

### LEASE/RENTAL REQUIREMENTS AND POLICIES

**ALL FUNDS SUBMITTED MUST BE IN CERTIFIED FUNDS ONLY \*\*\*\* STANDARD LEASE IS ONE (1) YEAR. DO NOT COMPLETE MULTIPLE APPLICATIONS\*\*PRINT EXTRA CO-APPLICANT PAGES IF NEEDED.**

Applicant must have verifiable income equal to or greater than 3 times the monthly rent. Income may only be combined if legally married or blood related. Proof of income can be provided via last year's IRS Tax returns, last two payroll stubs or last six months of bank statements and must accompany application.

Applicant/s are required to physically view property, interior & exterior, PRIOR to submitting Application.

Applicant/s must submit a NON-REFUNDABLE APPLICATION FEE (separate certified funds) of \$55.00 per person over the age of 18 at the time of submitting an application. All potential occupants 18 years or older must each complete a co-applicant page (found within the application), sign all applicant areas and submit to a full background check.

Applicant/s must submit a HOLDING DEPOSIT (separate certified funds) of \$100.00 at the time of submitting Application. Applications are normally processed within 2 business days of receiving all required documents.

If Applicant is not approved by the owner the \$100.00 HOLDING DEPOSIT will be refunded. If application is approved, the HOLDING DEPOSIT will be applied to the Security Deposit, which is required on the Lease/rental agreement.

Upon approval of application, Applicant/s MUST secure the property with a SECURITY DEPOSIT & RENTERS INSURANCE CERTIFICATE naming USA Real Estate and Property Management as an "Additional Interest" and executing a Lease/Rental Agreement within 48 hours or Holding Deposit may be forfeited. Customary security deposit is: equal to 1 months' rent, but may be increased due to Bankruptcy, (which has been discharged), poor credit or rental history, a resident of Las Vegas for less than one year, or pets.

Applicant/s must pay an ADMINISTRATION FEE of \$200.00, separate certified funds, prior to moving in.

Applicant/s will provide State or Military Issued ID or other form of government issued ID for each adult & picture of pet/s if applicable.

Pets are considered upon owner's approval. However, HOA rules & insurance requirements will always prevail. We apologize, but the following dogs are not permitted under any circumstances without an active insurance policy for the pet: Chow, Rottweiler, Doberman, Akita, German Shepherds, American Bull Terrier, Staffordshire Terrier, Pit Bull or breeds with a mix of Pit Bull, puppies under 1 year and animals considered as wild. All pets, if approved, will require a higher Security Deposit.

All information provided will be subject to verification.

All applications will be processed through an independent outside credit reporting agency for verifying credit information & employment history & tenant qualities. USA Real Estate Team will not release information to anyone else without written permission from Applicant. Applicant/s authorize the release of any criminal records pertaining to them, per the Nevada Criminal History Act of July 1979.

We screen our applicants carefully in order to provide current residents with good neighbors and our owners with tenants that will care for their property. We will process your application as quickly as possible. The final decision is left to the owner of the property, not us. We provide the verified information you gave us to the owner for their decision.

We abide by the rules of the Fair Housing Laws. By providing an equal opportunity for living where you want to live so long as you are able to satisfy the required information which is applied equally to one and all who apply to rent from USA Real Estate and Property Management Team.

USA Real Estate & Property Management Team is a family owned company with over 50 years of combined experience. We believe in fairness to all, honesty in all matters, courtesy, respect and professionalism at all times. We want to be your Real Estate Team.

I accept and agree the above terms on this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_

Applicant's Signature

Co-Applicant's/Spouse's Signature

**LEASE/RENTAL APPLICATION**

Property Address \_\_\_\_\_  
Applicant/s Name/s: \_\_\_\_\_  
\_\_\_\_\_  
Term of Lease Requested \_\_\_\_\_  
Start Date Requested \_\_\_\_\_  
Showing Agents Name & Phone Number \_\_\_\_\_

**Office use only**  
Approval Date \_\_\_\_\_  
Rent amount \_\_\_\_\_  
Security Deposit \_\_\_\_\_  
Security Balance due by \_\_\_\_\_

**INSTRUCTIONS: PLEASE PRINT CLEARLY WE CANNOT PROCESS APPLICATIONS WE CAN'T READ.**

1. Complete one application for EACH adult or married couple.
2. All occupants over the age of 18 must completed the co-applicant page.
3. Please have the last 2 pay stubs. If self employed, provide last years IRS tax return or past 6 months bank statements.
4. Certified funds of \$55.00 for each person's 18 years or older. This is NOT refundable.
5. Also separate certified funds of \$100.00 for a holding deposit.
6. State, military or other form of government issued identification for each adult.
7. Picture of pet/s if applicable, for approval by property owner.

All applications for lease are presented to the property owner. The property owner, not the management company, makes the final decision regarding to whom their property will be leased too.

Application Fees are NON-REFUNDABLE. Holding Fees, upon approval, will be applied to the Security Deposit. If tenant decides to NOT rent the property, after approval, the holding deposit will be forfeited. Tenant must pay the balance of the required security deposit execute a Lease/Rental agreement within 2 business days or approval. If Application is denied, the holding deposit will be refunded within 10 business days by company check from the Management Company. Tenant must provide required documents as requested within 2 business days or Application will be considered withdrawn and Holding Deposit will be forfeited.

\_\_\_\_\_ I have read the above and agree to the terms and conditions.

As required before applying, the prospective TENANT/S \_\_\_\_\_ has view the above property. TENANT/S has the following request for improvements as a condition of leasing the property. The requests below MUST be approved, in writing, by the owner, as indicated by his/her initials and signature below or they will not be done.

Owners Initials  
for approval \_\_\_\_\_ Request for Improvement by Tenant

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Owners Signature approving work to be done as indicated by their initials beside each request.  
Items NOT initialed are not approved and will not be done.

\_\_\_\_\_ Date \_\_\_\_\_ Date  
Owner's Signature Owner's signature

Applicant acknowledges and accepts Owner's approval or denial of above requested improvements (if any listed) and hereby agrees to proceed with the leasing of the above named property.

\_\_\_\_\_ Date \_\_\_\_\_ Date  
Applicant Signature Spouse / Co Applicant Signature

APPLICATION FOR LEASE

APPLICANT:

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Birth \_\_\_\_\_ Driver's License # \_\_\_\_\_ State \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

PREVIOUS ADDRESSES COVERING 3 YEARS:

Present Address \_\_\_\_\_ City \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Monthly Rent \$ \_\_\_\_\_ Lease Y or N If yes, when does it end? \_\_\_\_\_

Other person/s names on the lease \_\_\_\_\_

Manager/Landlord/Mortgage Holder \_\_\_\_\_ Phone # \_\_\_\_\_

Previous Address \_\_\_\_\_ City \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Monthly Rent \$ \_\_\_\_\_

Manager/Landlord/Mortgage Holder \_\_\_\_\_ Phone # \_\_\_\_\_

Other person/s names on the lease \_\_\_\_\_

Previous Address \_\_\_\_\_ City \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Monthly Rent \$ \_\_\_\_\_

Manager/Landlord/Mortgage Holder \_\_\_\_\_ Phone # \_\_\_\_\_

Other person/s names on the lease \_\_\_\_\_

EMPLOYMENT HISTORY FOR 3 YEARS

Current Employer: \_\_\_\_\_ Supervisor \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Gross Mo. Inc. \$ \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Supervisor \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Gross Mo. Inc. \$ \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Supervisor \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Gross Mo. Inc. \$ \_\_\_\_\_

CO APPLICANT / 18 Y/O+ OCCUPANT (circle one) - Relationship to Applicant(s) \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ SS # \_\_\_\_\_

Date of Birth \_\_\_\_\_ Drivers License # \_\_\_\_\_ State \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

**CO APPLICANT'S PREVIOUS ADDRESS**

**Current Address** \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Monthly Rent \_\_\_\_\_ Current Lease Y or N Ends \_\_\_\_\_

Other persons/names on Lease \_\_\_\_\_

Name of Manager/Landlord/Mortgage Holder \_\_\_\_\_ Phone# \_\_\_\_\_

**Previous Address** \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Monthly Rent \_\_\_\_\_ --

Manager/Landlord/Mortgage Holder \_\_\_\_\_ Phone \_\_\_\_\_

Other person/s names on Lease \_\_\_\_\_

**Previous Address** \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Monthly Rent \_\_\_\_\_ --

Manager/Landlord/Mortgage Holder \_\_\_\_\_ Phone \_\_\_\_\_

Other person/s names on Lease \_\_\_\_\_

**CO APPLICANT EMPLOYMENT HISTORY FOR 3 YEARS**

**Current Employer:** \_\_\_\_\_ Supervisor \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Gross Mo. Inc. \$ \_\_\_\_\_

**Previous Employer:** \_\_\_\_\_ Supervisor \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Gross Mo. Inc. \$ \_\_\_\_\_

**Previous Employer:** \_\_\_\_\_ Supervisor \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Gross Mo. Inc. \$ \_\_\_\_\_

**PETS:**

Dog / Cat / Other	Weight	Age	Breed	Spayed/Neutered	Y	N
Dog / Cat / Other	Weight	Age	Breed	Spayed/Neutered	Y	N

**REFERENCES (2 related & 2 not related that you have known for over 2 years)**

Name	Address	Phone #
Nearest Relative		
Nearest Relative		
Non Relative		
Non Relative		

**CREDIT HISTORY:**

Have you ever filed for BANKRUPTCY?    Yes    No                      When                      Year Discharged

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Has a civil judgement been entered against you for the collection of a debt in the last 10 years?    Yes    No

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Have you ever been EVICTED?                      Yes    No    If Yes give address and explain.

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**BANKING INFORMATION**

Bank/S&L \_\_\_\_\_ Branch \_\_\_\_\_ Phone# \_\_\_\_\_

Checking       Savings      Date Opened \_\_\_\_\_ Balance \_\_\_\_\_

**WILL THERE BE OTHER PEOPLE LIVING IN THE PROPERTY?**

Name	Date of Birth	Relationship	Occupation

**AUTOMOBILES, BOATS, TRAILERS, RV, or other:**

Make	Model	Year	Color	License Plate Number	Registered Owner

# **USA Real Estate and Property Management**

## **Move Out Instructions**

1. Your lease requires you to provide 30-days advance written notice before moving. If proper notice is not given, you will be charged rent those days.
2. Please give us your forwarding address and phone number to expedite the return of your deposit. We will issue one check for any security deposit refund.
3. Please call our office approximately seven days before move-out to schedule a final walk-thru inspection. Utilities must be on at the time of the inspection.
4. Besides leaving the home clean with carpets professionally shampooed, the following items should be attended to in order to assure the refund of your deposit:
  - All light bulbs working
  - Smoke detector batteries replaced with new ones
  - Air filters replaced
  - All household and yard debris removed
  - All keys and remotes inventoried at move-in walk-thru returned in working condition
  - Removal of all debris and arrange for final garbage pickup. Professional debris removal is very expensive and will be charged to your security deposit
  - Mow, weed and rake yard

Note: Holes in wall should not be spackled, as most often the spackling necessitates the walls being painted.

The purpose of the refundable security deposit is that the home will be returned in the same condition that it was when it was rented, normal wear and tear excepted. Any alterations should be discussed with the property manager. The inspection form that was given filled out by one of our agents at move-in will be used to make this determination. Any repairs or upkeep needed to bring the property back to its standard will be charged to the deposit.

Please call to schedule a move-out walk-thru with an agent from our office after all items are removed from the property.

Should you have specific questions, please call our office.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **USA Real Estate and Property Management**

### **Normal Wear & Tear and Approximate Charges to Deposit**

#### **BLINDS & DRAPES**

*Cleaning* – If dusting is insufficient and there is an additional charge for cleaning, your security deposit will be used to cleaning blinds. *Replacement* – If you have occupied the property for less than 36 months and blinds need to be replaced, you may be charged the full cost of replacement. If occupancy has been for more than 37 months, but less than 72 months, you may be charged half the cost of replacement.

#### **PAINTING**

Interior paint is expected to last at least five-seven years. If the property was freshly painted when you moved in and paint is needed again on your move-out, you will be charged:

- 100% if occupancy was 18 months or less
- 75% if occupancy was 19-30 months
- 50% if occupancy was 31-48 months
- 25% if occupancy was 49-60 months
- 12.5% if occupant was 61-84 months

If the property was not freshly painted at your occupancy, you will be charged the pro-rated amount from the date of the last painting. Approximate charges for paint at this time:

One wall	\$60.00
One room	\$125.00 (bedroom, dining room, den, kitchen, laundry room or hall)
Special room	\$175.00 (living room, family room or bath)
Stairway	\$200.00
Closet	\$50.00
Walk-in closet	\$75.00 (over 60 sq ft)
Room with vault	Double Charge
Ceiling (per room)	\$75.00
Baseboards (per room)	\$40.00

*Additional charges may apply for two toned paint*

Any wall damage repair will be an additional charge regardless of length of occupancy. Minimum charge for any wall repair is \$70.00. The cost of washing walls will be added to other cleaning charges. Approximate charge for washing each wall is a minimum of \$35.00. The cost can be as high as \$70.00 per wall for items such as nicotine removal.

**CARPETING**

*Shampoo* – Your security deposit will be used to steam cleaning of carpet (if no receipt is provided as proof of a professional cleaning prior to move out).

*Replacement* – Carpet is expected to last at least 10 years. If carpeting was new when you moved in and needs to be replaced at your move-out, you will be charged.

- 100% if occupancy is less than 60 months
- 75% if occupancy is 61-96 months
- 50% if occupancy is 97-120 months
- 25% if occupancy is 121-141 months

If carpeting was not new at your occupancy, you will be charged the pro-rated amount from the date of the carpet installation. Any carpet repairs or stain or odor removal will be an additional charge.

**TILE FLOORING**

Must be cleaned and in good condition. Grout should also be clean and in good condition.

**APPLIANCES**

Appliances must be clean; no rust, food, mold, mildew, etc. and all working parts & shelving. If electricity is shut off, refrigerator door should be left open.

**BATHROOMS**

Bathrooms must be clean and shiny with no mold or mildew.

**TRASH REMOVAL**

The entire cost of removal of trash or personal belongings will be withheld from the security deposit. The cost will be on an hourly rate plus any dump fees, dumpster rental or trailer rental charges.

**YARD MAINTENANCE**

The yard should be mowed, raked and weeded at time of your move-out. If yard work is needed to bring the yard back to the condition it was in at move-in, or if sod needs to be replaced, the cost will be withheld from the security deposit. Approximate charges for yard maintenance are \$75+.

**LIGHT BULBS**

Minimum charge for replacement of bulbs is \$5.00 per bulb. This includes the cost of labor as well as the cost of bulbs.

**KEYS & REMOTES**

Replacement of keys at \$5.00 per key; \$55.00 per card or clubhouse pool keys; \$75.00 per remote. Final price is dependent on actual charges per HOA.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



PROPERTY ADDRESS \_\_\_\_\_

The undersigned Applicant Understands and Agrees to the Following:

1. Offers to Rent/Lease the above described property with the presentation of this signed application.
2. This application is not a Rental/Lease Agreement.
3. Applicant has no rights to said property until a written, fully executed Rental/Lease Agreement is signed by all parties upon approval of Application.

**This is a legally binding and enforceable contract. Please read completely and carefully before signing.**

The application you have presented to USA Real Estate & Property Management Team for the lease of the property identified on page 1 gives the Management Company the right to run a credit report and receive verification through CIC. 42913 Capital Dr., Unit 101, Lancaster CA 93535. Their phone number is (800) 288-4757 It also allows the release of any criminal history pertaining to me or other listed tenant allowed by the Nevada Criminal History Act of July 1979.

Everything stated in this application is correct to the best of my knowledge. I have been informed that the application will be kept whether or not I become a tenant in the above listed property. I give permission for USA Real Estate & Property Management Team, LLC to check my credit and employment history and to answer any and all questions about my credit history pertaining to any and all transactions I have with USA Real Estate & Property Management Team, LLC. I agree to release from all liability any landlord, former landlord, or credit grantor that may supply information to verify my credit history or employment.

I, the undersigned, warrant that all of the above information included in this application or any contracts dealing with the lease of the property applied for is true and accurate. My statement of income is correct as of the date of the application. I agree to notify the management company of any changes in my status regarding income, who is residing in the property, or number or type of pets. I understand that any false statements or information is grounds for denial of lease or basis for eviction if I become your tenant.

**Applicant/s are aware that the application fee/s are non-refundable.**

\_\_\_\_\_  
Your information will not be shared with anyone other than as required by this contract.  
\_\_\_\_\_

I accept and agree to the above terms on this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Co Applicant's/Spouse's Signature

\_\_\_\_\_  
Occupant's Signature

\_\_\_\_\_  
Occupant's Signature

**For Office Use Only**

Date Received \_\_\_\_\_

Application Declined

Accepted By \_\_\_\_\_

Date \_\_\_\_\_

Application Fee \$ \_\_\_\_\_

Reason \_\_\_\_\_

Holding Fee \$ \_\_\_\_\_

\_\_\_\_\_

Tenant Notified \_\_\_\_\_ Date Letter Sent \_\_\_\_\_