my employer/previous employer, background through a consumer report and/or an investigative consumer/criminal report to be generated for the purpose of initial qualification, certification for residency, re-certification (new credit report) for residency and/or termination/eviction, retention as a resident and if need be to assist in the collection of monies owed to Nevada Premier Properties LLC by virtue of rent, utilities, damage fees, court costs and legal fees. I understand that the scope of the consumer report/investigative consumer/criminal report may include, but is not limited to the following areas:

Verification of Social Security Number, current and previous residences, employment history including all personnel files, education, character references, credit history and county jurisdictions, birth records, motor vehicle records to include citations and registration and any other public records.

I \_\_\_\_\_, authorize the complete release of these records or data pertaining to me which an individual, company, firm, corporation, or public agency may have. I understand that I must provide my date of birth to adequately complete said screening, and acknowledge that my date of birth will not affect any residency decisions. I hereby authorize and request any present or former employer, school, police department, financial institution or other persons having personal knowledge of me, to furnish bearer with any and all information in their possession regarding me in connection with an application for residency, qualification, certification, re-certification, termination/eviction, retention as a resident and if need to be assist in the collection of monies owed to Nevada Premier Properties LLC by virtue of rent utilities, damage fees, court costs and legal fees. This authorization and consent shall be valid in original, fax and copy form.

I hereby release Nevada Premier Properties LLC, and its agents, officials, representatives, or assigned agencies, including officers, employees, or related personnel both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates as a result of this authorization and request to release. I understand that a copy of this authorization may be given to me at any time, provided I request it in writing. Information on this application and results of the background investigation will be maintained in confidence in accordance with company policy and residency regulations.

The following information is required by law enforcement agencies and other entities for identification purposes when checking records. This information is confidential and will not be used for any other purpose.

Name: (print) \_\_\_\_\_

First Full Middle Name Last

Print All Former Names Used Including Maiden Names:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature Date

Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington DC 20552.



## A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment - or to take another adverse action against you - must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.
- In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.
- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.



- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For Information about your Federal rights contact:**

TYPE OF BUSINESS:	CONTACT:
I. a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.	a. Consumer Financial Protection Bureau 1700 G Street NW Washington, DC 20552
b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:	b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357



<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center PO Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut St., Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement &amp; Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area Supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, SW, 8<sup>th</sup> Floor Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>FTC Regional Office for region in which the creditor operates <u>or</u> Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 (877) 382-4357</p>