



# 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 [www.avalonoaktree.com](http://www.avalonoaktree.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 email 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.

If more than one application is presented on a property, Avalon Realty & Oak Tree Management has an obligation to show all applications to the homeowner.

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 **\$300.00 minimum deposit** per pet and that this deposit must be paid prior to occupancy. Applicant understands that proof of tenant insurance including pet insurance, if applicable, must be in place prior to occupancy.

---

Print Name

Signature

Date

---

Print Name

Signature

Date



## **AVALON REALTY & OAKTREE MANAGEMENT**

### **STATEMENTY OF RENTAL POLICY**

- 1) 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.
- 2) 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. The only exception to this rule is 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.
- 3) Application process. We evaluate every application in the following manner. You must pay the non-refundable application fee. We will determine whether, from your responses to the application questions, your credit report, public records, civil and criminal records, and employment and rental references if you meet our rental criteria. If you do not, we will reject your application. If you meet our criteria, we will approve your application. This process generally takes one or two days.
- 4) Rental criteria. To qualify for a property, you must meet the following criteria:
  - a) Income. Your monthly income must be at least two times the monthly rent. If you are unemployed, you must provide proof of a source of income. Only documented income will be considered as valid.
  - b) 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 the lease. If you have ever been evicted or sued for any lease violation within the past 7 years, we will reject your application with the possible exception of proving that you have paid your prior landlord in full.
  - c) Credit History. Your credit history must not show habitual credit abuse.
  - d) Exceptions. If you do not meet one or more of the above criteria you may be able to qualify for the property with the owner's permission and based on one or both of the following conditions:
    1. 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 before applying his or her income to our income standard.
    2. At the owner's option, you could be offered to lease the property subject to paying a higher deposit and/or pre-paying the last month's rent.



**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>
-----------------------------	--------------------------

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
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> </ul>	<ul style="list-style-type: none"> <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>	IF YES TO ANY OF THE ABOVE QUESTIONS, PLEASE EXPLAIN: (IF YOU NEED MORE ROOM PLEASE ADD A SEPARATE PAGE) <hr/> <hr/>	

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

VEHICLE INFORMATION					
YEAR	MAKE	MODEL	COLOR	PLATE#	STATE
YEAR	MAKE	MODEL	COLOR	PLATE#	STATE
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:

**AVALON REALTY**  
---and---  
**OAKTREE MANAGEMENT**  
(702) 648-1299

**NON-REFUNDABLE**

APPLICATION FEE CAN BE PAID  
ONLINE OR IN-OFFICE AT  
[WWW.AVALONOAKTREE.COM](http://WWW.AVALONOAKTREE.COM)

ALL FEES & DEPOSITS TO  
BE SUBMITTED  
**SEPERATELY**  
IN CERTIFIED CHECKS  
OR MONEY ORDERS.



# PET APPLICATION

There is an additional deposit for pets.  
NOT ALL PROPERTIES ALLOW PETS!

DATE OF APPLICATION:	PROPERTY APPLIED FOR:
NAME OF PET OWNER:	

PET'S NAME	AGE	WEIGHT	GENDER	COLOR	TYPE/BREED	SPAYED/NEUTERED	LICENSE#

**ATTACH A PHOTO FOR EACH PET ON THE NEXT PAGE  
 RULES AND RESTRICTIONS ON PETS**

1. *Renter's insurance covering pets must be provided prior to receiving keys.*
2. *Tenant certifies to Landlord that the pet(s) is/are in good health; and as proof; therefore, a certificate of good health from a licensed veterinarian is attached showing pets current on their vaccinations. In addition, a photo of each pet is required with the pet's name inscribed on the back.*
3. *Tenant 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, tenant will abide by all rules, regulations and CC&R's with respect to pet ownership.*
5. *Tenant acknowledges and understands that the representations herein are considered to be material provision of the Residential Lease Agreement.*
6. *Tenants requests Landlord's approval to keep said pets in/on the property.*
7. *No pets shall be brought on the premises without paying the pet deposit and signing the pet application agreement and supplying a recent photograph of the animal. LESSEE(s) is responsible and liable for any and all damages which Lessor may suffer as a result of LESSEE or LESSEE'S guest's pets, invited or not. LESSEE(s) agrees to indemnify LESSOR for any and all liability and damages which LESSOR may suffer as a result of LESSEE or LESSEE(s) guest's pets included but not limited to attorney's fees. With respect to any and all such pets, LESSOR is unaware of and LESEE(s) represents to LESSOR that such pets do not possess, and have not exhibited dangerous characteristics of any nature. **All pets must be pre-approved.** LESSEE agrees to pay an additional deposit upon move-in prior to getting the animal.*

*I have read and understand the policies related to keeping pets on/in this rental property and I, and members of my household, promise to fully comply.*

---

Signature/Date



**AVALON REALTY**  
—and—  
**OAKTREE MANAGEMENT**  
**(702) 648-1299**

# PET APPLICATION

PHOTO PAGE  
LANDLORD'S RESPONSE

**ATTACH A PHOT FOR EACH PET HERE**

**PET'S EMERGENCY CARETAKER**

NAME	RELATIONSHIP	TELEPHONE
------	--------------	-----------

**LANDLORD'S RESPONSE**

Landlord, through Landlord's Broker, having considered the Application for Pet Approval submitted by Tenant, does hereby  REJECT  APPROVE Tenant's application.

By: \_\_\_\_\_  
 AUTHORIZED AGENT FOR BROKER DATE