

Nova Property Management

8340 Rainy Place, Anchorage, Alaska 99518

(907) 522-1332 * FAX (907) 344-2816

www.novapropertymanagement.net

Applications are reviewed in the order received at our office. ALL information below WILL be verified prior to approval and will include a credit report and background check. Upon approval, applicant(s) must sign a rental agreement and put a minimum of \$300 toward their security deposit as soon as possible. The rental unit WILL NOT be yours and held off the market until such time this has been done. Income and or housing assistance verification must be turned in within a 48 hour time period or the application will be **DENIED** and the next application will be considered. If applicant moves in and ends up having to be turned over to a collection agency, applicant agrees another credit report can be run.

You will be denied rental if you misrepresent any information on this application. If misrepresentations are found after a rental agreement is signed, your rental agreement will be terminated.

The proposed rent amount cannot exceed 40% of the verifiable monthly gross income.

NOTE ANYONE OVER THE AGE OF 18 IS REQUIRED TO FILL OUT AN APPLICATION. THERE IS A \$40.00 CHARGE PER APPLICANT. THIS FEE IS NON-REFUNDABLE WHETHER YOU ARE APPROVED OR DISAPPROVED. APPLICATION FEE MUST BE PAID IN MONEY ORDER OR CASHIERS CHECKS.**

Privacy Policy- Protecting your privacy is important to Nova. We recognize that the privacy of personal information is important to both our owners and tenants, and we strive to operate our business in such a manner. We are providing this privacy policy to you as required by law. This policy applies to personal information we collect when we provide service to anyone. We do not sell or rent your personal information to third parties. We may disclose personal information about a tenant for our normal business purposes. For example, to a collection agency if the tenant moves out still owing funds. We may disclose your personal information when required by law, for example, in connection with a court order, or legal process. Nova maintains physical, electronic, and administrative policies and procedures designed to restrict access to your personal information. These include programs and specifications for physical security and records retention and disposal; computer and communication security measures reflected in system design, password protection and data management practices; and other measures to restrict access to the data we hold in physical and electronic forms. We reserve the right to change this privacy policy at any time, with consent to applicable law. If we make a material change to this policy, we will notify you by mail.

SIGNATURE _____ **DATE** _____

ADDRESS APPLYING FOR _____

Full Name _____ Birthdate _____
S. S. # _____ Driver's License # _____
Home Phone _____ Cell Phone _____ Work Phone _____
Email: _____

Adults to Occupy _____ Children _____ How Many _____ Ages _____
Pet: Yes _____ No _____ Type _____ Weight _____
Smoker: Yes _____ No _____

Mailing Address _____
Present Physical Address (if different) _____
Length of Time _____ Rent _____
Landlord Name _____ Phone # _____

Previous Address _____
Length of Time _____ Rent _____
Landlord Name _____ Phone # _____

Employer _____ Address _____
Supervisor Name _____ Phone # _____
Position/Rank _____ Date of Hire _____ Salary _____
Full/Part Time _____ Other Income _____

Vehicle Make _____ Year _____ License # _____

Emergency Contact _____ relationship _____
Address _____ Phone # _____

Please sign and date the back on the Buyer/Lessee line

FOR OFFICE USE ONLY

APPLICANT _____ PROPERTY MANAGER _____



Alaska Real Estate Commission Consumer Pamphlet

About This Pamphlet:

In Alaska, a Real Estate Licensee is required by law to provide this pamphlet outlining the duties of a real estate licensee. After you have read the information contained in this pamphlet, please acknowledge receipt by signing below and return it to the real estate licensee who provided it to you. Your cooperation is appreciated.

There are four different types of relationships established by Alaska Real Estate Law:

- Specific Assistance – Licensee owes “Duties Owed by a Licensee when Representing a Party” as described in this pamphlet.
 - Representation – Licensee owes “Duties Owed by a Licensee when Representing a Party” as described in this pamphlet.
 - Designated Licensee – This occurs when a Licensee represents or provides specific assistance to a party to a transaction and another Licensee within the same company represents or provides specific assistance to the other party in the same transaction.
 - Neutral Licensee – This occurs when a Licensee does not represent either party but provides specific assistance to both parties in the same transaction. The parties must authorize the Neutral Licensee relationship by signing the “Waiver of Right to be Represented” form.

Duties Owed by a Licensee in all Relationships:

- Exercise reasonable skill and care;
- Deal honestly and fairly;
- Present all written communications in a timely manner;
- Disclose all material information regarding the physical condition of a property;
- Account for all money and property received.

Duties Owed by a Licensee When Representing a Party:

- Duties owed by Licensee in all relationships listed above;
- Not knowingly do anything that is adverse or detrimental to your interests;
- Disclose all conflicts of interests to you in a timely manner;
- If a matter is outside their area of expertise, advise you to seek expert advice;
- Not disclose confidential information, even after the relationship ends, from or about you without written permission, except under a subpoena or court order;
- Make a good faith and continuous effort to accomplish your real estate goals. However, once you have entered into a specific real estate transaction agreement, their efforts refocus on its successful completion.

Your Real Estate Licensee may also work with a variety of other clients (they represent) and customer (they provide specific assistance to) in different working relationships. In those situations, representing or providing specific assistance to other sellers, buyers, lessors, and lessees does not create a conflict of interest while working with you, or within the duties mentioned above.

Occasionally, as a Seller or Lessor, a situation may arise that your Real Estate Licensee also is representing another client (Buyer or Lessee) who then becomes interested in your property – or vice versa.

Prior to showing the property, the Real Estate Licensee must obtain a written approval to be a Neutral Licensee for both parties. A Licensee may not show property as a neutral licensee without obtaining your written consent entitled “Waiver of Right to Be Represented” and it will restate the duties outlined above and additional ones owed by your Real Estate Licensee. Alaska real estate law allows, but does not require, you to Preauthorize a licensee to be a “Neutral Licensee.” Having a different designated Licensee working for a seller or lessor and for the buyer or lessee in the same real estate transaction does not create dual agency or a conflict of interest for real estate broker or for a Licensee employed by the same real estate broker.

Duties NOT owed by a Real Estate Licensee:

- To conduct an independent investigation of a property
- To conduct an independent investigation of anyone’s finances
- To independently verify the reliability of the accuracy or completeness made by a party to a real estate transaction
- To show or search for properties without compensation.

THIS DISCLOSURE PAMPHLET IS NOT A CONTRACT.

The Licensee anticipates compensation to be paid by _____ buyer/lessee, X seller/lessor, or _____ both to the real estate brokers in the real estate transaction.

I understand and acknowledge receiving and reading this pamphlet on the type of relationships I may have with the real estate Licensee (including the broker).

I understand and acknowledge that Evelyn Luna (Licensee) of Nova Property Management (company) will be working with me under the following relationships:

_____ Specific Assistance without Representation

X **Representing the Seller/Lessor only (may assist Buyer/Lessee)**

_____ Representing the Buyer/Lessee only (may assist Seller/Lessor)

_____ Under preauthorized Neutral Licensee (attached “Waiver of Right to Be Represented”)

Date: _____	Time: _____	<u>X</u> _____ Buyer/Lessee-Tenant
Date: _____	Time: _____	_____ Seller/Lessor-Property Owner
Date: _____	Time: _____	<u>Evelyn Luna</u> Real Estate Licensee
Date: _____	Time: _____	<u>Nova Property Management</u> Real Estate Company

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SIGNATURE _____ **DATE** _____

ADDRESS APPLYING FOR _____

Full Name _____ Birthdate _____
S. S. # _____ Driver's License # _____
Home Phone _____ Cell Phone _____ Work Phone _____
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Adults to Occupy _____ Children _____ How Many _____ Ages _____
Pet: Yes _____ No _____ Type _____ Weight _____
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Mailing Address _____
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Length of Time _____ Rent _____
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Position/Rank _____ Date of Hire _____ Salary _____
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I understand and acknowledge receiving and reading this pamphlet on the type of relationships I may have with the real estate Licensee (including the broker).

I understand and acknowledge that Chris Tittle (Licensee) of Nova Property Management (company) will be working with me under the following relationships:

_____ Specific Assistance without Representation

X **Representing the Seller/Lessor only (may assist Buyer/Lessee)**

_____ Representing the Buyer/Lessee only (may assist Seller/Lessor)

_____ Under preauthorized Neutral Licensee (attached “Waiver of Right to Be Represented”)

Date: _____ Time: _____ X _____
Buyer/Lessee-Tenant

Date: _____ Time: _____ _____
Seller/Lessor-Property Owner

Date: _____ Time: _____ Chris Tittle
Real Estate Licensee

Date: _____ Time: _____ Nova Property Management
Real Estate Company