



## REQUIRED APPLICATION DOCUMENTS

- Completed Rental Application
- If W2 employee - 2 months pay-stubs **OR**  
If self employed - 6 months bank statements and/or 2 years tax returns
- Copy of Drivers License or ID card
- Payment of \$35 per applicant over the age of 18 on date of application. Money orders or personal checks. Please **NO CASH**. Make all checks payable to Valley Realty and Management.

Other forms found in the rental packet (if needed):

- **Rental Application** (one application required for each person 18 or older)
- **Consent for Release of Information** (fill out two, one for employer and one for landlord)

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT US AT

[leasing@vramonline.com](mailto:leasing@vramonline.com)

Phone: 775-885-5055

Fax: 775-885-5066



DATE:

Have you seen the property?

**Property Information**

**ADDRESS OF PROPOSED RENTAL:**

**PROPOSED MOVE-IN DATE:**

**Applicant Information**

Name:

Date of Birth:	SSN:	Cell #:
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Best Contact #:	Email:
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Current Address:	Reason for Leaving:
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City:	State:	ZIP Code:
<input type="checkbox"/> Own <input type="checkbox"/> Rent	Monthly payment or rent:	From:                      To:

Current Landlord's Name:	Landlord's contact #:	Landlords email:
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Previous Address:	Reason for leaving:
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City:	State:	ZIP Code:
<input type="checkbox"/> Own <input type="checkbox"/> Rent	Monthly payment or rent:	From:                      To:

Previous Landlord's Name:	Previous Landlord's #:	Previous Landlords email:
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**Employment Information**

Current employer:

Employer address:	How long?
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Phone:	Email:	Fax:
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Position:	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary	Monthly Income:
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Employment verification/HR Contact:	Contact Phone:	Contact Fax:
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**If less than 2 years at current job:**

Previous Employer:	Previous Employer Address:
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Previous Employer contact phone #:	Email:	Fax:
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Date of employment: FROM                      To	Position	Monthly Income:
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**Full Name of Occupants Under 18 Years of Age**

Name:

Name:

Name:

Name:

Name:

**References**

Name:	Address:	Phone:
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Name:	Address:	Phone:
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Name:	Address:	Phone:
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**Additional Financial Information (if needed)**


<b>Miscellaneous Information</b>		
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Pets: <input type="checkbox"/> Yes <input type="checkbox"/> No	Pet Description:	Pet Name:
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Pet Description:	Pet Name:
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Water Filled Furniture: <input type="checkbox"/> Yes <input type="checkbox"/> No	Description:
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Have you ever been evicted?

Have you ever refused to pay rent when due?

Have you ever been convicted of a felony:

Explain:

Have you ever been delinquent in payment of your rent or any other financial obligation? If yes, please explain:

Have you ever been a defendant in an Unlawful Detainer (Eviction) lawsuit or defaulted (failed to perform) any obligation of a rental agreement or lease? If yes, please explain:

The information on this application is true and correct to the best of my knowledge. I hereby authorize Valley Realty and Management or its agents to verify the above information and obtain a consumer and investigative credit report. I understand that if I sign a lease with Valley Realty and Management that an administration and processing fee of \$195 will be charged at the time of lease signing. I understand that the \$35 fee to pay for a consumer credit report is not a deposit of rent, and will not be applied to future rent, or refunded, even if this application to rent is declined.

**NOTE: ALL APPLICANTS MUST SIGN BELOW**

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Agent Notes:

You can submit this application by one of the following:

1) Fax to: 775-885-5066

2) Scan and email to: leasing@vramonline.com

3) Mail or hand deliver to: 3246 N Carson St, Suite 100, Carson City, NV 89706

**3246 N Carson St, Suite 100**

**Carson City, NV 89706**

**Ph: 775-885-5055**

[www.vramonline.com](http://www.vramonline.com)



**CONSENT FOR RELEASE OF INFORMATION**

**Employer/Landlord**

I/We, \_\_\_\_\_ (applicant),  
authorize \_\_\_\_\_ (employer/landlord) to disclose  
the following information \_\_\_\_\_ to Valley  
Realty and Management.

The purpose of this disclosure is: \_\_\_\_\_.

I understand that my records are protected under Federal regulations and cannot be disclosed without my consent unless otherwise provided for in the regulations. I also understand that I may revoke this consent at any time except to the extent that action has been taken in reliance on it.

**ATTENTION RECIPIENT: Notice Prohibiting Re-disclosure**

This information has been disclosed to you from the records protected by Federal confidentiality rules (42 C.F.R. Part 2). The Federal rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted by 42 C.F.R. Part 2. A general authorization for the release of medical or other information is NOT sufficient for this purpose. The Federal rules restrict any use of this information to criminally investigate or prosecute any alcohol or drug abuse patient.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date