



APPLICATION INSTRUCTIONS

(Please Read Carefully)

Incomplete Applications Will Not Be Processed!

There is a **non-refundable application fee** of \$85 per qualifying person.

All adults over the age of 18 intending to live in the property must complete a separate application and pay the application fee.

The application fee must be paid online when submitting application. No paper applications accepted.

***** 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

Once your application is approved, you will be contacted and given 2 business days to pay your deposits + fees and sign your lease. All monies must be paid in certified funds only. 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 automatic denial.

Applicant understands there is a pet administration 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.

Please view our Tenant Resource Page on our website: [Avalon Realty and Oaktree Management Tenant Resource Information](#)

Print Name

Signature

Date

Print Name

Signature

Date



AVALON REALTY & OAKTREE MANAGEMENT

STATEMENT 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. We process applications on a first come first serve basis. This process generally takes two to three days not including weekends or holidays. If you supply any false information, your application will be automatically denied.

Pet Policy and Pet Application: Prior to applying, please confirm with our office that the property you are interested in 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 \$350.00 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

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 \$30 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 & are subject to change:

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

High quality Merv-11 filter delivered directly to your door.

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 address any concerns you may have.

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

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

One time waiver of late fees, or NSF fee

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.

One time waiver of late fees or NSF fee.



AVALON REALTY & OAKTREE MANAGEMENT

STATEMENT OF RENTAL POLICY

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

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 15th, 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 qualify to pay a Credit Contingency Fee. Please be advised that this is based on owner approval and is not guaranteed. 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 580 you will be denied. No bankruptcy in the last 2 years.

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

\$75 – Score between 580-599 + an additional \$75 to the advertised rent amount.



AVALON REALTY & OAKTREE MANAGEMENT

STATEMENTY OF RENTAL POLICY

Income: Your monthly income must be at minimum two and a half times the monthly rent. If you are unemployed, you must provide proof of a verifiable income source which does not include unemployment benefits. Will combine a maximum of two related adult applicants' 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.



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.

| | |
|-----------------------------|--------------------------|
| DATE OF APPLICATION: | PROPERTY ADDRESS: |
|-----------------------------|--------------------------|

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"> ▪ DO YOU OR ANYONE IN YOUR HOUSEHOLD SMOKE YES/NO ▪ HAS APPLICANT EVER FILED FOR BANKRUPTCY? YES/NO ▪ HAS APPLICANT EVER BEEN BROUGHT TO COURT BY ANOTHER LANDLORD? YES/NO ▪ HAS APPLICANT EVER WILLFULLY REFUSED TO PAY RENT? YES/NO ▪ HAS APPLICANT EVER BEEN EVICTED FOR ANY REASON? YES/NO ▪ HAS APPLICANT EVER BEEN SERVED A NOTICE OF EVICTION? YES/NO ▪ HAS APPLICANT OR OCCUPANT EVER BEEN CONVICTED OF A GROSS MISDEMEANOR OR FELONY? YES/NO <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 |
|------|---------------|-------|--------------|------------|-------------------|-------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
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| | | | | | | |

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



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
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 |