



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!

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 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

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!