



# APPLICATION INSTRUCTIONS

(Please Read Carefully)

**Incomplete Applications Will Not Be Processed!**

There is a non-refundable application fee per qualifying person.

All adults over the age of 18 intending to live in the property must submit a separate application. However, only those person(s) who will be legally responsible for the Lease and will be signers on the Lease must pay their application fee.

The application fee must be paid with a cashier's check, money order or online.

**\*\*\* NO CASH OR CHECKS ACCEPTED! \*\*\***

## **The following items must be included with your completed application:**

- ❖ 1. Proof of income—may include copies of your last 2 pay check stubs; proof of retirement, social security or SSI income; child support and if self-employed, you must provide a copy of the first 5 pages of your 1120, 1120S or 1065 and the K-1; the first 2 pages of your personal 1040 tax return plus schedule C.
- ❖ 2. Five years of resident history, if applicable, with phone numbers of landlords.
- ❖ 3. A copy of your Driver's License. If you do not have a license we will need a copy of a Photo I.D

**Please complete application online via our website <https://www.lasvegas-propertymanagement.com> or bring in your completed applications to 500 Rose St. at the Southwest Corner of Alta and Rose. Rose St. is between Rancho & Martin Luther King. The office number is: (702) 648-1299; fax number is: (702) 648-8932.**

Once your application is approved, you will be notified and given the option of either coming to our office to sign the Lease Agreement and Addendums and pay the deposits and fees or to have the paperwork sent to you via DocuSign and you may sign the documents electronically and send the monies due to us via ACH, wire transfer or overnight Certified Funds within 2 business days. The start date of your lease shall be no later than 14 days from the date you were approved.

Applicant represents all information on the application to be true and accurate and understands that the owner/ manager will rely upon said information when accepting or rejecting this application. Applicant understands that false statements made on the application will result in denial.

Applicant understands there is a non-refundable pet fee charged per pet. Applicant understands that proof of tenant insurance including pet insurance, if applicable, must be in place prior to occupancy and a copy of your policy must be given to us.

Applicant has read and understands the above procedures and policies.

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Print Name

Signature

Date

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Print Name

Signature

Date



## **AVALON REALTY & OAKTREE MANAGEMENT**

### **STATEMENTY OF RENTAL POLICY**

Dear Applicant,

Thank you for choosing to apply to rent an Avalon Realty & Oaktree Management property! We provide a high quality experience to all our tenants and we are seeking high quality tenants for a long term relationship.

We are an equal opportunity housing provider. We fully comply with the Federal Housing Act and Nevada State Law. We do not discriminate against any person because of age, race, color, religion, sex, handicap, familial status, national origin, ancestry, sexual orientation or gender identity.

**Occupancy guidelines:** To prevent overcrowding and undue stress on plumbing and other building systems, we restrict the number of people who may reside in a property. In determining these restrictions, we adhere to all applicable fair-housing laws. We allow two persons per bedroom plus one additional person per property although this could vary depending upon the layout of the home. The Owner of the property has the right to choose to increase or decrease the total number of occupants allowed and we, as Agents of the Owner, are obligated to abide by the Owner's wishes.

**Application Process:** We evaluate every application in the following manner. You must pay the non-refundable application fee. We will determine from your responses to the application questions, your credit report, public records, civil and criminal records, employment and rental references if you meet our rental criteria. This process generally takes two to three days. If you supply any false information, your application will be automatically denied.

**Multiple Applications:** If multiple applications are received on the same property, we will process all applications and approve the highest scored applicant. If your application is approved with fewer points, we will hold your application open for 60 days. You may apply your pre-approved application towards any of our other properties within those 60 days without having to pay another application fee.

**Pet Policy and Pet Application:** Prior to applying please confirm with our office that the property you are interested accepts pets as allowable pets will vary from property to property. You are required to complete a pet application regarding pet ownership and to pay the required pet fee as part of your application approval process at <https://avalonoaktree.petscreening.com/>. This applies to you even if you do not have a pet or have a service animal although there will be no fee charged to you if this is the case.

**Pet Fees:** If your pet is approved, you will be required to pay a pet fee of \$250 per pet. This is a one-time fee. In addition, you will also have a monthly pet fee which is determined based upon the "Paw Score" that PetScreening.com assigns to your pet.

5 Paws – \$20.00/month;      4 Paws – \$25.00/month;      3 Paws – \$35.00/month

2 Paws – \$45.00/month;      1 Paw – \$65.00/month

**AVALON REALTY & OAKTREE MANAGEMENT**  
500 ROSE STREET  
LAS VEGAS, NV 89106  
[www.lasvegas-propertymanagement.com](http://www.lasvegas-propertymanagement.com)



## AVALON REALTY & OAKTREE MANAGEMENT

### STATEMENT OF RENTAL POLICY

You are required to provide your own pet liability insurance covering the specific dog and naming both our brokerage and the property owner as additional insured on the policy with at least \$250,000 in additional liability coverage specifically naming the animal for any animals with a paw score of 1 or 2.

**Tenant Benefit Package:** A monthly fee of \$25 per month will be charged and must be included with the monthly rent payment. You may see the current benefits offered on our website.

<https://www.lasvegas-propertymanagement.com/tenant-benefits>

Benefits include:

Online portal for making payments at no charge if paying by e-check or ACH recurring payment.

High quality Merv-11 filter delivered bi-monthly.

24/7 Emergency maintenance hotline

Convenient on-line submission of work orders.

Free credit reporting of your on-time payments to build your credit score.

Utility concierge to set up your utilities, cable, etc.

Property Inspections during your lease to be sure there are no outstanding repair issues.

Guaranteed response – we'll get back to you within 24 hours.

Quality repairs – by vendors who care and do a great job.

On-line Pet Profile can be sent easily to your vet, pet sitter, etc.

Security Deposit Protection – If your property is foreclosed for any reason, we guarantee the protection of your security deposit.

\$1000 – paid to your closing costs when you buy a property with an agent at Avalon Realty & Oaktree Management.

**Smoking:** No smoking of any substance is allowed in the home or garage at any time.



## **AVALON REALTY & OAKTREE MANAGEMENT**

### **STATEMENT OF RENTAL POLICY**

**Move-In Funds:** You may not move into the property unless all monies due have been paid. You must pay in certified funds – a cashier’s check or a wire. Please note that if your move-in date is after the 19<sup>th</sup>, you will need to pay not only the current months’ rent and fees but also the following months’ rent and fees. Please note that rent is pro-rated for a partial month but the monthly fees are not.

**Convenience Fees:** You may pay your rent via ACH e-check through our on-line portal at no cost. Other forms of payment carry convenience fees varying from \$3.00 to 3% of your payment.

**Utilities:** You must transfer power, gas and water, as applicable, into your name no later than your move-in date. You will be charged monthly for sewer and trash, as applicable. Please ask what the monthly amount will be for the property you are applying for.

**Please read the below information and instructions fully before applying.**

**Scoring Criteria:** We use a propriety scoring method which assigns positive or negative points based upon factors such as your length of employment, rent-to- income ratio, credit report including your FICO score, criminal history, eviction history and tenant history

**Credit:** If your FICO score is less than our standard requirement, you may have to pay a Credit Contingency Fee. We have found that tenants with lower credit scores are more likely to pay their rent late or otherwise default on their lease obligations. This increases our workload, as we have to spend time trying to collect money owed and increase our risk as it costs us money when rent isn’t being paid or when tenants have to be evicted. If your credit score is less than 520, you will be denied.

The credit contingency monthly fee based on your FICO score is:

\$25 – Score between 579-590; \$40- Score between 550-578; \$55- Score between 520-549



## AVALON REALTY & OAKTREE MANAGEMENT

### STATEMENTY OF RENTAL POLICY

**Income:** Your monthly income must be at minimum two times the monthly rent. If you are unemployed you must provide proof of a verifiable income source which does not include unemployment benefits. We do combine all qualifying adult income. Only documented income will be considered. If your income is less than two times the monthly rent, it will result in an automatic denial.

**Rental History:** You must have satisfactory rental references for the last 2 years at a minimum unless you were a homeowner. We do not include rental history from family or if you were a roommate but not on a lease. If you have been evicted in the last 7 years or have an open collection from a landlord or property management company, this is an automatic denial.

**Credit History:** Your credit history must not show habitual credit abuse or unpaid collections to utility companies.

**Criminal Background:** If you have a felony conviction within the last 7 years for illegal manufacture or distribution of a controlled substance, bodily harm, intentional damage or destruction of property or if you are a registered sex offender your application will be denied.

**Exceptions:** If you do not meet on or more of the above criteria or you fall short on our scoring procedure, you may be able to qualify for the property based on one or more of the following conditions:

You can get a third party to guarantee your lease. The guarantor must pass the same application and screening process that you must pass, except that we will deduct the guarantor's own housing costs when calculating rent-to-income ratios. You could be offered to lease the property subject to paying a higher deposit and/or the last month's rents.



**PLEASE READ CAREFULLY**

**APPLICANT AUTHORIZATION AND CONSENT**  
**FOR RELEASE OF INFORMATION**

This release and authorization acknowledges that Avalon Realty & Oaktree Management, Inc. may now, or at any time while I am renting, conduct a verification of my current and previous tenant history, current and previous employment, credit history, contact personal references and receive any criminal history information pertaining to me which may be in the files of any Federal, State, or Local criminal justice agency and to verify any other information deemed necessary to fulfill the Tenant requirements. The results of this verification process will be used to determine tenant eligibility under Avalon Realty & Oaktree Management's policies. In the event the information from the report is utilized in whole or in part in making an adverse action decision with regard to your application to rent, we will provide you with the information to obtain a copy of that report from the credit reporting agency.

I hereby authorize the credit reporting agency and any of its agents, to disclose orally and in writing the results of this verification process to the designated authorized representative of Avalon Realty & Oaktree Management, Inc.

I have read and understand this release and consent and I authorize the background verification. I authorize persons, schools, current and former employers; current and former landlords; veterinarians and other organizations and agencies to provide all information that may be requested. I hereby release all of the persons and agencies providing such information from any and all claims and damages connected with their release of any requested information. I agree that any copy of this document is a valid as the original.

I do hereby agree to forever release and discharge Avalon Realty & Oaktree Management, Inc., their agents and employees to the full extent permitted by law from any claims, damages, losses, liabilities, costs and expenses, or any other charge or complaint filed with any Agency arising from retrieving and reporting of information.

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

\_\_\_\_\_  
Print Name Clearly

\_\_\_\_\_  
Date



# LEASE APPLICATION

A separate lease application MUST BE completed by all adults over the age of 21. Only those persons who will be legally and financially responsible for the lease will pay an application fee.

<b>DATE OF APPLICATION:</b>	<b>PROPERTY ADDRESS:</b>
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## PERSONAL INFORMATION

FIRST NAME	MIDDLE	LAST	S.S.#
DATE OF BIRTH	MARITAL STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> DIVORCED	SPOUSE/PARTNER'S NAME	DRIVER'S LICENSE    STATE
HOME PHONE	CELL PHONE	WORK PHONE	E-MAIL
FACEBOOK HOME PAGE:	INSTAGRAM USER NAME:	TWITTER USER NAME:	OTHER USER NAME:
PRESENT HOME ADDRESS		CITY/STATE/ZIP	
PRESENT LANDLORD	LENGTH OF TIME	LANDLORD PHONE	LANDLORD FAX
REASON FOR LEAVING	AMOUNT OF RENT	WAS YOUR RENT UP TO DATE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
PREVIOUS HOME ADDRESS		CITY/STATE/ZIP	
PREVIOUS LANDLORD	LENGTH OF TIME	LANDLORD PHONE	LANDLORD FAX
REASON FOR LEAVING	AMOUNT OF RENT	WAS YOUR RENT UP TO DATE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
<ul style="list-style-type: none"> <li>▪ DO YOU OR ANYONE IN YOUR HOUSEHOLD SMOKE    YES/NO</li> <li>▪ HAS APPLICANT EVER FILED FOR BANKRUPTCY?    YES/NO</li> <li>▪ HAS APPLICANT EVER BEEN BROUGHT TO COURT BY ANOTHER LANDLORD?    YES/NO</li> <li>▪ HAS APPLICANT EVER WILLFULLY REFUSED TO PAY RENT?    YES/NO</li> <li>▪ HAS APPLICANT EVER BEEN EVICTED FOR ANY REASON?    YES/NO</li> <li>▪ HAS APPLICANT EVER BEEN SERVED A NOTICE OF EVICTION?    YES/NO</li> <li>▪ HAS APPLICANT OR OCCUPANT EVER BEEN CONVICTED OF A GROSS MISDEMEANOR OR FELONY?    YES/NO</li> </ul> <p>IF YES TO ANY OF THE ABOVE QUESTIONS, PLEASE EXPLAIN: (IF YOU NEED MORE ROOM PLEASE ADD A SEPARATE PAGE)</p> <hr/>			

## PROPOSED OCCUPANTS

NAME	DATE OF BIRTH	S.S.#	RELATIONSHIP	OCCUPATION	DRIVERS LICENSE #	STATE

## VEHICLE INFORMATION

YEAR	MAKE	MODEL	COLOR	PLATE#	STATE



# LEASE APPLICATION

EMPLOYMENT					
EMPLOYER	<input type="checkbox"/> CURRENT <input type="checkbox"/> PREVIOUS		OCCUPATION/JOB TITLE	WEEKLY HOURS	MONTHLY PAY
SUPERVISOR	PHONE/EXTENSION	FAX	YEARS EMPLOYED	YEARS IN FIELD TYPE?	
ADDRESS			CITY/STATE/ZIP		
EMPLOYER	<input type="checkbox"/> CURRENT <input type="checkbox"/> PREVIOUS		OCCUPATION/JOB TITLE	WEEKLY HOURS	MONTHLY PAY
SUPERVISOR	PHONE/EXTENSION	FAX	YEARS EMPLOYED	YEARS IN FIELD TYPE?	
ADDRESS			CITY/STATE/ZIP		
ADDITIONAL INCOME (PLEASE ATTACH PROOF OF INCOME)					
CURRENT INCOME	SOURCE		<input type="checkbox"/> WEEKLY <input type="checkbox"/> BIWEEKLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> YEARLY	PROOF OF INCOME <input type="checkbox"/> YES <input type="checkbox"/> NO	
CURRENT INCOME	SOURCE		<input type="checkbox"/> WEEKLY <input type="checkbox"/> BIWEEKLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> YEARLY	PROOF OF INCOME <input type="checkbox"/> YES <input type="checkbox"/> NO	
CURRENT INCOME	SOURCE		<input type="checkbox"/> WEEKLY <input type="checkbox"/> BIWEEKLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> YEARLY	PROOF OF INCOME <input type="checkbox"/> YES <input type="checkbox"/> NO	
BANK REFERENCES					
CONTACT	BRANCH	ACCOUNT#	PHONE	FAX	HOW LONG?
CONTACT	BRANCH	ACCOUNT#	PHONE	FAX	HOW LONG?
PERSONAL REFERENCES/NOT RELATED (THREE REQUIRED)					
CONTACT		PHONE	CONTACT		PHONE
RELATION	HOW LONG?	ADDRESS	RELATION	HOW LONG?	ADDRESS
CONTACT		PHONE	CONTACT		PHONE
RELATION	HOW LONG?	ADDRESS	RELATION	HOW LONG?	ADDRESS
IN CASE OF EMERGENCY PERSON TO NOTIFY (TWO CONTACTS & TWO #'S REQUIRED)					
CONTACT	CELL PHONE:		HOME PHONE:		WORK PHONE:
RELATION	ADDRESS				EMAIL ADDRESS:
CONTACT	CELL PHONE:		HOME PHONE:		WORK PHONE:
RELATION	ADDRESS				EMAIL ADDRESS:

**OWNER DISCLOSURE:**  
 The owner of the premises, or the person authorized to act for and on behalf of the owner, for the purpose of processing, receiving, and receipting of notices and demands is:

**NON-REFUNDABLE**  
 APPLICATION FEE CAN BE PAID  
 ONLINE OR IN-OFFICE AT  
[www.lasvegas-propertymanagement.com](http://www.lasvegas-propertymanagement.com)





# PET POLICY

**NOT ALL PROPERTIES ALLOW PETS!**

## **Avalon's Tenant Pet Policy**

Pet policies vary from one homeowner to another. Some owners do not permit pets, while others restrict type and/or size of pets. No more than two pets per household are permitted without specific owners' approval.

### **Restricted Dog Breed Policy**

On a case by case basis, Avalon will allow for restricted breed dogs:

- Akita
- Bull Terrier
- Bull Mastiff
- American Bulldog
- Chow
- Doberman
- German Shepherd
- Great Dane
- Husky
- Mastiff
- Pit Bull
- Presa Canario
- Rottweiler
- Staffordshire Terrier

### **Approval and Acceptance Requirements**

1. Provide required information at <https://www.avalonoaktree.petscreening.com>
2. Purchase restricted breed liability insurance with a minimum coverage limit of \$250,000 per incident
3. Name Avalon Realty & Oaktree Management, Inc. and the property owner as 'Additional Insured' on the policy
4. Submit Insurance policy proof to [Liz@avalonoaktree.com](mailto:Liz@avalonoaktree.com)
5. Maintain insurance through the lifetime of the lease

### **Failure to abide by this policy is grounds for eviction.**

Tenants will be evicted for misrepresenting any of the above type of dog, as well as for being in possession of any poisonous, dangerous, endangered species or otherwise illegal pet. Our pet policies are strictly enforced and any unauthorized pet will result in an immediate fine of \$500 and a potential 3-Day Notice to Quit for eviction based on violation of lease terms.

- No aquariums larger than 10 gallons allowed.
- No ferrets, reptiles or rodents of any kind are permitted as pets.
- All birds must be confined in cages and not allowed to reside outside their cage.

**Recommendations:** Conduct a Google search for 'Dog Liability Insurance' online and seek several quotes from insurance providers licensed in Nevada for your pet.

**Pet Fees:** If you have a pet, you will be required to pay a \$250 Pet Administration Fee **per pet**. This is a one-time fee. In addition to this fee, you will also have a monthly pet fee **per pet**. The amount of the pet fee is determined based upon 'Paw Score' that PetScreening.com assigns to your pet. This score is determined using a proprietary formula that takes into account things like pet age, weight, vaccination records etc.

The following are the monthly pet fees:

5 paws- \$20.00	3 paws-\$35.00
4 paws-\$25.00	2 paws-\$45.00
	1 paws-\$65.00