



NEW WEST
PROPERTY MANAGEMENT

*Your Key To Professional
Property Management*

Rental Application & Guidelines

Revised 1/07/2020

Updated 01/07/2020. In an effort to help you understand how we will evaluate your rental application, we have made a few updates to this application package. Please review everything carefully, before submitting your application. If you have any questions please email: PMA1@propertymgt.com

Fair Housing. New West Property Management (NWPM) abides by all applicable federal, state, and local laws including the Federal Fair Housing Act and Nevada Fair Housing Law. We do not discriminate based on race, color, religion, national origin, ancestry, sex, marital status, source of income, physical or mental disability, familial status, sexual orientation, or gender identity/expression.

Agency Disclosure. NWPM is Agent for the property owner, under a separate management agreement. As Agent for owner, we represent the Owner's best interests. As REALTORS, we treat all parties to this transaction honestly and fairly.

First Come, First Served. We process rental applications on a first-come, first-served basis. If your application is accepted for processing, it will either be approved or declined. Your application either meet(s) our qualifying criteria, or not. Our qualifying criteria are attached so you'll know exactly how we will evaluate your application.

YOUR APPLICATION(S) WILL NOT BE ACCEPTED FOR PROCESSING UNLESS AND UNTIL ALL REQUIRED INFORMATION IS PROVIDED, INCLUDING APPLICATIONS FROM ALL CO-TENANTS, PHOTO ID, AND PROOF OF INCOME. APPLICATION FEES MUST BE PAID BEFORE WE WILL ACCEPT YOUR APPLICATION(S) FOR PROCESSING.

Applicants. Each proposed occupant 18 years of age or older must complete the rental application and be a responsible party to the lease. If there is more than one applicant (Co-Tenants), your application scores will be blended to arrive at a decision (see attached). All blanks must be filled in. If something doesn't apply to you, please enter "N/A" in the space provided. Our application fee is \$50 per adult applicant and must be paid by certified funds, in the office, and must be paid before we will begin review of your application to accept for processing.



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Identification. Photo identification is required. Please provide us with a copy of your driver's license, or government-issued photo ID.

Credit Criteria. NWPM will attempt to obtain a consumer credit report for each applicant. This report must be generated by NWPM and not the applicant. In addition to a credit report, we may also run a fraud search, eviction search, bad check search, national criminal database scan, and driver's license verification. We also may contact current and previous landlords, employers, and/or references provided by you. **If you currently owe money to a former landlord, or have been evicted from a rental within the last five (5) years, your application will be denied.**

Income Verification. Please provide us with copies of your last 2 months paycheck stubs or a letter on company letterhead from your employer to verify income. If you are self-employed, or receive other income such as retirement, SIIS, child support, etc. you must have reliable documentation, if you wish us to consider it, in addition to a copy of last year's income tax return **AND** your last 3 months personal bank statements. If your combined net monthly income (for all applicants) is less than three (3) times the monthly rent, you will be required to pay a minimum of 2x the advertised security deposit on the property, if otherwise approved.

Pet Policy. Most of our properties will consider pets on a case by case basis and final approval, by the owner, is required. Applicant(s) understand that the Security Deposit will increase by \$300 (refundable) for each approved pet. Pit Bull, Rottweiler, American Staffordshire Terrier, or any breed synonymous with or mixed with these breeds are prohibited.

Smoking Policy. All of our rental properties are non-smoking properties. No smoking of tobacco, herbal, or other products is permitted inside any of our rental homes or garages.

Criminal History. We abide by principles of equal opportunity and welcome all responsible renters into our homes. If you have been convicted of a felony within the last 10 years involving drug manufacture or sales or a violent crime, your application will be denied. You will have the right to appeal any decision we make in this regard by providing additional information within 14 calendar days from the date your application is denied. However, we will not hold a rental property for you pending appeal. If we reconsider and approve your application, it will be 1st in line for our next available rental property.



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False Information. If any information provided on your application proves to be false or misleading, your application will be denied. If you have already entered into a rental agreement on the property when we discover that you've provided false information, you will be subject to immediate eviction from the premises.

Once your application is approved. In order to secure your position as an approved tenant, the Security Deposit is due immediately upon approval. Management will take the property off the rental market once the full deposit is paid. You must sign a lease agreement within three (3) business days of the date we notify you that your application/s has/have been approved. If the home is vacant at the time you apply to rent, you will be required to take possession of the property within fourteen (14) days of approval. Should you fail to comply with the deadlines, then the property will be offered to other qualified applicants. All move-in funds must be paid in certified funds only (cashier's check or money order) and made payable to New West Property Management.

Rent Proration. All rents are prorated (based on a 30-day month) so subsequent periodic rent becomes due on the first (1st) day of each month. Leases that commence after the 15th day of the month will require the full payment of both the prorated rent and the first full month's rent at the time of move-in, in addition to the security deposit.

Insurance. Renters Insurance is required and must be provided to management *prior* to move in with agent/owner listed as additional insureds. A minimum of \$100,000.00 liability coverage is mandatory. For tenants with approved pets, depending on type and number of pets, management may require higher liability coverage. Tenants moving into a pool home must carry a minimum of \$500,000.00 in liability coverage.

Once your deposit is paid. Should applicant decide not to rent the property for any reason, the Security Deposit will NOT be automatically refunded. Management reserves the right to apply the Security Deposit to rent for days the property was held off the market, rental fees, advertising and administrative costs.

Thank you for considering renting a home from NWPM! If you have any questions about completing your application, please call our office at 702-362-8099 or email PMA1@propertymgt.com.



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Applicant(s) understands that all rental properties are in “as-is” condition upon move-in.

Property to be conveyed in the same condition as when viewed. If you are requesting any work to be completed or any conditions that must have owner approval prior to move in, please list below.

1. _____
2. _____
3. _____
4. _____
5. _____

IS APPLICATION CONTIGENT UPON PRE-APPROVAL OF REQUESTED ITEMS?

___ YES ___ NO

If marked “YES”, applicant(s) will not secure line position without first having owner approval of request(s) and application will NOT be processed.

FOR OFFICE USE ONLY

The following are items from above list that have been approved/declined by the property owner and will be made part of the lease by signature below:

NUMBER	ACCEPT	DECLINE
1.		
2.		
3.		
4.		
5.		

The approved items listed above will be completed in a timely manner and the condition of the property will be documented upon move-in evaluation by tenant. The property will be accepted in its current, “as-is” condition with the exception of any approved improvements.

Authorized NWPM Agent

Date



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*****AUTHORIZATION & CONSENT FOR RELEASE OF INFORMATION*****

NWPM will run a background check which includes credit report & criminal records for each adult (18 years of age and older). We will contact your employer(s) and your landlord(s), current and previous, to verify the information you have provided. **It is important that the information on this application be accurate and complete.** By signing, you represent and warrant its accuracy and authorize NWPM to verify your references, rental history and employment.

This application is made for the purpose of procuring rental of the herein described premises, and for the credit check and clearance. It is further understood that a credit report and complete verification will be issued by AmRent PO Box 3027 Pittsburgh, PA 15230. Their phone number is 888-898-6196. In addition, I hereby authorize release of any record of criminal history pertaining to me, per the Nevada Criminal History Act of July 1979.

Everything that I have stated in this application is correct to the best of my knowledge, and I understand that you will retain this application regardless of whether it is approved. I authorize New West Property Management to check my credit and employment history and to answer questions about my credit history with transactions involving New West Property Management. I agree to release from all liability any landlord, former landlord, or credit grantor that may supply information to verify my credit history.

I(we) represent that all of the data and information set forth herein, including, but not limited to the statement of income is true, accurate, complete, and correctly states my(our) financial condition as of the date of this application. I also agree to notify New West Property Management of any changes in the status of any of the aforementioned items during the period of my tenancy. I further understand that any false information or statement is grounds for denial of rental or basis for eviction if I become your tenant.

Applicant(s) agrees to indemnify, save and hold harmless the Owner and/or New West Property Management from claims for damages and/or injury that may arise during the application process and expressly acknowledges and agrees that all information obtained from any source during the application process may be shared, reviewed or otherwise evaluated by the property owner; this includes but is not limited to rental history, employment information, credit report/history and score and information contained within the application.

Your signature on this form indicates that you have read, understand and agree to the terms outlined herein. If you do not understand, please seek legal advice prior to paying the application fee and Security Deposit(s).

I HAVE READ AND UNDERSTAND:

Applicant signature Date

Co-Applicant signature Date

Printed Name

Printed Name



Rental Application Verification
(to be completed by Property Manager)

Property: _____ Applicant: _____ of _____
 Received: _____ Total Points: _____ Applicant Notified: _____

This is how we will score your rental application. Please ask us, if you have any questions about our process.

Name of Applicant:				
Rating Category				
Length in Field of Employment	0	1	2	3
	0-12 months	12-24 months	24-36 months	36+ months
Rent to Income Ratio (income combined for all applicants)	0	1	2	3
	40% or more	39-33%	28-32%	27% or less
Credit (F.I.C.O) Score	0	1	2	3
	649 or below	650-699	700-749	750 or above
Debt to Income Ratio (Debt = new rent, plus loan, credit card, other pymts combined for all applicants)	0	1	2	3
	55% or higher	54-51%	50-46%	45% or less
Payment History (Credit Screening Data)	0	1	2	3
	2+ late or \$ owing to LL or Utilities	2 late in last 24 months	1 late in last 24 months	No lates or \$ owed to LL or Utilities
NSF Checks	0	1	2	3
	1+ NSF	1 NSF	NO HISTORY	NONE
Length of Residency (Average last 2 residencies)	0	1	2	3
	12 months or less	12-18 months	18-24 months	24+ months
Late Rent or Mortgage (last 12 months)	0	1	2	3
	3+	2	1/NO HISTORY	0
Felony (Drugs, Violent Crime – 10 yrs)	YES/NO	Application Denied.		
Income Less than 3x rent?	YES/NO	2x security deposit, if otherwise approved		
Eviction (last 5 years) or debt to LL?	YES/NO	Application denied. No appeal.		
18+, no pets	Approved w/minimum security deposit, as advertised.			
18+, with pet(s)	Conditional approval, subject to owner's approval of pet(s). Deposit increases by \$300 with each approved pet.			
16-17	Approved w/double security deposit. (If there are also pets, subject to owner's approval with additional increase of \$300 deposit per pet.			
Less than 16	Application Denied. (No increased deposit will be considered)			



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Agent Referral Fee Instructions

Property Address: _____

Referring Agent Name: _____

Referring Agent Office: _____

Agent Phone: _____

Agent Public ID: _____

(attach agent's business card if possible)

THIS SPACE LEFT BLANK INTENTIONALLY

(FOR OFFICE USE ONLY)

Referral Fee due to agent: \$ _____

Leasing Fee due to New West: \$ _____

Total Fee due: \$ _____

Broker Approval: _____

Melissa Fore

License B.0177043



RENTAL APPLICATION



Application is not complete until page 5 is signed. Unless this application is initialed on each page it will not be processed. (If more than two persons are applying, use additional applications.)

REQUIRED TO SUBMIT:
(Certified Funds or Credit Cards)
Application (Non-Refundable) Fee \$ _____
Holding Fee \$ _____
Amt. Received \$ _____
Evidenced by: _____
(Payment Method)

PROPERTY ADDRESS _____

OTHER AGENT INFORMATION

REFERRAL COMPANY _____ MLS # _____

AGENT: _____ Public ID# _____ License# _____

RENT/DEPOSITS AND OTHER FEES

Rent: From _____, To _____	\$ _____
Security Deposit	\$ _____
Key Deposit	\$ _____
Key Fee (non-refundable)	\$ _____
Admin/Credit App Fee (non-refundable)	\$ _____
Pet Deposit	\$ _____
Pet Fee (non-refundable)	\$ _____
Cleaning Deposit	\$ _____
Cleaning Fee (non-refundable)	\$ _____
Additional Security	\$ _____
Utility Proration	\$ _____
Sewer/Trash Proration	\$ _____
Pre-Paid Rent	\$ _____
Pro-Rated Rent for _____	\$ _____
Other _____	\$ _____
Other _____	\$ _____
Other _____	\$ _____
TOTAL	\$ _____

Please note that any and all rent, deposit or fee amounts are an estimate and the amounts identified in the Lease Agreement shall be controlling.

APPLICANT INFORMATION

PROPOSED MOVE-IN DATE _____

APPLICANT: _____

HOME PHONE # _____ OTHER PHONE _____

EMAIL _____ SSN# _____

DL# _____ STATE _____ BIRTH DATE _____

CURRENT ADDRESS: _____

CITY, STATE, ZIP _____

LANDLORD NAME / MORTGAGE HOLDER: _____ PAYMENT: _____

PHONE # _____ FAX # _____ EMAIL ADDRESS: _____

HOW LONG? _____ (PLEASE CIRCLE ONE) _____ OWNED OR _____ RENT

REASON FOR LEAVING _____

PRIOR STREET ADDRESS: _____

CITY, STATE, ZIP _____

LANDLORD NAME / MORTGAGE HOLDER: _____ PAYMENT: _____

PHONE # _____ FAX # _____ EMAIL ADDRESS: _____

HOW LONG? _____ (PLEASE CHECK ONE) _____ OWNED OR _____ RENT

REASON FOR LEAVING _____

CURRENT EMPLOYER: _____

HOW LONG? _____ EMPLOYED AS _____

ADDRESS: _____

CITY, STATE, ZIP _____

PHONE # _____ FAX# _____

SALARY: \$ _____ PER/MO SUPERVISOR: _____

OTHER INCOME: SOURCE _____ AMOUNT: \$ _____

PRIOR EMPLOYER (IF LESS THAN 3 YEARS): _____ PHONE # _____

HOW LONG? _____ EMPLOYED AS _____

SALARY: \$ _____ PER/MO SUPERVISOR: _____

CREDIT REFERENCES: BANK _____ ACCT. # _____

ADDRESS _____

PERSONAL REFERENCES:

1. NAME _____ PHONE # _____

EMAIL _____ RELATIONSHIP _____

2. NAME _____ PHONE # _____

EMAIL _____ RELATIONSHIP _____

CO-APPLICANT INFORMATION

(Please note: There may be additional fees for co-applicants.)

Please identify any and all Co-Applicants along with their telephone number and email address:

<u>APPLICANT NAME</u>	<u>PHONE NUMBER</u>	<u>E-MAIL ADDRESS</u>
<u>1.</u>	_____	_____
<u>2.</u>	_____	_____
<u>3.</u>	_____	_____
<u>4.</u>	_____	_____

For Privacy purposes, all Co-Applicants must submit their own individual Rental Application.

VEHICLE INFORMATION

AUTOMOBILES:

MAKE _____ MODEL _____ LIC# _____ STATE _____ YR _____ COLOR _____

MAKE _____ MODEL _____ LIC# _____ STATE _____ YR _____ COLOR _____

MAKE _____ MODEL _____ LIC# _____ STATE _____ YR _____ COLOR _____

OTHER OCCUPANTS

IN ADDITION TO APPLICANT(S), OTHER PERSONS WHO WILL RESIDE AT PREMISES:

<u>NAME</u>	<u>RELATIONSHIP</u>	<u>AGE</u>	<u>OCCUPATION</u>	<u>TELEPHONE NUMBER</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

PETS*

*** If you have a service animal, emotional support animal, or assistance animal, (as those terms are defined in CFR, NRS, and FHA) STOP! Your animal is not a "Pet." Please fill out "Lease Addendum for Service and/or Emotional Support Animals (Collectively "Assistance Animals".)**

PETS? (Y/N) _____ IF YES, PLEASE COMPLETE THE FOLLOWING:

1. The pet or pets are identified as follows:

<u>NAME</u>	<u>AGE</u>	<u>BREED</u>	<u>WEIGHT</u>	<u>GENDER</u>	<u>NEUTERED?</u>	<u>LICENSE NO.</u>

2. Applicant certifies to Landlord that the pet(s) is in good health, and as proof therefore, a certificate of good health from a licensed veterinarian is attached. **In addition, a clear photo of each pet is attached to this application with the pet's name on the back.**

3. Applicant will keep pets on a leash when not in a fenced backyard area and will clean up all waste on the Property as well as in any common areas.

4. If the Property is subject to a Common Interest Community, Applicant will abide by all rules and regulations and CC&R's with respect to pet ownership.

5. Applicant acknowledges and understands that the representations herein are considered to be material provision of the Residential Lease Agreement.

6. Applicant requests Landlord's approval to keep the above-name pet(s) in and/or on the Property.

7. Should the pet(s) identified above create a breach in the terms of the existing lease agreement, the Pet Approval shall be immediately revoked upon written notice to the tenant as required in the lease agreement.

8. Applicant shall obtain an insurance policy that includes pet coverage. The Landlord and Property Manager shall be named additional insureds on the policy. Tenant further agrees to hold both Landlord and Property Manager harmless relative to the activity and behavior of any and all pets kept at the Property.

OTHER INFORMATION

HAS THE APPLICANT EVER FILED BANKRUPTCY? _____ GIVE DETAILS _____

HAS THE APPLICANT EVER BEEN EVICTED? _____ EXPLAIN _____

HAS THE APPLICANT EVER WILLFULLY REFUSED TO PAY RENT WHEN DUE? _____ EXPLAIN _____

HOW LONG DOES APPLICANT PLAN TO LIVE HERE? _____

DOES APPLICANT PLAN TO USE LIQUID FILLED FURNITURE? _____ IF YES, PLEASE LIST TYPE (e.g. waterbed, aquarium, etc.) _____

DOES ANYONE IN THE HOUSEHOLD SMOKE? Y/N _____ (This includes, but is not limited to the use of all tobacco, smoking related products, electronic cigarettes, vaping pens or other instruments that cause smoke or vapor to be emitted.)

EMERGENCY CONTACT

APPLICANT IN CASE OF EMERGENCY, PERSON TO NOTIFY: _____

RELATIONSHIP: _____ PHONE # _____

EMAIL: _____

DISCLOSURE

PLEASE READ CAREFULLY BEFORE SIGNING

1. APPLICANT UNDERSTANDS THAT _____ IS THE LEASING AGENT AND REPRESENTATIVE FOR THE LANDLORD OF THE PREMISES LOCATED AT _____ AT A MONTHLY RENT OF \$ _____.
2. APPLICANT DECLARES THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT, AND APPLICANT AUTHORIZES AN EMPLOYMENT CHECK, CRIMINAL RECORDS CHECK, CREDIT CHECK, VERIFICATION OF REFERENCES AND CURRENT AND PREVIOUS LANDLORDS.
3. APPLICANT HEREBY PAYS \$ _____ AS A NON-REFUNDABLE APPLICATION FEE AND \$ _____ AS HOLDING FEE. IF APPLICANT IS DECLINED, THE HOLDING FEE WILL BE REFUNDED WITHIN _____ BUSINESS DAYS. IF, AFTER APPROVAL, APPLICANT DECIDES NOT TO FULFILL THIS AGREEMENT BY COMPLETING LEASE AGREEMENT AND PAYING SECURITY DEPOSIT, HOLDING FEE SHALL BE FORFEITED BY APPLICANT PURSUANT TO THE TERMS OF THE HOLDING FEE AGREEMENT.
4. APPLICANT AGREES TO EXECUTE A LEASE AGREEMENT BEFORE POSSESSION IS GIVEN AND TO PAY THE RENT AND SECURITY DEPOSIT WITHIN _____ BUSINESS DAYS AFTER BEING NOTIFIED OF ACCEPTANCE OF THIS APPLICANT.
5. LANDLORD AND AGENT WILL NOT BE BOUND BY ANY REPRESENTATIONS, AGREEMENTS OR PROMISES, WRITTEN OR ORAL, MADE BY LANDLORD OR AGENT UNLESS CONTAINED IN THE LEASE AGREEMENT SIGNED BY LANDLORD OR LANDLORD’S AGENT.
6. APPLICANT HAS REVIEWED THE PUBLIC RECORD INFORMATION ON THE CLARK COUNTY RECORDER’S WEBSITE SHOWING THE POSSIBILITY OF PAST OR CURRENT LIENS RECORDED AGAINST THE PROPERTY AS OF THE DATE OF THIS APPLICATION. APPLICANT AGREES TO LEASE THE PROPERTY SUBJECT TO THIS INFORMATION, AND HOLD THE LANDLORD AND ITS AGENTS HARMLESS BASED UPON THIS INFORMATION AND FUTURE USE OF THE PROPERTY.
7. APPLICANT DOES HEREBY RELEASE LANDLORD, AGENT AND THIS COMPANY FROM ANY AND ALL DAMAGES OR LIABILITIES WHICH MIGHT RESULT FROM THE ABOVE INFORMATION. APPLICANT RELEASES PRESENT LANDLORD AND ALL PREVIOUS LANDLORDS FROM ANY AND ALL LIABILITY FOR ANY DAMAGE OR INJURY WHATSOEVER CAUSED BY PROVIDING INFORMATION TO LANDLORD OR AGENT REGARDING APPLICANT.
8. APPLICANT UNDERSTANDS AND ACKNOWLEDGES THAT A FALSE STATEMENT MADE HEREIN IS GROUNDS FOR DENIAL OF RENTAL TO APPLICANT. ANY STATEMENT HEREIN MAY BE CONSTRUED AS A CONDITION PRECEDENT TO ANY BINDING LEASE AGREEMENT OR CONTRACT BETWEEN APPLICANT AND LANDLORD.
9. APPROVAL FOR RESIDENCY IS MADE WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, GENDER IDENTITY OR EXPRESSION, FAMILIAL STATUS, SEXUAL ORIENTATION, ANCESTRY, OR HANDICAP.
10. APPLICANT UNDERSTANDS THAT APPLICANT ACQUIRES NO RIGHTS TO PREMISES UNTIL EXECUTION OF A LEASE AGREEMENT IN THE FORM SUBMITTED AND DEPOSIT OF RENT AND SECURITY DESCRIBED ABOVE.

_____ *DATE* _____ *TIME* _____
SIGNATURE OF APPLICANT

PRINT NAME

THE GREATER LAS VEGAS ASSOCIATION OF REALTORS® PROVIDES THIS FORM FOR MEMBERS ONLY AND IS IN NO WAY DEEMED RESPONSIBLE FOR INFORMATION PROVIDED HEREIN.