

## **RENTAL APPLICATION GUIDELINES**

**Thank you for your interest in our rental properties.** We would like to offer as much information as possible to help you become familiar with our policies and procedures. Please review the qualifying criteria and rental application guidelines prior to requesting a showing of a property.

### **FAIR HOUSING LAWS & FEDERAL EQUAL CREDIT OPPORTUNITY ACT**

RE/MAX Gold strictly abides by the Federal Fair Housing Act, Nevada Fair Housing Law and principles of equal opportunity. We do not discriminate on the basis of race, color, religion, national origin, ancestry, gender, marital status, source of income, physical or mental disability, familial status, sexual orientation or gender identity/expression.

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided that the applicant has the ability to enter into a binding contract), because all or part of the applicant's income derives from any public assistance program, or because the applicant has in good faith exercised any right under the Consumer Protection Act. The federal agency which administers compliance with this law is the Federal Trade Commission, Equal Credit Opportunity, Washington, D.C. 20580.

### **AGENCY DISCLOSURE**

RE/MAX Gold is a full-service real estate brokerage. As a Property Manager, under the brokerage, RE/MAX Gold represents the property owner and acts on behalf of the owner as the landlord.

### **APPLICATION FEES – NON REFUNDABLE**

\$35.00 per applicant (all applicants over the age of 18 must apply separately)

Please be prepared to pay the application fee using a credit or debit card.

## APPLICATION PROCESS

The online applications can be found on the “AVAILABLE RENTALS” page of our website ([www.renotothemax.com](http://www.renotothemax.com)). Find the property you are looking to apply for and click the “VIEW MORE” button for more information or the “APPLY” button to apply now. If you have any questions prior to applying please click on the “CONTACT” button to submit your question(s). For your identity protection, we require ALL applications and supporting documents to be submitted electronically through our property management software system.

We process all applications on a FIRST COME, FIRST SERVED basis. It is important that your application is complete, your application fee is paid and all required supporting documents have been uploaded. We will not process any incomplete applications.

## APPLICATION REQUIREMENTS

All applications, fees and documentation must be complete before any processing can begin.

The following documents are REQUIRED:

- Application form with all blanks filled in
- Application fee paid
- Income Verification – last 2 months of paystubs or letter on company letterhead verifying employment.
  - If you’re self employed, please provide a copy of last year’s income tax return and your last 3 month’s bank statements.
  - Other income such as retirement, worker’s comp insurance, child support, etc must have reliable documentation.
- Photo Identification – Government issued photo identification, such as a driver’s license or passport.
  - If you are a US citizen, you will also need to provide your Social Security Number.

## CREDIT CRITERIA

RE/MAX Gold will attempt to obtain a consumer credit report for each applicant. This report must be generated by RE/MAX Gold, not the applicant. In addition to a credit report, we may also run a fraud, eviction, bad check, national criminal database and/or drivers license search. We will also contact your current and previous landlords, employers and/or references provided by you.

**If you currently owe for unpaid utilities, owe money to a former landlord or have been evicted from a rental within the last five years, your application will be denied.**

Please see the “Summary of Rights under the Fair Credit Reporting Act” for more information.

## QUALIFYING REQUIREMENTS

The following is considered and may affect your ability to qualify.

- Gross monthly income of at least two times the rent amount (all applicants combined)
- Acceptable debt to income ratio
- No evictions
- No unpaid bills or collections accounts for utilities
- No unpaid bills, collections or judgements against management companies, landlords, etc
- No felony convictions (see criminal history below)

## BACKGROUND CHECKS AND VERIFICATIONS

We welcome all responsible individuals into our rentals and understand that some responsible individuals may have issues from their past that could negatively affect our decision. We conduct background checks and verify all information provided on the application and in supporting documents. We obtain information from a consumer reporting agency as well as other outside sources. You may request a secure copy of your credit and background check report(s) we received. We will not release this information to anyone else. The kinds of checks and verifications we conduct include identity, housing, credit, employment/income/available funds, personal references, and criminal history.

**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 the regard, by providing additional information within 14 days of the day 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 1<sup>st</sup> in line for our next available rental property.

**FALSE INFORMATION**

You must provide all required information and supporting documentation. If you do not do so, your application will be denied. If any information provided on your application proves to be false or misleading, your application will be denied. NOTE: All application fees are non-refundable. 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.

**CONFIDENTIALITY**

Your privacy is important to us. Please read our "PRIVACY POLICY".

**APPLICATION DECISION**

We process rental applications on a first come, first served basis and it usually takes up to 3 days. Your application may be approved, conditionally approved, or declined. For individual applicants, after we review and verify your application and supporting documents, we will send you a letter or email, informing you of our decision. If your application is conditionally approved or declined, the reason(s) will be identified in the notification. We will not release this information to anyone else. If your application is approved or conditionally approved, your notification will include any deposits and pet fees due. Security deposits may be higher than originally advertised if applicants are conditionally approved.

**PET POLICY**

Each of our properties have different pet policies depending on the property owner. If pets are allowed, an application for pet approval will be required at the time of application. The property owner will decide whether to approve pet(s) and whether to charge a pet deposit (refundable), a pet fee (non refundable) and/or additional pet rent.

The application is preliminary only and does not obligate the Owner or this agency to execute a lease or deliver possession of the property. We reserve the right to deny any application.

If you have any questions about the application process please contact one of our professional Property Managers by clicking the "CONTACT" link at the top of the page.

***Thank you for your consideration of our properties!***