



135 Vesta Street, Reno, NV 89502 • 775-329-6000 • FAX 775-789-5654
www.krpmreno.com • e-mail - krpm@kellerrealty.com

KELLER REALTY INC. RENTAL APPLICATION GUIDELINES

- **FAIR HOUSING** Keller Realty strictly abides by the Federal Fair Housing Act, Nevada Fair Housing Law and principles of equal opportunity. We do not discriminate on the basis of race, color, creed, national origin, ancestry, sex, age, marital status, physical or mental disability, or familial status.
- **APPLICANTS** Each applicant **18 years of age or older** must complete a separate rental application, whether married or not. The application processing fee is **\$30.00 per application (\$60.00 for married applicants)**. **This fee must be paid in cash or certified funds.** This fee is non-refundable, and must be paid separately from the holding deposit (see below). If there is more than one applicant, your application scores will be blended to arrive at a decision (see other side). We will accept co-signers, if needed. Co-signers must complete a separate rental application, and will be required to sign the rental agreement along with the residents of the property.
- **CREDIT CRITERIA** Keller Realty may obtain a consumer credit report for each applicant. This report must be generated by Keller Realty and not the applicant.
- **INCOME CRITERIA Proof of Income:** Please attach copies of your last 2 paycheck stubs or a letter on company letterhead from your employer to verify income. If you are unemployed or self-employed, please attach a copy of last year's income tax return and your last 3 months bank statements. Other income such as retirement, SRS, child support, etc. must have reliable documentation if you wish us to consider it.
- **IDENTIFICATION** Photo identification is required. Please attach a copy of your **driver's license, military ID, or state ID to your application.**
- **NUMBER OF OCCUPANTS** The maximum number of occupants will be 2 persons per bedroom, plus 1 extra person per rental property. Example: 1-bedroom unit = 3 people, 2-bedroom unit = 5 people, 3-bedroom unit = 7 people, etc.
- **RENT PRORATION** All rents are prorated to become due on the first (1st) day of each month.
- **PET POLICY** Pets are permitted upon approval of the property owner. Upon approval, a **\$250.00 non-refundable fee** will be required, per pet.
- **WHEN YOUR APPLICATION IS COMPLETE** Please ***deliver or mail*** it (along with the processing fees) to our office: **KELLER REALTY INC., 135 VESTA ST., RENO NV 89502 (off Wells Ave., near Rapsallion Restaurant.)** We cannot process incomplete applications. Please be sure to provide all information requested. **Incomplete applications will not be processed – we require all information requested including name, address and telephone number of your prior landlords.**
- **HOW AND WHEN DO WE DECIDE?** It usually takes about two to three days to process the applications depending upon how soon we receive the reference information from you prior landlords and your employer. Please see the reverse side of this page for a copy of the rating form we use to score your application. If you have any questions about completing your application, please contact our office at 775-329-6000.

Thank you for considering renting from us.

Keller Realty Property Management
Email: krpm@kellerrealty.com
Fax: (775) 789-5654



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RENTAL APPLICATION PROCESSING - RESIDENTIAL

**To be completed by Property Manager.
 This is how we will score your application.**

Name of Applicant: _____

Property Address: _____

RATING CATEGORY	0	1	2	3
Length in field of employment	0-6 mo	6-12 mo	12-24 mo	24+ mo
Rent to income ratio	40%	33%	28-32%	<28%
Debt to income ratio w/new rent	75%	65%	55%	45%
Credit (F.I.CO. Score)	<500	501-600	601-700	>700
Length Residency (avg. last 5 yrs.)	<12 mo	12-18 mo	18mo – 2yr	>24 mo
Late Rent (last 12 mo.)	3	2	1	0

Eviction w/i last 5 years: _____ YES _____ NO

Felony w/i last 10 years: _____ YES _____ NO

- 10+ no pets,** **Approved**
- 10+ with pet(s)** **Approved, subject to owner's okay. May require increased security deposit**
- 7 to 9** **Approved, double security deposit**
- Under 7** **Application declined**

Property Manager: _____

Date: _____

Notified Applicant: _____

Date: _____

FCRA Letter Date: _____



Property Management Division



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APPLICATION TO RENT RESIDENTIAL PROPERTY: PLEASE FILL OUT COMPLETELY

Today's Date: _____

Property Address: _____

Anticipated Move-In Date: _____

At a monthly rental rate of \$ _____ . Security deposit of \$ _____

Length of Lease Requested: _____

APPLICANT NAME:	BIRTH DATE:	
SOCIAL SECURITY NUMBER:	EMAIL ADDRESS:	
NAMES OF ALL OCCUPANTS WHO WILL LIVE IN THE PROPERTY, AND THEIR RELATIONSHIP TO THE APPLICANT: <i>Note: All occupants aged 18 yrs. or older must complete a <u>separate</u> rental application, and pay the processing fee of \$30.00 per person. It is our policy to include all adults as parties to the lease individually and jointly. Please attach list, if necessary.</i>	FULL NAME	AGE
	RELATIONSHIP	
Do you have any pets?	How many pets?	
Pet(s) Age:	Type of Pet / Breed:	
Weight of pet(s) in pounds:		

Present Address:	City/State/Zip:
Home Phone and Cell Phone:	How long here?
Monthly rent:	Landlord's name:
Landlord's address:	Landlord's phone:
Reason you are moving:	

Previous address:	How long here?
Monthly rent:	Landlord name:
Landlord phone:	Reason for moving:
Previous address:	How long here?
Monthly rent:	Landlord name:
Landlord phone:	Reason for moving:

Employer name:	Employer phone:
Employer address:	City/State/Zip:
Job title:	Gross monthly income: (proof must be attached)
How long at this job?	
Previous employer:	Address:
Phone:	Job title:
Gross monthly income:	How long here?

Auto make/model/year:	Driver's License Number & State:
Bank name/address:	Account number:
Nearest relative's name:	Relative's telephone:
Address:	City/State/Zip
Have you ever declared bankruptcy?	When & in what state?
Have you ever been evicted from tenancy? When? Where?	Please explain:
Have you ever been convicted of a felony?	When/where?
Have you ever refused to pay rent when due?	Please explain:
Have you ever sold or manufactured illegal drugs?	

Please attach any additional information you believe will assist us in reviewing your application. You may attach as many pages as you wish.

I hereby warrant all statements above set forth are true and correct to the best of my knowledge. If any statement made above is found to be false, the Landlord shall have the right to immediately terminate any rental agreement entered into in reliance on such information. I hereby authorize verification of all information provided by me, and permit the landlord to obtain my consumer credit report. If I have paid a "holding deposit" on the property, I acknowledge that the property will be taken off the rental market during the time my application is being processed. If I decline to enter into a rental agreement and pay the balance of my security deposit (unless otherwise agreed in writing) within three (3) business days of the date I am notified that my application has been approved, I understand that the holding deposit paid herewith will be retained as liquidated damages by the landlord for taking the property off of the rental market.

Signed: _____ Date: _____

* * * * *

Holding Deposit paid \$ _____ Property Manager: _____



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Authorization of Release

To Whom It May Concern:

I hereby allow Keller Realty Property Management to review and investigate the accuracy of information related to my application to rent including, but not limited to prior tenancy information, employment information, credit information and in the event I owe Keller Realty Property Management any monies at the termination of my tenancy I allow Keller Realty Property Management to give my personal information to a collection company of their choice for the purposes of collecting said monies. I am aware that they may ask several questions regarding my background and I give them my permission to do so.

Please be advised that I, _____, authorize release of information to Keller Realty Property Management (and a collection company if deemed necessary) and your prompt response to any / all questions is greatly appreciated.

Name: _____ DOB: _____

Current Address: _____

Signature: _____ Date: _____