



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 charges 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 Charges:

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 \$75 to submit, and that application charge is NON-REFUNDABLE once your application has been processed.

Viewing the Property & Property Condition:

Applicants are required to physically inspect and view premises, both interior and exterior **PRIOR** to move in. The property will be conveyed in As-Is condition. Any requests* for improvement should be indicated in the applicable section of the online application. Any requests after move-in will be denied unless it is due to habitability or cosmetically necessary. If the applicant elects not to physically inspect/view the property in person, the applicant hereby acknowledges and accepts all associated risks and remains obligated to fulfill the same responsibilities as if an in-person viewing had been conducted. **Requests are considered but not guaranteed.*

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.
 - ALL offer letters must be accompanied by a PDF bank statement (Checking or Savings) showing proof of funds for move in.
- **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.

Appfolio provides applicants with the option to verify their income through their bank account, payroll account, or by submitting pay stubs. However, McKenna Property Management reserves the right to request additional verification of income if Appfolio is unable to generate a valid report from the provided bank account, pay stubs, or payroll account.

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 charge.

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 of every dependent.

Pets, ESA/Service Animals, Pet Deposits and Pet Policies:

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. All ESAs and Service Animal paperwork must be submitted with your application.

Applicable Charges for pets

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.

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-Thursday from 9:00AM-12:00PM and 1:00PM-5:00PM, Fridays from 9:00AM-12:00PM, and we are closed on Holidays!