



RENTAL APPLICATION

PLEASE READ THIS CAREFULLY. APPLICATION FEES ARE NON-REFUNDABLE. PLEASE READ ENTIRE APPLICATION COVER PAGE FOR QUALIFICATIONS. All showings are by appointment only. We meet all potential tenants at our office. We never meet at the properties. We do not provide transportation to view rentals.

1. Married couples- one application
Singles- one application for each applicant, 18 years or older
Application fees are \$40.00 per application, this fee is **non-refundable**.
2. The \$40.00 application fee is non-refundable and to be paid in cash or money order only, prior to processing your application. We will not process your application until we have proof of income and all other required forms.
3. Proof of income is required. Applicant is required to make 3 times the monthly rent. (Separate applicant will be required for the same.)
4. 3 years of rental history is required. If you owned your home, please provide verification of ownership. We need to verify your rental history.
5. All listed availability dates are tentative, and rentals are not guaranteed to be ready by date listed on rental list. Please be sure to ask the status of any unit you are interested in renting. We do our best to finish cleaning and maintenance in a timely manner. We cannot be held responsible if a property is not ready by any listed and/or spoken availability dates given.
6. Upon approval of your application, a holding fee is required within 24 hours to hold the property. **Properties will not be held without a holding fee!! Holding fees are to be paid in cash or money order. No exceptions.** We can only hold a property for someone for 2 weeks, after two weeks rent will be collected regardless of occupancy.
7. The holding fee is non-refundable should the applicant fail to take occupancy. **NO EXCEPTIONS.**
8. Once the property is occupied by the tenant and the lease is signed, the holding fee is applied to the security deposit.
9. **The application fee, holding fee and first month's rent is to be paid in cash, money order, or cashiers check only. No personal checks will be accepted for any move-in monies. Any money orders or cashiers checks for rent and deposit must be made out separately; cash must be in exact change.**
10. All lease signings are by appointment only and must be signed in person with a property manager. All remaining balances of rent and deposit are due when lease is signed to receive keys.
11. All utilities must be switched on in tenants name by day and time of lease signing. Please provide the property manager with new utility account number when you arrive to sign your lease.
12. All units are listed at year-lease prices. Anything less than a year lease must be negotiated with the property manager.

I have read and understood the above policies.

Signature: _____ Date: _____

2152 Reno Hwy Suite A Fallon, NV 89406

Phone (775) 423-8111 Fax (775) 423-8491

Rent cannot exceed 1/3 of the Applicant's verifiable net income.

Verification of employment and income. Verification of a minimum of current and past (3) years of rental history, or home ownership. All application fees and holding fees are non-refundable.

APPLICANT

The undersigned hereby makes application to rent:
Full name Date of Birth
SS# Driver's License #
State
Phone: () Home () Cell ()
Email address:

PLEASE GIVE RESIDENCE HISTORY FOR THE PAST 3 YEARS

(Beginning with the most current)

Current Address: City State
Month & Year Moved in: to Monthly payment: Own
Rent Reason for leaving
Current Address: City State
Month & Year Moved in: to Monthly payment: Own
Rent Reason for leaving
Current Address: City State
Month & Year Moved in: to Monthly payment: Own
Rent Reason for leaving

FOR OFFICE USE ONLY

Rent amount Utilities
Additional Deposit Length of lease
Deposit amount Prorated amount Application Fee

EMPLOYMENT

Current Employer: Date Employed:
Title: Supervisor:
Phone: () Net Salary: \$ per (wk, mo, yr)
Address:

If employed by above for less than 1 year, please list prior employment.

Current Employer: Date Employed:
Title: Supervisor:
Phone: () Net Salary: \$ per (wk, mo, yr)
Address:

Any other sources of income you would like us to consider

Amount: \$ Source: \$

SPOUSE

The undersigned hereby makes application to rent:
Full name Date of Birth
SS# Driver's License #
State
Phone: () Home () Cell ()
Email address:

Spouses Employer: _____ Title: _____

Supervisor: _____ Phone: (____) _____

Net Salary: \$ _____ per _____ (wk, mo, yr)

Address: _____

Names of other occupants: _____

Personal References- No Relatives

(Name, Address, & Telephone Numbers)

1. _____

2. _____

Emergency Contact (Nearest Relative) _____

Relationship: _____

Phone (____) _____ Address _____

THIS INFORMATION, TO THE BEST OF MY KNOWLEDGE, IS TRUE AND CORRECT

_____ Date: _____

Signature of Applicant

_____ Date: _____

Signature of Co-Applicant

If there is a discrepancy or lack of information, it may result in a rejection of this application.

This is only an application and does not constitute a rental agreement.

When submitting your application, please provide copies of your most recent form of income for the last two pay periods and copies of driver's license for ALL applicants.

ADDITIONAL INFORMATION

Has any applicant ever willfully refused to pay rent when due? YES NO

Has any applicant ever been evicted? YES NO

Has any applicant ever filed bankruptcy? YES
 NO

Has any applicant ever been convicted of a gross mis-demeanor or felony? YES NO

DOES ANYONE IN THE HOUSEHOLD SMOKE? YES NO

Resident(s) is/are responsible for all interior damages caused by smoking as well as removal of all exterior smoking debris and material.

DO YOU HAVE ANY PETS? YES NO

Number of Dogs _____ Cats _____ Other _____

Breed _____ Weight _____ Male ___ Female ___

Breed _____ Weight _____ Male ___ Female ___

Breed _____ Weight _____ Male ___ Female ___

Breed _____ Weight _____ Male ___ Female ___

VERIFACATION OF EMPLOYMENT

Company name: _____

Applicants name: _____

Supervisor: _____ Phone # _____

Fax# _____

I hereby authorize my employer to furnish my employment status and my wage amount to Century 21 Green Valley Realty.

Signature Date

Employer only below line

One of your employees has applied to rent one of our properties. Please verify the following information below. Please return to our office as soon as possible. Any questions feel free to call the property manager at 775-423-8111

Date of Employment Hired Date _____ Termination date: _____

Employee is paid hourly \$ _____ Salary \$ _____

Hours per week: _____ Employee is paid weekly _____ Bi-weekly _____ Monthly _____

Signature Name & Title

Please return to Century 21 Green Valley Realty. 2152 Reno Hwy #A Fallon, NV 89406 Phone 775-423-8111 or Fax 775-423-8491 or email to GVRRENTALS@GMAIL.COM

RENTAL VERIFACATION

Applicant (s) Name: _____

I hereby authorize the release of information regarding my current or past rental history and tenancy to Century 21 Green Valley Realty:

Signature date Signature date

LANDLORD ONLY BELOW THIS LINE

Our office has received a rental application from the person listed above. Please verify the information below and return to Century 21 Green Valley Realty.

Who resided at _____

Date moved in _____ Date moved out _____

Monthly rent amount _____ Lease or month to month _____

Was rent ever late? _____ How many times _____ Any NSF Checks _____

Was proper notice given to vacate? Yes ___ No ___

Comments: _____

Condition of property left in? ___ Excellent ___ Good ___ Fair ___ Poor

Comments: _____

Did they owe any money? No Yes If yes how much for rent? _____

Did they owe any money? ___ No ___ Yes If yes, how much for rent: _____

Damages? _____

Did they have any pets? ___ No ___ Yes What kind: _____

Would you rent to the Tenant(s) again? ___ No ___ Yes Other comments: _____

Thank you for your time! **Please fax back to 775-423-8491 or email to GVRRENTALS@GMAIL.COM**

**ALL DEPOSITS/ HOLDING FEES MUST BE PAID IN CASH OR
CASHIERS CHECK** 2/19