



The Property Management Firm

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### **THE PM FIRM RESIDENTIAL RENTAL APPLICATION**

**WE APPRECIATE YOUR INTEREST IN RENTING PROPERTY** from us as many tenants stay with us for years! The Firm's Agents + Staff are acting as the Owner's Agent and for their best interest. Property Address: \_\_\_\_\_

The Property Management Firm open our doors to all, regardless of race, color, religion, national origin, ancestry, sex, marital status, source of income, physical or mental disability, familial status, sexual orientation, or gender identity/expression.

Applications and terms must meet the owners + PMF requirements + Guidelines. **EACH APPLICANT WHO WILL RESIDE AT THE PROPERTY 18 YEARS OF AGE OR OLDER MUST COMPLETE A SEPARATE APPLICATION** – excluding dependent children - **AND PAY the NON-REFUNDABLE FEE OF \$75 PER INDIVIDUAL – MARRIED OR NOT** - without exception. This fee is nonrefundable. Enter “N/A” if a blank does not apply.

**CO-SIGNERS:** The acceptance of a co-signer is not normal policy and is subject to individual approval by PMF and the owners solely. At PMF/Owner’s discretion, a denied applicant may be offered to pay a higher security deposit – but these offers made to denied applicants are optional and not guaranteed.

**VERIFIABLE PHOTO IDENTIFICATION** information must be furnished by applicants such as a driver’s license, state ID, military ID, or passport - which we copy at signing. Merchant store ID is not acceptable. If not approved you agree we can destroy the entire file sixty (60) days after you applied. The premises will be used for residential purposes **ONLY** + rented to individuals - not an entity or business. Subleasing not allowed.

**ALL ADULT OCCUPANTS** will be responsible for the rent and lease terms until the last occupant moves out. Roommates must prove living together for 2 years. Refunds and Evictions name **ALL** on the lease.

**EACH application** must be complete, readable, signed delivered and fees paid to us before processing. Failure to do so or provide a false statement herein is grounds for denial. Also, the correctness of all statements and verification of same are to be understood as a condition precedent to any binding rental agreement or contract between applicant or Landlord. The Property remains on the market until a Lease is signed with paid in deposits as agreed. Otherwise we may continue to show + market the property and accept other offers. We will process multiple applications and offers received before, during, and after the same time you have applied and choose the best application if more than one exists. We do not accept applications in the order received, as applications are not on a first come first served basis - as allowed by law. Processing is normally completed within 48 hours.

**RENT is due on the 1st day** of each month. We do not hold property longer than 14 days. One year lease minimum. **SMOKING** not allowed “**INSIDE**”. Basic Landscaping tenants take care of.

**HOLDING DEPOSITS** - but not application fees - will be returned within 30 days if rejected for any reason, + credited as a deposit if approved. If refund problems take more than one mailing attempt to return, than a \$25 fee shall be charged applicant for each mailing After approval if Applicant fails or refuses to pay the balance of any money due; or fails to execute the rental contract papers, or refuses to occupy the premises on the agreed upon date, then all of the applicants **HOLDING AND SECURITY DEPOSITS** will be retained to cover any expense or rent loss due to applicant’s refusals or for actions not taken to complete the rental contract. Cancellations must be made in writing.

**MANY APPLIANCES** may be provided - NO CHARGE - so ask!

**HOMEOWNERS ASSOCIATIONS (HOA or CIC)** monthly dues are paid by the owners. HOA's may require extra Approval + rules + fees + deposits which Applicant agrees to abide by and pay for.

**UTILITIES** such as power, water, + gas, are paid by the tenant. Sewer + trash + air filter service (about \$60 a mo.) are paid by the tenants with the rent.

**RENTAL HISTORY:** Applicant should have good rental landlord references unless applicant has just sold their home. Relatives not acceptable as rental references.

**INCOME:** Application may be denied if it is deemed at our discretion that the rent is not affordable by applicant using only verifiable household gross income. Rent should be no more than 35-50% of verifiable household gross income. To be considered as income, applicant must provide verification of SSI, food stamps, or child support. Unemployment payments will not be considered income. Section 8 or BHA/AHA subsidy can be considered as income for participating properties only. If unemployed you need to give us proof of your other income. No emergency vouchers for assistance will be accepted for move in. All applicants are required to supply reasonable information in a timely manner.

**ALL INFORMATION** on the credit report + application is subject to verification by ourselves and third party services we use. Any open bankruptcy may be denied. We may accept a discharged bankruptcy if other terms are acceptable + the applicant has re-established good credit. Landlord and its agents must generate the consumer credit report not the applicant. Applicant may volunteer other information -so tell us if more info is needed. Negative credit reports can be grounds for denial of an application.

**PROOF OF INCOME:** May include employee records, income tax records, social security documentation, monthly stipends, trust funds, and other sources that will show the ability to make monthly rental payments. PMF must be able to verify all income sources and reserves the right to disqualify applicants for failure to prove income, supply adequate documentation, or prove the ability to support the rental payments. Please attach your last two (2) paycheck stubs or a letter on your company letterhead to verify income or 2 years of W-2's - you can email this to INFO@ThePmFirm.com. If self employed please attach your last two year's income tax returns and your last three (3) months bank statements (block account #s). If your employer will not give out verification of your employment by fax or phone you may need to get the information yourself.

**TWO PETS maximum** of 45 lbs. or less when full-grown (unless service animal and subject to HOA rules).

Insurance does not allow: Pit Bulls, Rottweiler's, Chows, Akitas, Doberman Pinchers, German Shepherds, American Staffordshire Terriers, Mastiffs, Bullmastiffs, Huskies, Presa Canario, Malamutes, + Wild dogs. All pets accepted case by case. \$300 per pet refundable deposit usually is required – sometimes with a monthly charge. Pet application charge is \$20, with \$15 for a 2<sup>nd</sup> pet, \$0.00 for service animals. Register pets on our site under Resident forms Pet Screening which link is

<https://www.petscreening.com/referral/pcd5O4v9IRzA>

**RENTERS INSURANCE is required** for each tenant to have. Costing about \$20-25 monthly. Ask your auto carrier. The owner's insurance does not cover you. Commercial vehicles, boats, mobile homes, trampolines, RV's not allowed so if Needed ASK!

**SECURITY Deposit** must be paid in FULL - within 24 hours of approval – before taking occupancy with Certified funds. We believe our standards are good in the preparation of our homes, but they may not be equal to yours– Or it may not be ready, so make a special request for something you don't like when you apply + we will review it for approval, as they may not be honored if requested after move in. Applicant has personally previewed the property, or had a reliable party verify the overall condition, terms, size, shape, cleanliness, appliances, and satisfied their requirements prior to applying.

All applicants applying together must qualify together; denial of one applicant is grounds to deny all applicants. Once approved, reviewing and signing the lease can last 45 to 90 minutes or be done by email

with electronic signatures. All applicants must pay a security deposit to PMF within 24 hours of approval and/or sign + return rental contract papers within 48 hours.

We generally have very competitive rents and want long term residents. We have SPECIALS sometimes so ASK! WE ARE REALTORS and work with Buyers and Sellers too!

**The PMF AND IT'S AGENTS** represent the owners only - and are not bound by any representations or claims another NON PMF agent makes. PMF takes pride in dealing with tenants honestly and ethically and will put agreements in writing. Applying does not guarantee approval.

**FORECLOSURES PENDING** + Major Medical Debts for Applicants may be considered with other credit + information being satisfactory. Approval may still occur and HAS! - but no guarantees.

**REQUESTS:** All applicants making an application to rent have had the opportunity to physically survey and visit the property they are applying for. The owners and agents have no obligation to improve, modify, or make any changes to the property once the lease is signed unless agreed to in writing. Requests made after moving in may not be honored if not agreed to in the Rental Contract. In the lease it states Tenants have FIVE days to report any missed or needed repairs or services using a checklist! For tenant's confidence! Property rented in AS IS condition otherwise.

**AFTER** two days of trying to verify your application information and we find we cannot, your application may be automatically disproved, but we may still try to process it if we can. It usually takes two business days to process an application. Be sure the information is accurate and we can read it. Application Fee \$75 per Adult.

Please provide 3 years of residential history.

Please upload all required documentation including:

- Photo ID
- Proof of income (e.g. recent pay stubs, bank statements, or tax returns).

Property Address to be rented: \_\_\_\_\_

Full Name of Applicant: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number (best): \_\_\_\_\_

How Did you Hear About us? \_\_\_\_\_

Current Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Resided From (date): \_\_\_\_\_ to (date): \_\_\_\_\_

Monthly Rent Paid: \_\_\_\_\_ Landlord Phone #: \_\_\_\_\_

Landlord Name: \_\_\_\_\_

Landlord Email Address: \_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

If applying with other adults 18 and older - each must submit their own application. Yes or No: \_\_\_\_\_

I will have dependents living with me who are under 18: Yes or No: \_\_\_\_\_

If Yes. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

I have Pets Yes or No: \_\_\_\_\_ Pet Name / Type / Breed / Weight / Age

**Date of Birth of Applicant:** \_\_\_\_\_ **Social Security #** \_\_\_\_\_

We need this information to run credit and background checks. Everything submitted -ONLINE ON OUR WEBSITE WHICH IS OUR PREFERRED METHOD TO RECEIVE YOUR APPLICATION - in this application is encrypted and stored securely.

Drivers License # / State \_\_\_\_\_ / State \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_

Address \_\_\_\_\_

Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Vehicles Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_ Color \_\_\_\_\_

License Plate # \_\_\_\_\_

Vehicles Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_ Color \_\_\_\_\_

License Plate # \_\_\_\_\_

Current Employer Name \_\_\_\_\_

Employer Address \_\_\_\_\_

Street City State Country

Employer Phone # \_\_\_\_\_ Monthly Salary \_\_\_\_\_

Position Held \_\_\_\_\_ Years Worked \_\_\_\_\_

Supervisor Name \_\_\_\_\_

### **Application Questions**

Your applicants will be required to answer these questions when submitting their application. Make sure your questions can be answered with a "Yes" or "No".

What is your SHOWING AGENTS NAME + CELL # + PUBLIC ID#? Please send/give us a copy of your Duties Owed Form if you have one. \_\_\_\_\_

What is your Desired MOVE IN DATE? \_\_\_\_\_

Have you ever been evicted? If so why? \_\_\_\_\_

Have you ever been asked to move by Landlord? If yes why? \_\_\_\_\_

Do you know of anything which might interrupt your income or ability to pay rent? \_\_\_\_\_

Rent is due in on the 1st business day of each month. Are you able to fulfill this requirement in full every month? \_\_\_\_\_

Have you ever been convicted of a crime? \_\_\_\_\_

Are you obligated to pay child support or alimony? If Yes, how much \$ \_\_\_\_\_ monthly? \_\_\_\_\_

Are there any criminal matters pending against any occupant? \_\_\_\_\_

Is any occupant a registered sex offender? \_\_\_\_\_

Are you in the Military? \_\_\_\_\_ Currently \_\_\_\_\_ Not Currently \_\_\_\_\_ Never.

Self Employed Now? If so we may need copies of your last two tax returns to verify income.

Have you had other rental problems we should be aware of and why? \_\_\_\_\_

Have you ever broken a rental agreement or lease? \_\_\_\_\_

Are you subject to any bankruptcy proceedings? \_\_\_\_\_

Does Anyone Smoke Indoors? \_\_\_\_\_

Any special requests like wanting the carpets cleaned? \_\_\_\_\_ Special requests will not be valid unless agreed to in writing in the rental contract!!! If NO, we process your application and application fees are nonrefundable. TELL US ALL YOUR SPECIAL REQUESTS IN WRITING HERE IF ANY -

Do you want your application to be 100% contingent on your special request? If YES, and we will not accept and agree to fulfill your special request, we will not run your application and/or your application fee will be (the only exception) refundable.

**Terms of Agreement below**

The following Application Agreement will be signed by all applicants prior to signing a lease contract. While some of the information below may not yet be applicable to your situation, there are some provisions that may become applicable prior to signing a lease contract. To continue with this online application, you'll need to review the Application Agreement carefully and acknowledge that you accept its terms.

1. Approval When Lease Contract Isn't Yet Signed. If you and all co-applicants have not signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of the approval, sign the Lease Contract when you and all co-applicants have signed, and then credit the application deposit of all applicants toward the required security deposit.
2. You Fail to Sign Lease Contract After Approval. Unless we authorize otherwise in writing, you and all co-applicants must PAY THE DEPOSIT WITHIN 24 HOURS OF BEING APPROVED AND sign the Lease Contract within 48 HOURS (2 DAYS) after we give you our approval. Or if agreed within 5 (FIVE) days by mail. If you or any co-applicant fails to sign as required, we may keep the application deposit to cover any expenses or rent losses and all turnover expenses as outlined in the rental contract and terminate all further obligations under this Agreement.
3. If You Withdraw Before Approval. You and any co-applicant may not withdraw your application or the application deposit. If you or any co-applicant withdraws an Application or notifies us that you've

changed your mind about renting the dwelling unit, we will be entitled to retain all application deposits as outlined in the rental contract and this application, and the parties will then have no further obligation to each other.

4. Completed Application. An Application will not be considered "completed" and will not be processed until all of the following have been provided to us: a separate Application has been fully filled out and signed by you and each co-applicant; an application fee has been paid to us; an application holding deposit has been paid to us if required. If no item is checked, all are necessary for the Application to be considered completed. We will attempt to complete the application in 48 hours or less.

5. Nonapproval. We will notify you whether you've been approved or not within 5 days after the day we receive a completed Application. Your Application will be considered "disapproved" if we fail to notify you of your approval within 5 days after we have received a completed Application. Notification may be in person or by mail or telephone unless you have requested that notification be by mail. You must not assume approval until you receive actual notice of approval. The 5 Day time period may be changed only by separate written agreement.

6. All Application Fees are nonrefundable forever unless agreed upon in writing.

7. Extension of Deadlines. If the deadline for signing, approving, or re-funding under any paragraphs requirements that falls on a Saturday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next business day.

8. Notice to or from Co-applicants. Any notice we give you or your co-applicant is considered notice to all co-applicants; and any notice from you or your co-applicant is considered notice from all co-applicants. Information that affects the rental may be shared about one co applicant with any other co applicant.

9. Keys or Access Devices. We'll furnish keys and/or access devices only after: (1) all parties have signed the contemplated Lease Contract and other rental documents referred to in the Lease Contract; and (2) all applicable rents and security deposits have been paid in full and the property is habitable at the desired move in date.

10. Signature. Our reception of this application is consent only to this Application Agreement. It does not bind us to accept applicant or to sign the proposed Lease Contract

Updated 2/28/2017 gm

We agree to all the terms in this application by signing below:

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Printed Name, Signature, Date

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Printed Name, Signature, Date

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Printed Name, Signature, Date

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