



Application Guidelines

We are delighted that you are interested in applying for a rental property with Maxim Realty. Before you apply, please take a few moments to review the information below carefully 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!

If you like the property you are applying for and would like your application to be seriously considered, please follow the instructions very carefully. Many applications are denied due to being incomplete and applicants failing to upload all required documents as per the instruction guidelines.

Please be prepared to pay the \$75.00 application fee as outlined in the property listing. Every adult 18 years of age and over that will be residing at the property will need to submit an application. **THE APPLICATION FEE IS NON-REFUNDABLE** once your application has been processed.

Make sure you fill out the application completely. Please do not leave anything blank. If it doesn't apply to you, mark the box N/A. To complete the rental application, you must be prepared to provide the last 7 years of residential history as well as correct contact information for your rental references.

MINIMUM APPLICATION REQUIREMENTS:

- Applicants must physically see and inspect the property in person.
- Minimum FICO score of 600 or higher (If your credit is lower you may still be approved with a higher deposit)
- No evictions on your record.
- No rental collections or utility collections on your record.
- Income must be at least 3 times the monthly rent.
- No Bankruptcy within the last 5 years.
- Provide last 7 years of rental history.

In addition to submitting the rental application, you will also be required to upload the following documents in PDF format per applicant. **SCREENSHOTS WILL NOT BE ACCEPTED:**

1. Photo color copy of State issued Driver's License or photo ID or Government issued ID.
2. Photo color copy of social security card.
3. Last two months bank statements (all accounts (checking, savings, etc.) and all pages in PDF format). Your bank statements must reflect the income you are claiming to earn (the only thing that you can white out is the account number)
4. Proof of Income: last 2 months of Pay-stubs (PDF format). If self-employed you will need to provide last two years tax returns (front page only in PDF format).
5. Pet photo (if applicable)

*****PLEASE NOTE*** ANY APPLICATION MISSING ANY OF THE REQUIRED DOCUMENTS MAY RESULT IN YOUR APPLICATION NOT BE PROCESSED AND/OR WILL RESULT IN YOUR RENTAL APPLICATION BEING DENIED.**

Any false, misleading, or omission of pertinent information will be grounds for denial. If your credit or rental history isn't perfect, you may still be approved, but you may be required to pay an additional security deposit and you may not qualify for move-in specials if any.

Please allow 3 business days to process the application once all documentation has been received. Any delay in processing is usually due to non-verifiable information such as not being able to reach your current or previous landlord or income verification. We will contact you by phone or email once application results are in.

PLEASE NOTE:

- Applying first does not give you a priority in acceptance.
- Maximum hold time is 3 weeks.
- Lease terms are 1 year.
- Pets are subject to owner approval-pictures are required.
- Properties are leased in "as is" condition. Only habitability and essential cosmetic repairs will be made.
- Your application can be denied if additional information is requested from the Applicant and refused.

Per NRS 645.254 we must continue to accept applications until the property owner has approved an applicant(s) and they have signed the lease and paid the security deposit. All applications will be presented to property owner and the owner will make the final selection.

APPLICATION APPROVAL: If approved, you will be required to remit a HOLDING FEE of \$1000.00 in certified funds (money order or cashier's check) plus a \$125.00 NON-REFUNDABLE Administration Fee within 48 hours of approval. The HOLDING FEE will be credited to you upon move-in. Once approved and the HOLDING FEE has been received, the property is taken off the market and reserved for you. At this point, you will be required to take possession of the property within 3 weeks. If for any reason you cancel, change your mind, or delay moving in or taking possession of the property, the HOLDING FEE will be forfeited and the property will be placed back on the market. NO EXCEPTIONS.

SIGNING THE LEASE AGREEMENT: Once you have paid your holding fee and the administration fee, you will receive an email containing the lease agreement documents within 2-3 business days for review. After 2 days of having received the documents, you will be required to sign all the lease agreement documentation electronically. Failure to sign the lease agreement within 48 hours of having received it, may result in the property being placed back on the market. Once all of these steps have been completed, on the day you take possession of the property, all you will have to do is pay your final move-in funds and pick up keys and you'll be on your way!

RENTERS INSURANCE: One of the requirements of the lease agreement is that you must obtain renters insurance and personal liability insurance of at least \$100,000.00 for condominiums & townhouses (per occurrence) or \$300,000.00 for single family residences. You will need to provide proof of personal liability insurance prior to taking possession of the property. As a Tenant you will be required to maintain personal liability insurance throughout

your tenancy in the event of unforeseen damage caused by you to the property or building (fire, flooding, etc.). The most common way to do this is with a renter's insurance policy.

AGENCY DISCLOSURE: Maxim Realty is an Agent for the property owner, under a separate management agreement. As an Agent for the owner, we have an obligation of trust and loyalty to work toward the OWNER'S best interests. As REALTORS, we will treat all parties to this transaction honestly and fairly. ~Equal Housing Opportunity~

Thank you for your interest in one of our rental properties and we look forward to working with you!