



REQUIRED APPLICATION DOCUMENTS

- **Completed Rental Application**

One Application required for each person 18 years of age or older

- **Proof of Income**- Copies of:

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 \$40** per applicant over the age of 18 on date of application

-Money orders or cashier check (certified funds only.)

-Please NO CASH.

- **Consent for Release of Information Form**

-In accordance with Fair Housing, we process completed applications in the order they are received. Only COMPLETE applications, including application fees will be processed.

-Applications can be picked up at our office Monday-Friday from 9:00am – 5:00pm or on our website. www.vramonline.com.

-Applications are NOT brought to showings and cannot be accepted at showings. They MUST be turned in to our office.

-Applications will NOT be processed unless you have viewed the property in person.

-Application Fees for PROCESSED applications are non-refundable. If an application is not processed, the fee will be refunded ONLY if picked up in our office within 60 days of when application was received. Fee becomes fully non-refundable after the 60 days.

- **If application is approved:** the following requirement will apply at lease signing.
- Lessee is required to carry an adequate renter's insurance policy or enroll in the Manager provided Accidental Damage Waiver Program (ADWP) to protect the Owner's and Manager's interest from accidental damage to the dwelling. If Lessee elects only to carry renter's insurance, Lessee will provide proof of insurance to Lessor naming Valley Realty and Management as an additional insured and deliver a copy of the policy certificate to Manager. If enrolled in the ADWP, no proof of insurance is required.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT US AT:

- **Email:** leasing@vramonline.com
- **Phone:** 775-885-5055 Ext: 1003



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



DATE:

Have you seen the property?

Property Information

ADDRESS OF PROPOSED RENTAL:

PROPOSED MOVE-IN DATE:

Applicant Information

Name:

Date of Birth:	SSN:	Cell #:
----------------	------	---------

Best Contact #:	Email:
-----------------	--------

Current Address:	Reason for Leaving:
------------------	---------------------

City:	State:	ZIP Code:
-------	--------	-----------

<input type="checkbox"/> Own <input type="checkbox"/> Rent	Monthly payment:	From:	To:
--	------------------	-------	-----

Current Landlord's Name:	Landlord's contact #:	Landlords email:
--------------------------	-----------------------	------------------

Previous Address:	Reason for leaving:
-------------------	---------------------

City:	State:	ZIP Code:
-------	--------	-----------

<input type="checkbox"/> Own <input type="checkbox"/> Rent	Monthly payment:	From:	To:
--	------------------	-------	-----

Previous Landlord's Name:	Previous Landlord's #:	Previous Landlords email:
---------------------------	------------------------	---------------------------

Employment Information

Current employer:

Employer address:	How long?
-------------------	-----------

Phone:	Email:	Fax:
--------	--------	------

Position:	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary	Monthly Income (Gross):
-----------	---	-------------------------

Employment verification/HR Contact:	Contact Phone:	Contact Fax:
-------------------------------------	----------------	--------------

If less than 2 years at current job:

Previous Employer:	Previous Employer Address:
--------------------	----------------------------

Previous Employer contact phone #:	Email:	Fax:
------------------------------------	--------	------

Date of employment: FROM	To	Position	Monthly Income (Gross):
--------------------------	----	----------	-------------------------

Full Name of Occupants Under 18 Years of Age

Name:

Name:

Name:

Name:

Name:

--	--	--

--	--	--

--	--	--

Additional Financial Information (if needed) - MUST PROVIDE PROOF

--	--	--

--	--	--

--	--	--

Miscellaneous Information

Do you have pets? Yes No Pet Description: Pet Name:

Pet Description: Pet Name:

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 \$40 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: **See requirement of adequate Renters Insurance or Accidental Damage Waiver Program below.

Printed Name _____ Signature _____ Date _____

Printed Name _____ Signature _____ Date _____

ALL APPLICANTS MUST SIGN:

****Lessee is required to carry an adequate renter's insurance policy or enroll in the Manager provided Accidental Damage Waiver Program (ADWP) to protect the Owner's and Manager's interest from accidental damage to the dwelling. If Lessee elects only to carry renter's insurance, Lessee will provide proof of insurance to Lessor naming [property management company name] as an additional insured and deliver a copy of the policy certificate to Manager. If enrolled in the ADWP, no proof of insurance is required.****

You can submit this application by one of the following:

1) Mail or Hand Deliver to our office.

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

302 E. William St.
Carson City, NV 89701
Ph: 775-885-5055
www.vramonline.com