



## 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 \$50 per applicant over the age of 18 on date of application  
-Money orders or cashier check (certified funds only.)  
-Please NO CASH.

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

- **Consent for Release of Information**

-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](http://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 YOU HAVE ANY QUESTIONS, PLEASE CONTACT US AT:**

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

**Phone: 775-885-5055 Ext: 1003**

Valley Realty and Management  
302 E. William St. Carson City, NV 89701  
Ph: 775-885-5055 • [www.vramonline.com](http://www.vramonline.com)



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:	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:	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 (Gross):
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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 (Gross):
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**Full Name of Occupants Under 18 Years of Age**

Name:

Name:

Name:

Name:

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 \$225 will be charged at the time of lease signing. I understand that the \$50 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) Mail of Hand Deliver to our office.
- 2) Scan and email to: leasing@vramonline.com

302 E. William St.  
Carson City, NV 89701  
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**CONSENT FOR RELEASE OF INFORMATION**

**Employer/Landlord**

I /We, \_\_\_\_\_ (applicant),  
authorize employer and/or landlord to disclose employment and/or rental history to  
Valley Realty and Management.

The purpose of this disclosure is to conduct a background check in relation to my application  
to rent property managed by Valley Realty and Management.

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

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