



## **Before You Apply**

We are so delighted that you are interested in applying for a home with McKenna Property Management! Before you apply, please take a few moments to review the information below to ensure that you understand our requirements, the fees involved, how the application process works, and what you will need to make the process quick and easy!

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### **Qualification Criteria:**

To rent one of our homes, all applicants must meet our requirements, including our income requirements, credit screenings, rental history verifications and valid proof of identification.

If you would like to score yourself, using our screening score sheet, please head to our “*Rental Resources*” page on the drop-down menu and find the Screening Score sheet to see how your application would be scored by our applications department. All decisions are finalized by the owner regarding approval, denial, and any extra deposits necessary. They will always approve the strongest applicant; it is not a first-come, first-serve basis and we reserve the right to stop accepting applications at any time.

**Please note that all documents MUST be submitted with your application or emailed to [RentalsMPM@McKennaTeam.com](mailto:RentalsMPM@McKennaTeam.com) within 24 hours of submitting your application. If not, your application may not be processed in time, and you will not be considered.**

### **Application Fees:**

Every person over the age of 18, needs to fill out their own application and go through our standard screening process. All applications MUST be submitted online, we will not accept applications via email or in person. All applications are \$85 to submit, and that application fee is NON-REFUNDABLE once your application has been processed.

All applicants must have a licensed agent show them the home either in person or virtually. If you do not have an agent, please let us know so we can get you in touch with one of our showing agents. You will be required to sign a disclosure confirming that you have viewed the property and it will need to be signed before move in. By signing this disclosure, you understand that the property is “As Is” and no cosmetic repairs will be done, only habitability issues will be addressed. If you do not view the property before move in, McKenna Property Management will not move forward with your application.

### **Selecting a Move-In Date:**

You will hear confirmation from us that we have received your application within one business day, and we strive to update you with a decision from the owner within three business days. We will only hold a property for 15 days upon approval with a NON-REFUNDABLE holding deposit due within 24 hours of approval. Please keep that in mind when you are selecting a move in date. No exceptions will be made, so it is in your best interest not to apply unless you are looking to move in within that time frame.

### Identification:

All applicants must present a valid government issued photo identification. This can be a State issued driver's license, State issued identification card, or a U.S Passport. You will also be required to provide a Social Security Number or an Individual Taxpayer Identification Number.

### Income Requirements:

We require that every household brings in an income that is equal to or greater than 2.5x times the amount of rent on the property you are applying for. This is based off your gross income (overtime not included) and must be verified by submitting the following:

- **If you have a new employer**, submit an offer letter from your supervisor that includes your salary/pay rate, your start date, the company name, and your position.
  - All offer letters **MUST** be from your supervisor and include their direct contact information.
- **If you have been at your job for more than two months**, submit your three most recent paystubs.
- **If you are self-employed, a retiree, or receive any benefits**, please submit the most recent of one of the following:
  - Your most recent tax report.
  - Three months of bank statements.
    - We do not accept screenshots of individual deposits or company bank statements. All bank statements must be the full report of your personal account, if you wish to censor personal information, you may do so if your income deposits are accessible.
  - Benefit letters, vouchers, child support/alimony orders, etc.

### Credit Score Requirements:

McKenna Property Management uses Experian for all our credit screenings. This screening may include payment history, bankruptcies, number and type of accounts and collection activity. There is no credit score minimum, we are looking to see if there are any collections. Please note, the owner reserves the right to deny based on credit score. If you have collections, high debt to income ratio, bankruptcies or repossessions on your account, the owner reserves the right to approve or deny your application. Collections due to a previous landlord may cause your application to be denied.

**To see how collections affect your application, please refer to our screening score sheet.**

For applicants with no credit score built up, a \$300 minimum extra security deposit will be due upon move in if you are approved.

### Rental History and Rental Verifications:

Applicants must provide their current and previous residential history for the last three years. All applicants are responsible to inform their landlord that they will be contacted by McKenna Property Management after submitting their application. They are also responsible for providing the landlord's name, phone number, and email address so that we may get a rental verification completed.

During your application process, you will sign a disclosure, giving your landlord permission to respond to our rental verification and confirm that you understand that this is a mandatory part of the application

process. If no rental verification is completed, your application cannot be considered, unless your rental history reflects on your credit report.

If an applicant has NO rental history, they will automatically score a “1” on our screening score sheet in that category. To see if you will still qualify without any rental history, it is in your best interest to score yourself before applying.

### **Co-Signers, Co-Applicants and Dependents:**

Applicants may opt to have a **co-signer** if they have poor credit or do not meet our income requirements. Co-signers **MUST** be Nevada residents. They also need to bring the household income up to five times the amount of rent for the property they are co-signing for. Co-signers must fill out an application along with the primary applicant and are subject to our standard screening and application fee.

**Co-Applicants** will be any occupants in the household over the age of 18. Every person over the age of 18, needs to fill out their own application and will go through our standard screening process.

**Dependents** will be any occupants in the household under the age of 18. All dependents must be listed under the designated section in the application. You must provide the name and age of every dependent.

### **Pets, Pet Deposits and Pet Policies:**

ALL APPLICANTS are required to fill out our mandatory pet screening, which you can do so here: <https://mckenna.petscreening.com>. **This will need to be completed whether an applicant has pets or not.** Your application can not be considered without completing this screening.

Pet policies differ for every unit, this includes any weight or breed restrictions. Please be sure to check on our website to see if a property will consider any pets before applying, as that policy will most likely not change.

### **Applicable Fees for pets**

The standard pet screening is a \$20 charge for one pet, and \$15 for every additional pet. Service Animals and Emotional Support Animals are exempt from this fee. If you have no pets, the pet screening is free of charge, but must be completed.

A refundable pet deposit is required for every pet and is \$500 minimum, per pet. Verified service animals or Emotional Support Animals are not subject to the pet deposit, so long as the proper documentation is provided in the mandatory Pet Screening.

**Thank you for taking the time to review all our requirements and expectations, we look forward to working with you!**

Should you have any additional questions, feel free to contact us and we are happy to assist you.

You may reach us at (702-434-HOME) or email [RentalsMPM@McKennaTeam.com](mailto:RentalsMPM@McKennaTeam.com)

Our office is open Monday-Friday from 9:00AM-12:00PM and 1:00PM-5:00PM, Fridays from 9:00AM-12:00PM, and we are closed on Holidays!

<b>APPLICANT:</b>	
<b>PETS</b>	
<b>DEPENDENTS</b>	

<b>Length Of Residency</b> (Most Recent) *First Time Renter = 1	<b>0</b> <12 Months	<b>1</b> 12-24 Months	<b>2</b> 24-36 Months	<b>3</b> >36 Months
<b>Collections</b> (Utility, monthly payment services)	<b>0</b> ≥1			<b>3</b> 0
<b>Collections</b> All Loans, excluding Medical Bills	<b>0</b> >2	<b>1</b> 2	<b>2</b> 1	<b>3</b> 0
<b>Rent to Income Ratio</b> *Based off entire household	<b>0</b> <2.5x the amount of rent			<b>3</b> ≥ 2.5x the rent
<b>FICO Score</b> (No Fico Score = +\$300 Security Deposit)	<b>0</b> <620	<b>1</b> 620-699	<b>2</b> 700-749	<b>3</b> >750
<b>NSF/Late Payments:</b>	<b>0</b> >2	<b>1</b> 2	<b>2</b> 1	<b>3</b> 0
<b>Landlord Disputes:</b>	<b>0</b> >1			<b>3</b> 0

## SCORING:

18+: Approved with minimum deposits

15-17: Approved with additional deposit, per owner.

<15: Application Denied.

Please note:

- ALL approvals/denials are based off the owner's final decision.
- Application fees are non-refundable. Every occupant over the age of 18, must submit an application.
- Evictions within the last 5 years are subject to automatic denial
- Automatic minimum \$500 pet deposit, per pet. Please review the properties guideline for pet policy. Varies per property.
- Co-Signers must bring Rent to Income Ratio up to 5x the amount of rent and MUST reside in Nevada.

# **McKenna**

## **Property Management**

### **Rental Application Disclosure**

Property address: \_\_\_\_\_ Date of Approval: \_\_\_\_\_

Applicant Name(s): \_\_\_\_\_  
\_\_\_\_\_

1. By signing below, the applicant(s) confirms they have seen the property mentioned above, and that the viewing has been done either in person, or through a virtual tour. Applicant understands that McKenna Property Management will not move forward if the property has not been seen.
2. Applicant(s) confirm their agent was: \_\_\_\_\_ and they are not working with any other agent.
3. Applicant(s) understand that the property is in the condition it was upon viewing with their agent.
  - a. You will be given a property condition report upon move in. This serves to document pre-existing conditions so that you will not be held accountable for pre-existing damages at your move out. You must complete and return this form within 30 days of move in.
  - b. No cosmetic repairs will be addressed- only habitability issues will be addressed.
4. Applicant understands that the holding deposit needs to be paid within 24 hours of approval or they forfeit their application and will no longer be accepted.
5. Applicant understands that the holding deposit is non-refundable if at any point before move in they decide to withdraw.

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

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

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

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

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

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

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

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



## Terms of Application Agreement

Disclosure of Brokerage Relationships: Landlord and Tenant confirm that in the connection with this transaction, the Listing Broker, the Leasing Broker, and their Salespersons, have acted on behalf of Landlord and Landlord's representative. The applicant(s) hereby certify that the information contained in this application is true and correct to the best of the Applicant's knowledge and Applicant(s) have not intentionally withheld any facts or circumstances which would adversely affect this application. This includes, but not limited to, disclosing all animals and/or additional occupants intended to live in the property. Applicant(s) hereby authorize the Managing Broker to 1.) CONDUCT A CREDIT CHECK, 2.) CONDUCT A BACKGROUND CHECK, 3.) VERIFY ANY OR ALL REFERENCES LISTED HEREIN, 4.) DISCLOSE INFORMATION TO THE PROPERTY OWNER OR PERMITTED AGENT.

Showing Requirements: All homes must be viewed by applicants.

Prior to submitting your application for review, please take time to read the following information to help in making your decision. We have prepared a list of the more important policies we feel you should understand. All McKenna Property Management's policies and procedures will be outlined in your lease.

Office: 9065 S. Pecos, Suite 110, Henderson, NV. 89074

Tele: 702-434-HOME

Fax: 702-939-0073

Email: Shae@McKennaTeam.com

1. McKenna Property Management's application process is not a first come first serve basis. If your application is submitted, it will be presented with all other submitted applications as well. If you do not want your application submitted with others, do not apply.
2. Each interested person must submit a valid picture ID and proof of income (most recent pay stubs (3 months minimum), 3 months of recent bank statements, or last year's tax report.)

\*DOCUMENTS MUST BE SCANNED AND SENT AS ATTACHMENT OR FAXED. \*

3. McKenna Property Management is open Monday through Thursday 9:00am - 12:00pm, 1:00pm to 5:00pm and 9:00am – 12:00pm on Fridays. McKenna Property Management is closed on all holidays.
4. A showing appointment can be scheduled by contacting an agent affiliated with our office at 702-778-1907. Please contact us as soon as possible to cancel or reschedule any appointments.
5. Application fees are \$85 per applicant. Fees may be paid online. Please allow 48-72 business hours for processing applications. Your application will not be processed until applications fees have been paid.
6. Your application will be valid for 30 days. After 30 days a new application will be required.
7. Please Note: The pet deposit may vary and/or additional documentation may be required depending on the property. All pets are subject to owner's approval. If the owner does not approve your pet(s) you have the option to view other available properties listed by McKenna Property Management.  
To help ensure ALL our residents understand our pet and animal-related policies, we use a third-party screening service and require EVERYONE to complete a profile (No Pet/Pet/Service Animal). This process ensures we have formalized pet and animal-related policy acknowledgments and more accurate records to create greater mutual accountability.

Please get started by selecting a profile category on our landing page. Copy and paste the following link in another tab: <https://mckenna.petscreening.com/>

#### Rental Process

8. Utilities are NOT included in the posted rental rate (unless specifically stated) and are the responsibility of the tenant.
9. Once your application has been approved, McKenna Property Management will require a showing disclosure form to be signed and a holding deposit which will be credited towards your security deposit upon move-in. The holding deposit must be paid in certified funds within 24 hours of application approval. If applicant does not fully execute the lease within 15 days by completing lease and paying first month's rent and remaining deposits, McKenna Property Management will retain all collected deposits to cover administrative expenses. You must submit a holding deposit of up to 50% of the security deposit to remove the property from the rental market. The remainder of the security deposit is required before

keys will be issued. All fees prior to move-in including first month's rent, deposits and lease fee must be paid in certified funds or online.

10. All requests for appliances, cosmetics items, rent negotiations etc. must be submitted at the time of your application via email to [RentalsMPM@McKennaTeam.com](mailto:RentalsMPM@McKennaTeam.com) . All requests are contingent upon owner approval. Applicant is aware that all occupants or co-applicants over the age of 18 must apply separately with \$85 non-refundable application fee each. Please list all occupants including children, under the "dependents" section.
11. Holding deposits are non-refundable whether or not approved applicant opts to proceed with lease.
12. McKenna Property Management may hold a property up to TWO WEEKS (maximum) from the date the holding deposit is received.
13. The tenant has viewed the property and understands and accepts the property is leased in "AS IS" condition. No further cleaning of any kind, additional repairs or cosmetic improvements will be done. A viewing disclosure form will be signed at the time the holding deposit is paid.
14. All fees are subject to change without notice.

Tenant Benefit Package: Tenants will automatically be enrolled in our Tenant Benefit Package. The package will be a monthly cost of \$35 in addition to your rent.

In this package tenants will receive Tenant Liability Insurance to cover \$100,000 in Tenant Liability through Great American Homes. You can opt-out of using Great American Homes as your provider, but you must provide proof of coverage to McKenna Property Management. Providing proof of a different provider will not deduct any of the costs of the tenant benefit package. Tenant Liability is NOT Renters Insurance. To obtain renters insurance please contact a third-party agency.

Tenants will also receive AC filters delivered every two months right to their door through our Second Nature Filter Program. You have two days to replace the old filters with the new delivered ones. This will help the efficiency of the HVAC system in your home and will help avoid major HVAC issues that can cost thousands of dollars and days without A/C. You cannot opt-out of the Second Nature Filter Program.

There are many other benefits of this package that you may find at:

[www.mckennapropertymanagement.com/tenant-benefits-package](http://www.mckennapropertymanagement.com/tenant-benefits-package)