



## 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 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 to be completed online: [www.kenravago.com](http://www.kenravago.com)

As an alternative, applications can be dropped off at :

- 10075 S Eastern Ave. #103, Henderson NV 89052
- 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 property manager if you need a hold longer than 14 days.

### **Application Processing**

We process applications on a First Come First Serve basis. We only process complete applications.

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, 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 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, tenant may not be approved regardless of additional deposit. Property owner will have the final decision in the approval process.

### **Approval**

The applicant / co-applicant agree 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 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, 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** 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 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.

***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.

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**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.

#### **Current Rental Verification**

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

#### **Which real estate agent showed you the property?**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Company: \_\_\_\_\_

Lic #: \_\_\_\_\_ PID: \_\_\_\_\_

Date \_\_\_\_\_ 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 questions below.

\_\_\_\_\_  
Applicant (Print)

\_\_\_\_\_  
Applicant (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
FOR CURRENT LANDLORD ONLY  
\_\_\_\_\_

**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 applicant still under lease? \_\_\_\_\_
2. Has 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 Completing \_\_\_\_\_ Date: \_\_\_\_\_

Please email [Team@rg702.com](mailto:Team@rg702.com) or fax back to **(702) 947-2188**.

Thank you for your time and cooperation!

