



RENTAL APPLICATION INSTRUCTIONS

(This must be signed by the applicants and submitted along with attached application)

1. Fill out rental application completely and remit \$100.00 per person (or married couple), each additional applicant shall submit \$50 per applicant for processing fee. Spouse must complete the co applicant portion. Roommates will complete a separate application. As a general rule, a minimum score of 600 is required to qualify and properties will be held for no more that 30 days. Some owner(s) require different ratings based on the particular value of the property and/or its furnishings. Robinson Property Management, LLC (referred to as RPM) reserves the right to hold up to 3 times the rent for security deposit under certain conditions (Low Credit Score, Bankruptcy, Foreclosure, or Income). If this may apply to you, please contact property manager for details prior to submitting application.
2. The application fee shall be paid in cashier's check, money order, or certified funds only. Personal checks are accepted as rent only after move-in.
3. All rentals are available on a first come, first served basis. Owner reserves the right to process multiple applications during the process. Processing time shall be a minimum of 48 to 72 hours excluding weekends and holidays unless otherwise agreed on upon prior by the property manager.
4. Application / processing fees are non- refundable. RPM outsources their screening to a third party company. As a general rule, RPM looks for roughly (3) times monthly income of the actual rent. RPM reserves the right to request additional documentation after receiving the application. Tax returns, payroll stubs. Additional documentation may be required of those with derogatory information, bankruptcies, no rental history, high debt ratios, or the self-employed.
5. Upon approval, lease agreement shall be signed within 4 business days. Applicant and co-applicant agree to submit a minimum amount equal to one month's rent when signing a lease. **All move-in funds shall be in certified funds, money order, or cashiers check only made payable to Robinson Property Management, LLC.** Security deposit is subject to a penalty of a pro-rated rent and advertising expenses for each day property is taken off the market if applicant decides not to rent the property after signing the lease. All move-in funds shall be paid to Robinson Property Management, LLC before keys are released.

6. Utilities may include electric, gas, water, sewer, and trash collection. Sewer and/ or trash charges may be collected by lessor as part of monthly rents, or requested to be paid in quarterly installments. Sewer and trash combined usually are an additional \$25 - \$35/ month. Other services may be satellite access, cable, and telephone services which are the sole responsibility of the tenant(s). Boats, mobile homes, trailers, trampolines and water bed are not allowed on any of our properties. Installation of satellite dishes may be subject to architectural committee approval if governed by an association.

7. Return completed rental application to Robinson Property Management, LLC between 8:30 am to 5:00 pm; Monday through Friday. Robinson Property Management office is located on the South West side of Sunset Road and Sandhill, between Pecos and Sandhill across the street from Kmart. Applications will not be processed with out the \$100.00 application fee (No Cash Please!) **Please accompany all applications with a PHOTO copy of the applicant's driver's license.** If you are unable to locate a copier, RPM will be happy to make copies for you at the office. In order to assist RPM in the application process,
 - 1) Last two (2) pay stubs or if self employed, the front page of most recent IRS tax return
 - 2) State issued or military picture identification for each adult
 - 3) Pictures of your pet(s), if applicable

8. By signing below, the applicant(s) acknowledges all the requirements above. Plus, the applicants (s) authorize Robinson Property Management, LLC to release any and all information obtained during the application process including, but not limited to their credit score and rating to the owners for their approval.

9. **This home is offered "as-is" unless otherwise agreed upon in writing.** Any concerns regarding the appearance of the property should be addressed below. This is simply a request and is not valid unless the owner agrees to the terms in writing.

APPLICANT

Date

APPLICANT

Date



**AUTHORIZATION TO RELEASE INFORMATION
RELATED TO A RESIDENTIAL LEASE APPLICANT**

I, _____ (Applicant), have submitted an application to lease a property managed by Robinson Property Management, LLC.

The Landlord, Broker or Management's representative who will verify information in the application is:

Robinson Property Management, LLC
3765 E. Sunset Rd., Suite B1
Las Vegas, NV 89120
702-435-7355 (phone) 702-435-7356 (fax)

I give my permission:

1. To my current and former employers to release any information about my employment history and income history to the above-named person;
2. To my current and former landlords to release any information about my rental history to above-named person;
3. To my current and former mortgage lenders on property that I own or have owned to release any information about my mortgage payment history to the above-named person;
4. To my bank, savings and loan, or credit union to provide verification of funds I have on deposit to the above named person; and
5. To the above-named person to obtain a copy of my consumer report (credit report) from any consumer reporting agency and to obtain criminal background information about me.

APPLICANT

Date

APPLICANT

Date

HAS ANY APPLICANT EVER WILLFULLY REFUSED TO PAY RENT WHEN DUE? _____ EXPLAIN _____

HAS ANY APPLICANT OR OCCUPANT EVER BEEN CONVICTED OF A GROSS MISDEMEANOR OR FELONY?
YES OR NO IF YES PLEASE EXPLAIN _____

HOW LONG DOES APPLICANT PLAN TO LIVE HERE? _____ DOES APPLICANT PLAN TO USE LIQUID FILLED
FURNITURE? _____ TYPE _____

IN CASE OF EMERGENCY, PERSON TO NOTIFY: _____

RELATIONSHIP: _____ *PHONE #* _____

XX

DISCLOSURE
PLEASE READ CAREFULLY BEFORE SIGNING

1. APPLICANT UNDERSTANDS THAT _____ **Robinson Property Management** _____
IS THE LEASING AGENT AND REPRESENTATIVE FOR THE LANDLORD OF THE PREMISES LOCATED AT _____ AT A
MONTHLY RENT OF \$ _____.

2. APPLICANT DECLARES THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT, AND APPLICANT AUTHORIZES AN EMPLOYMENT CHECK, CRIMINAL RECORDS CHECK, CREDIT CHECK, VERIFICATION OF REFERENCES AND CURRENT AND PREVIOUS LANDLORDS.

3. APPLICANT ACKNOWLEDGES THAT THE RENT IS DUE THE 1st DAY OF EACH MONTH IN ADVANCE.

4. APPLICANT HEREBY PAYS \$ 100.00 AS A NON-REFUNDABLE APPLICATION FEE AND \$ _____ AS HOLDING DEPOSIT. IF APPLICANT IS DECLINED, HOLDING DEPOSIT SHALL BE REFUNDED WITHIN 5 BUSINESS DAYS. IF, AFTER APPROVAL, APPLICANT DECIDES NOT TO FULFILL THIS AGREEMENT BY COMPLETING LEASE AND PAYING FIRST MONTHS RENT AND REMAINING SECURITY DEPOSIT, HOLDING DEPOSIT SHALL BE RETAINED BY LANDLORD TO COVER ADMINISTRATIVE EXPENSES.

5. APPLICANT AGREES TO EXECUTE A RENTAL AGREEMENT BEFORE POSSESSION IS GIVEN AND TO PAY THE RENT AND SECURITY DEPOSIT WITHIN 3 BUSINESS BANKING DAYS AFTER BEING NOTIFIED OF ACCEPTANCE OF THIS APPLICANT.

6. LANDLORD AND AGENT WILL NOT BE BOUND BY ANY REPRESENTATIONS, AGREEMENTS OR PROMISES, WRITTEN OR ORAL, MADE BY LANDLORD OR AGENT UNLESS CONTAINED IN THE RENTAL AGREEMENT SIGNED BY LANDLORD OR LANDLORD'S AGENT.

7. APPLICANT DOES HEREBY RELEASE LANDLORD, AGENT AND THIS COMPANY FROM ANY AND ALL DAMAGES OR LIABILITIES WHICH MIGHT RESULT FROM THE ABOVE INFORMATION. APPLICANT RELEASES PRESENT LANDLORD AND ALL PREVIOUS LANDLORDS FROM ANY AND ALL LIABILITY FOR ANY DAMAGE OR INJURY WHATSOEVER CAUSED BY PROVIDING INFORMATION TO LANDLORD OR AGENT REGARDING APPLICANT.

8. APPLICANT UNDERSTANDS AND ACKNOWLEDGES THAT A FALSE STATEMENT MADE HEREIN IS GROUNDS FOR DENIAL OF RENTAL TO APPLICANT. ANY STATEMENT HEREIN MAY BE CONSTRUED AS A CONDITION PRECEDENT TO ANY BINDING RENTAL AGREEMENT OR CONTRACT BETWEEN APPLICANT AND LANDLORD.

9. APPROVAL FOR RESIDENCY IS MADE WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, OR HANDICAP.

10. APPLICANT UNDERSTANDS THAT APPLICANT ACQUIRES NO RIGHTS TO PREMISES UNTIL EXECUTION OF A RENTAL AGREEMENT IN THE FORM SUBMITTED AND DEPOSIT OF RENT AND SECURITY DESCRIBED ABOVE.

SIGNATURE OF APPLICANT _____ **DATE** _____ **TIME** _____

SIGNATURE OF APPLICANT _____ **DATE** _____ **TIME** _____

XX

OFFICE USE ONLY:
REFERRAL COMPANY _____ AGENT _____ P.I.D. # _____

MLS# _____ DATE PAID _____

THE GREATER LAS VEGAS ASSOCIATION OF REALTORS® PROVIDES THIS FORM FOR MEMBERS ONLY AND IS NO WAY DEEMED RESPONSIBLE FOR INFORMATION PROVIDED THEREIN.