

# APPLICATION TO RENT OR LEASE

## INSTRUCTIONS

The instructions are simple and straight forward.

Fill in every blank and all requested information!

The more information you give, the faster we will be able to finish processing your application.

*Failure to give accurate information is grounds for denying your application.* Make sure all phone numbers, addresses, time frames, amounts, etc. are accurate.

Do not type the application. We prefer that it be hand printed. Make sure you have all of your contact phone numbers available. If you want to provide additional information, do so on an additional blank page. Do not write on the back of the forms.

Make sure you initial the first two pages and sign the last two pages. If you do not, we can not process your request.

There is an Application Fee charged for each adult over the age of 18.

When you come in with your completed application, each adult needs to bring:

- 1) (2) months recent pay stubs.
- 2) Sixty dollars (\$60) per adult application fee

Allow 24 – 72 hours for processing

All initial rent, deposits, and application fees need to be paid in SEPARATE certified funds checks or money orders.

# APPLICATION TO RENT OR LEASE

This application will not be processed unless Applicant(s) have initialed each page and signed page 3 & 4.  
 In the event of co-tenants, other than a spouse, use additional forms.

Manager \_\_\_\_\_

Property Address Applying for: \_\_\_\_\_ Move-in Date Requested \_\_\_\_\_

<b>APPLICANT'S</b> Last Name		First	Middle	Birth Date	Driver's License # and State	Soc Sec #
<b>Spouse's</b> Last Name		First	Middle	Birth Date	Driver's License # and State	Soc Sec #
<b>OTHER PERSONS TO OCCUPY THE PROPERTY</b>	1	FULL NAME		RELATIONSHIP	DOB	4
	2	FULL NAME		RELATIONSHIP	DOB	5
	3	FULL NAME		RELATIONSHIP	DOB	
	Type and size of Pets:					

### CURRENT RESIDENCE – PART 1

<b>APPLICANT'S</b> Present Address	City	State	Zip	How Long? Yrs      Mos	<input type="checkbox"/> Own <input type="checkbox"/> Rent	<b>Applicant's Phone</b> (    )	Monthly Payment
Name of Present Landlord - <input type="checkbox"/> Mortgage Co. <input type="checkbox"/> Apt. Complex <input type="checkbox"/> Landlord						Landlord Day Phone (    )	Landlord Night Phone (    )
Reason for Moving						Applicant's Email	

### PREVIOUS RESIDENCE HISTORY – PART 2

<b>APPLICANT'S</b> Previous Address	City	State	Zip	How Long? Yrs      Mos	<input type="checkbox"/> Own <input type="checkbox"/> Rent	Monthly Payment	
Name of Previous Landlord - <input type="checkbox"/> Mortgage Co. <input type="checkbox"/> Apt. Complex <input type="checkbox"/> Landlord						Landlord Day Phone (    )	Landlord Night Phone (    )
<b>Spouse's</b> Previous Address	City	State	Zip	How Long? Yrs      Mos	<input type="checkbox"/> Own <input type="checkbox"/> Rent	Monthly Payment	
Name of Previous Landlord - <input type="checkbox"/> Mortgage Co. <input type="checkbox"/> Apt. Complex <input type="checkbox"/> Landlord						Landlord Day Phone (    )	Landlord Night Phone (    )

### EMPLOYMENT HISTORY – PART 3

<b>APPLICANT</b> Employed By Company Name	Supervisors Name	Your Department	Position Held/Occupation	How Long Yrs      Mos			
Address			City	State	Zip	Phone (    )	Monthly Salary \$
<b>APPLICANT'S</b> Previous Employment Company Name	Supervisors Name	Your Department	Position Held/Occupation	How Long Yrs      Mos			
Address			City	State	Zip	Phone (    )	Monthly Salary \$
<b>Spouse</b> Employed By Company Name	Supervisors Name	Your Department	Position Held/Occupation	How Long Yrs      Mos			
Address			City	State	Zip	Phone (    )	Monthly Salary \$
<b>ADDITIONAL INCOME;</b> Income such as child support, alimony or separate maintenance need not be disclosed unless such income is to be included for qualification hereunder:							Monthly Amt Received
<b>SOURCE:</b>							\$

**Applicants Initials** \_\_\_\_\_ **Today's Date** \_\_\_\_\_

You are being made aware that an incomplete application causes a delay in processing and may result in denial of tenancy.

**Equal Housing Opportunity**

# APPLICATION TO RENT OR LEASE - CONTINUED

## BANKING AND CREDIT REFERENCES – PART 4

Bank Name	Bank Address	Checking Account #			
Bank Name	Bank Address	Savings Account #			
Charge Account 1	Account #	Monthly Payment	Charge Account 2	Account #	Monthly Payment
		\$			\$
Loan 1	Account #	Monthly Payment	Loan 2	Account #	Monthly Payment
		\$			\$
Other Obligation 1		Monthly Payment	Other Obligation 2		Monthly Payment
		\$			\$
Other Obligation 3		Monthly Payment	Other Obligation 4		Monthly Payment
		\$			\$

**HAVE YOU EVER FILED BANKRUPTCY?**      \_\_\_\_\_ **YES**      \_\_\_\_\_ **NO**      **WHEN?** \_\_\_\_\_  
**HAS YOUR BANKRUPTCY BEEN DISCHARGED?**      \_\_\_\_\_ **YES**      \_\_\_\_\_ **NO**      **WHEN?** \_\_\_\_\_  
**EXPLAIN** \_\_\_\_\_

**HAS ANY APPLICANT EVER WILLFULLY REFUSED TO PAY RENT WHEN DUE?**      \_\_\_ **YES**      \_\_\_ **NO**  
**EXPLAIN** \_\_\_\_\_

**HAS ANY APPLICANT EVER BEEN EVICTED OR FORCED TO LEAVE A PROPERTY?**      \_\_\_ **YES**      \_\_\_ **NO**  
**WHEN?** \_\_\_\_\_ **EXPLAIN** \_\_\_\_\_

## RELATIVES AND EMERGENCY CONTACTS – PART 5

APPLICANT'S Nearest Relative	Relationship	Address	City	State	Zip	Phone
						(    )
APPLICANT'S Relative	Relationship	Address	City	State	Zip	Phone
						(    )
SPOUSE'S Nearest Relative	Relationship	Address	City	State	Zip	Phone
						(    )
Emergency Contact	Relationship	Address	City	State	Zip	Phone
						(    )
Emergency Contact	Relationship	Address	City	State	Zip	Phone
						(    )

## VEHICLES – PART 6

MAKE	MODEL	YEAR	LIC#	STATE	COLOR
1					
2					
3					
4					
5					
6					

**Applicants Initials** \_\_\_\_\_ **Today's Date** \_\_\_\_\_

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# APPLICATION TO RENT OR LEASE - CONTINUED

**PETS: YES NO (THERE WILL BE AN ADDITIONAL DEPOSIT REQUIRED FOR EACH PET) PART 7**

CAT OR DOG	NAME	BREED	WEIGHT	AGE	M/F	NEUTERED?

**IF OTHER, PLEASE DESCRIBE:** \_\_\_\_\_

**DOES THE APPLICANT PLAN TO USE LIQUID FILLED FURNITURE? YES NO**  
**IF YES, TYPE OF FURNITURE:** \_\_\_\_\_

**HAS ANY APPLICANT OR OCCUPANT EVER BEEN CONVICTED OF A GROSS MISDEMEANOR OR FELONY? YES NO IF YES, PLEASE EXPLAIN:** \_\_\_\_\_

## DISCLOSURE READ CAREFULLY BEFORE SIGNING

1. APPLICANT(S) UNDERSTANDS THAT THEY ACQUIRE NO RIGHTS IN A UNIT/APARTMENT/PROPERTY UNTIL THEY SIGN THIS AGREEMENT **AND** SUBMIT A HOLDING FEE/DEPOSIT IN THE AMOUNT OF \$ \_\_\_\_\_. UPON APPROVAL OF TENANCY AND THE SIGNING OF A LEASE/RENTAL AGREEMENT, THIS FEE WILL BE CREDITED AGAINST APPLICANT(S) DEPOSIT AND/OR FIRST MONTHS RENT. IN CONSIDERATION FOR THE LANDLORD HOLDING THE PROPERTY LOCATED AT \_\_\_\_\_ ON APPLICANTS BEHALF, APPLICANT WAIVES ALL RIGHTS TO THE RETURN OF SAID HOLDING FEE/DEPOSIT AND SAID FEE SHALL BE RETAINED BY LANDLORD AS LIQUIDATED DAMAGES IN THE EVENT APPLICANT CHOOSES NOT TO ENTER INTO THE LEASE/RENTAL AGREEMENT APPLIED FOR HEREIN, OR DECIDES NOT TO MOVE IN AND COMPLETE THE TRANSACTION. IN THE EVENT THIS APPLICATION IS NOT ACCEPTED, ANY HOLDING/DEPOSIT FEE SHALL BE RETURNED TO THE APPLICANT
2. APPLICANT AGREES TO PAY A **NON REFUNDABLE APPLICATION/CREDIT CHECK FEE OF \$** \_\_\_\_\_
3. APPLICANT AGREES TO EXECUTE A RENTAL AGREEMENT BEFORE POSSESSION TO THE PROPERTY IS GIVEN AND TO PAY THE RENT AND SECURITY DEPOSIT WITHIN \_\_\_\_\_ BUSINESS DAYS AFTER BEING NOTIFIED OF ACCEPTANCE OF THIS APPLICATION.
4. LANDLORD AND AGENT WILL NOT BE BOUND BY ANY REPRESENTATIONS, AGREEMENTS OR PROMISES, WRITTEN OR ORAL, MADE BY LANDLORD OR AGENT UNLESS CONTAINED IN THE RENTAL/LEASE AGREEMENT SIGNED BY LANDLORD OR LANDLORD'S AGENT.
5. APPLICANT AUTHORIZES ATLAS GROUP LC AND ITS AGENTS/EMPLOYEES TO OBTAIN CREDIT REPORTS, CHARACTER REPORTS, AND VERIFICATION OF RENTAL HISTORY AS NECESSARY TO VERIFY ALL INFORMATION IN THIS APPLICATION FOR TENANCY. APPLICANT DOES HEREBY RELEASE LANDLORD, AGENT AND THIS COMPANY FROM ANY AND ALL DAMAGES OR LIABILITIES WHICH MIGHT RESULT FROM THE ABOVE INFORMATION. APPLICANT RELEASES PRESENT LANDLORD AND ALL PREVIOUS LANDLORDS OR REPORTING AGENCIES FROM ANY AND ALL LIABILITY FOR ANY DAMAGE OR INJURY WHATSOEVER CAUSED BY PROVIDING INFORMATION TO LANDLORD OR AGENT REGARDING APPLICANT OR OCCUPANTS.
6. APPLICANT UNDERSTANDS AND ACKNOWLEDGES THAT A FALSE STATEMENT MADE HEREIN IS GROUNDS FOR DENIAL OF RENTAL TO THE APPLICANT(S). ANY STATEMENT HEREIN MAY BE CONSTRUED AS A CONDITION PRECEDENT TO ANY BINDING RENTAL/LEASE AGREEMENT OR CONTRACT BETWEEN APPLICANT AND LANDLORD. APPLICANT CERTIFIES THAT TO THE BEST OF THEIR KNOWLEDGE ALL STATEMENTS ARE TRUE AND COMPLETE.
7. APPROVAL FOR RESIDENCY IS MADE WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, OR HANDICAP.

In Compliance with State and Federal laws, this is to inform you that an investigation involving the statements made on your rental application is being initiated. You have the right to dispute the information reported. Direct your inquiries to the Atlas Group LC, 4033 W. Charleston Blvd, Las Vegas, NV 89102. All or part of the above information may be made available to other services unless this box [ ] is checked. False, fraudulent or misleading information, criminal convictions, or poor rental or credit history may be grounds for denial of tenancy, or subsequent eviction.

Applicant Signature	Date	<b>I am aware that an incomplete application causes a delay in processing and may result in denial of tenancy.</b>  <b>Equal Housing Opportunity</b>
Applicant Signature	Date	

Referral Company \_\_\_\_\_ Agent \_\_\_\_\_ PID \_\_\_\_\_

# ATLAS GROUP LC

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

Prospective tenant for the property located at: \_\_\_\_\_

## **Permission To Release Criminal History**

Under Nevada Revised Statutes, NRS 179A.100.1, the Atlas Group LC may request records of criminal history (or the absence thereof) about any **prospective** tenant. What may be released by any agency of criminal justice without any restrictions are: any record reflecting a conviction and/or any record which pertains to an incident for which a person is currently within the system of criminal justice. **This information is to be used by the Atlas Group LC only and will not be disseminated to any other person(s), apartment complexes, or management companies.**

As a routine policy, we request any prospective tenant to grant us a release. We are not required under the law to get a release but want you to know that we routinely get the criminal information or lack thereof from a police agency in order to protect our clients and the public.

## **Permission to Release Information**

In Compliance with State and Federal Laws, this is to inform you that an investigation involving the statements made on your rental application for tenancy at the above mentioned property is being initiated. You have the right to dispute the information reported. Direct inquiries to the Atlas Group LC, 4033 W. Charleston Blvd, Las Vegas, NV 89102. All or part of the above information may be made available to other services unless this box ( ) is checked. I/We certify that to the best of my/our knowledge all statements are true and complete. I/We further authorize Atlas Group LC to obtain credit reports, character reports, verification of rental history and employment history as necessary to verify all information in the above referenced application for tenancy. False, fraudulent or misleading information, criminal convictions, or poor rental or credit history may be grounds for denial of tenancy, or subsequent eviction.

**Your granting the release is a condition of your being considered for tenancy in any property that is handled by the Atlas Group LC.**



## **RELEASE**

( To be signed by each prospective tenant age 18 years or older )

Printed Name: \_\_\_\_\_ Alias: \_\_\_\_\_

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

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Present Address: \_\_\_\_\_

Drivers License Number: \_\_\_\_\_ Verified By: \_\_\_\_\_  
(Management)



Information Released By: \_\_\_\_\_ ID#: \_\_\_\_\_  
(Authorized Employee)

Date Information Released: \_\_\_\_\_

**Attach copy of information released to this form.**