

# Lahontan Properties

6 Pine Cone Road, Suite 4

Dayton, NV 89403

(775) 577-9010

## RENTAL APPLICATION GUIDELINES

- **FAIR HOUSING:** Lahontan Properties strictly abides by the Federal Fair Housing Act, Nevada Fair Housing Law and principles of equal opportunity. We do not discriminate on the basis of race, color, creed, national origin, ancestry, sex, age, marital status, physical or mental disability or familial status.
- **APPLICANTS:** Each applicant 18 years of age or older must complete a separate rental application, whether married or not. The application processing fee is **\$35 per application. This fee must be paid with cash or certified funds.** This fee is non-refundable, and must be paid separately from the holding deposit (see below). If there is more than one applicant, your application scores will be blended to arrive at a decision. We will accept co-signers, if needed. Co-signers must complete a separate rental application, and will be required to sign the rental agreement along with the residents of the property.
- **HOLDING DEPOSIT: A refundable holding deposit of \$200 is required if you want us to take the property off the rental market while we process your application.** This deposit must be paid separately from the \$35 application processing fee, and must be paid in cash or certified funds. (After you move in to the property, you may pay by personal check.) **\*Holding deposit – applicant understands that at the time a deposit is made to hold a property, said deposit becomes non-refundable if the applicant decides not to rent the property.**

If for any reason, we decline your application(s), you will receive a full refund of the \$200 holding deposit. If your application is approved, the \$200 holding deposit will be applied toward the security deposit for this property. IF YOU ELECT NOT TO PAY THE \$200 HOLDING DEPOSIT, YOU UNDERSTAND THAT THE PROPERTY WILL BE OFFERED TO OTHERS DURING THE APPLICATION PROCESSING PERIOD, AND WILL BE RENTED TO THE FIRST APPROVED APPLICANT(S).

- **CREDIT CRITERIA:** Lahontan Properties may obtain a consumer credit report for each applicant. This report must be generated by Lahontan Properties and not by the applicant.
- **INCOME CRITERIA: Proof of Income:** Please attach copies of your last 2 paycheck stubs or a letter on company letterhead from your employer to verify income. If you are unemployed or self-employed, please attach a copy of last year's income tax return and your last 3 months bank statements. Other income such as retirement, SSI, child support, etc. must have reliable documentation if you wish us to consider it.
- **IDENTIFICATION:** Photo identification is required for all applicants. Please attach a copy of your driver's license, military ID or state ID to your application.
- **NUMBER OF OCCUPANTS:** The maximum number of occupants will be 2 persons per bedroom, plus 1 extra person per rental property. Example: 1-bedroom unit = 3 people; 2-bedroom unit = 5 people; 3 bedroom unit = 7 people, etc.
- **RENT PRORATION:** All rents are prorated to become due on the first (1<sup>st</sup>) day of each month.
- **WHEN YOUR APPLICATION IS COMPLETE:** Please **DELIVER OR MAIL** it (along with processing fee and holding deposit) to 6 Pine Cone Road, Suite 4, Dayton, Nevada, 89403. We cannot process incomplete applications. Please be sure to provide all information requested.
- **HOW AND WHEN DO WE DECIDE?** It usually takes about a day to process the applications. You can request a copy of the rating form we use to score your application. If you have any questions about completing your application, please contact our office at (775) 577-9010.
- To ensure fairness and equal consideration to all applicants, Lahontan Properties has established tenant screening guidelines and they will be strictly followed.

**Thank you for considering renting from us.**

# Lahontan Properties

## RENTAL APPLICATION

- Each adult (18 and over) must fill out a separate application
- There is a non-refundable fee of \$35 per adult to apply

First	Middle	Last	Birth Date	Social Security #	Driver's License #
Any Other Names You've used in the Past			Home Phone	Cell Phone	
All Other Proposed Occupants			Birth Date	Relationship to Applicant	

### RENTAL / RESIDENCE HISTORY

	Current Residence	Previous Residence	Prior Residence
Street Address			
City			
State & Zip			
Last Rent Amount Paid			
Owner/Manager And Phone Number			
Reason for Leaving			
Is/Was rent paid in full?			
Did you give notice?			
Were you asked to move?			
Name(s) in which your Utilities are now billed:			
	<b>From / To:</b>	<b>From / To:</b>	<b>From / To:</b>
Dates of Residency			

### EMPLOYMENT HISTORY

	Current Employment	Previous Employment	Prior Employment
Employed By			
Address			
Employer's Phone			
Occupation			
Name of Supervisor			
Monthly Gross Pay			
	<b>From / To:</b>	<b>From / To:</b>	<b>From / To:</b>
Dates of Employment			

### CREDIT HISTORY

	Bank / Institution Name	Balance on Deposit or Balance Owed
Savings Account		
Checking Account		
Credit Card		
Auto Loan		

### VEHICLES (Include vehicles belonging to other proposed occupants also)

Make	Model	Color	Year	License Plate

## REFERENCES AND EMERGENCY CONTACTS

			Nearest Relative Living Elsewhere
Name			
Street Address			
City			
State & Zip			
Phone Number			
By signing the application, you grant us permission to communicate with all the contacts listed in this section in the even we cannot locate you. Furthermore, if you abandon the rental for any reason then you grant us permission to allow your relative listed above to remove all contents of the dwelling on your behalf.			

## GENERAL INFORMATION

Have you ever been served a late rent notice?	Do any of the people who would be living in the rental smoke?	How long do you think you would be renting from us?
Have you ever filed for bankruptcy? If so, when?	When would you be able to move in?	Have you ever been convicted of a felony?
Have you ever been served an eviction notice? If so, when?	How many pets do you have? List type, breed, approx. weight & age:	
Have you had any recurring problems with your current residence or landlord? If yes, please explain:		
Why are you moving from your current address?		
List any verifiable sources and amounts of income you wish to have considered (optional)		
If you were to run into financial difficulty in the future and could not come up with the money to pay the rent, do you know someone that would loan you the money? If so, provide the person's name, address and phone number so that we can use them as a reference for you.		
Have you been party to a lawsuit in the past? If yes, please explain why:		
We may run a credit check and criminal background check. Is there anything negative we will find that you want to comment on?		
How did you hear about this property?	Do you have an email address where we can reach you?	
Do you know of anybody looking for a rental? Please provide their name and number.		

### Agreement & Authorization Signature

I believe that the statements I have made are true and correct. I hereby authorize a credit and/or criminal check to be made, verification of information I provided and communicated with any and all names listed on this application. I understand that any discrepancy or lack of information may result in the rejection of this application. I understand that this is an application for a rental and does not constitute a lease agreement in whole or in part. I further understand that there is a **non-refundable** fee to cover the cost of processing my application and I am not entitled to a refund even if my application is denied. Any questions regarding rejected applications must be submitted in writing and accompanied by a self-addressed, stamped envelope.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# LAHONTAN PROPERTIES

## Tenant Screening Release Form

I certify that the name, social security and address given are true and correct to the best of my knowledge.

You are hereby authorized to make any investigation of my personal and financial history and pull a credit report through Rentec Direct.

I hereby authorize the release of all information, including credit, criminal, civil, employment and rental information.

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

SS#: \_\_\_\_\_

D.O.B.: \_\_\_\_/\_\_\_\_/\_\_\_\_

Present Address: \_\_\_\_\_

Former Address: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

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