

# Southwest Real Estate LLC

REALTORS

7225 South Durango Drive Suite 100 Las Vegas NV Suite 100 89113  
Office: 702-400-7100 Fax: 702-951-5104 E-mail: mail@JoeAndSandyGarcia.com

## RENTAL APPLICATION PROCESS

### Applicant(s) must:

1. Physically visit and see the interior and exterior of the subject property prior to submitting a rental application.
2. Fax or e-mail to *Southwest Real Estate LLC* a FULLY completed Southwest Real Estate LLC rental application **accompanied by** proof that their gross monthly income is at least triple the amount of the monthly rent (a copy of the two most recent payroll stubs or if self-employed, the signed/dated first two pages of the most recent federal tax return).
3. Provide photo identification issued by government or military.
4. Provide photo(s) of pet(s), if applicable.

**NOTE:** If pets are allowed, the pet deposit will be based upon number of pets and breed/size of dog(s).  
Some breeds will NOT be allowed due to insurance company restrictions (i.e. Pit Bull).

### After preliminary approval of the application by leasing agent the Applicant must:

1. Set an appointment to meet with the leasing agent.
2. Submit a **non-refundable application fee** in the amount of \$75 per person or \$95 per married couple.
3. Submit a **holding deposit** payable in the amount of \$100 (paid separate from the application fee), which will hold the property for two days beginning with the delivery of all of the above to *Southwest Real Estate LLC*.

**NOTE:** If after FULLY processing the application it is NOT finally approved, the holding deposit shall be refunded to Applicant within two business days in the form of a company check from *Southwest Real Estate LLC*.

### Within 48 hours of full approval of the application the applicant must:

1. Sign the lease agreement (standard is one year).  
**NOTE:** Commencement date of the lease must be within two weeks of the date that the Applicant signed this form below.
2. Deliver the balance of the security deposit (holding deposit will be applied to security deposit).  
**NOTE:** Standard security deposit is equal to one month's rent plus \$50. An additional amount may be required if applicant has poor credit/rental history, unable to provide proof of income, short amount of time on the job or has lived in Southern Nevada for less than one year (unless move is due to job transfer).

**NOTE:** Once application is approved, if Applicant does not perform as above **OR** if Applicant decides not to proceed with this process, the holding deposit will NOT BE REFUNDED.

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**NOTE:** All funds referred to above **MUST** be in the form of money order, cashiers check or bank wire and payable **EXACTLY** to: "*Southwest Real Estate LLC*".

Applicant has read, understands and acknowledges receipt of the above:

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Signature

Date Time

Signature

Date Time

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## CREDIT AND VERIFICATION AUTHORIZATION

### Read Carefully Before Signing

This application is made for the purpose of procuring rental of the herein described premises, and for the credit check and clearance. It is further understood that a credit report and complete verification will be issued by **Legal Wings, Inc.** 1118 Fremont Las Vegas Nevada 89101 (office 702-384-0305). In addition, I hereby authorize release of any record of criminal history pertaining to me, per the Nevada Criminal History Act of July 1979.

Everything that I have stated in this application is correct to the best of my knowledge, and I understand that you will retain this application regardless of whether it is approved. I authorize *Southwest Real Estate LLC* to check my credit and employment history, and to answer questions about my credit history with transactions involving *Southwest Real Estate LLC*. I agree to release from liability any landlord, former landlord, or credit grantor that may supply information to verify my credit history.

All of the above data and information set forth herein, including, but not limited to the statement of my income, I, the undersigned, warrant to be true and accurate and to fully and correctly state my financial condition as of the date of this application. I also agree to notify you of any changes of any of the aforementioned items during the term of my tenancy. I further understand that any false information or statement is grounds for denial of the rental application or for eviction if I become a tenant.

RE: \_\_\_\_\_  
Property Address

I, the undersigned, acknowledge receiving a copy of the above.

|                                 |                            |               |
|---------------------------------|----------------------------|---------------|
| _____<br>Applicant Signature    | _____<br>Social Security # | _____<br>Date |
| _____<br>Co-Applicant Signature | _____<br>Social Security # | _____<br>Date |

# RENTAL APPLICATION

## APPLICANT

|                           |                                       |   |  |
|---------------------------|---------------------------------------|---|--|
| <i>Last Name</i>          | <i>First Name</i>                     | <i>Marital Status</i> <input type="checkbox"/> Single<br><input type="checkbox"/> Married <input type="checkbox"/> Divorced | <i>Gender</i> <input type="checkbox"/> Female<br><input type="checkbox"/> Male |
| <i>Social Security No</i> | <i>Drivers License No &amp; State</i> | <i>Date of Birth</i>  |  |
| <i>Email Address</i>      | <i>Home Phone No</i>                  | <i>Work/Cell Phone No</i>   |  |

## RESIDENT HISTORY:

|   |  |                       |                     |
|---|--|-----------------------|---------------------|
| <i>CURRENT Street Address</i>               | <i>City</i>                                  | <i>State</i>          | <i>Zip Code</i>     |
| <i>Name of Landlord or Mortgage Company</i> | <i>Landlord or Mortgage Company Phone No</i> | <i>From</i> <i>To</i> | <i>Monthly Rent</i> |
| <i>Other Names on Lease</i>                 | <i>Reason for Leaving</i>                    |                       |                     |
| <i>PREVIOUS Street Address</i>              | <i>City</i>                                  | <i>State</i>          | <i>Zip Code</i>     |
| <i>Name of Landlord or Mortgage Company</i> | <i>Landlord or Mortgage Company Phone No</i> | <i>From</i> <i>To</i> | <i>Monthly Rent</i> |
| <i>Other Names on Lease</i>                 | <i>Reason for Leaving</i>                    |                       |                     |
| <i>PREVIOUS Street Address</i>              | <i>City</i>                                  | <i>State</i>          | <i>Zip Code</i>     |
| <i>Name of Landlord or Mortgage Company</i> | <i>Landlord or Mortgage Company Phone No</i> | <i>From</i> <i>To</i> | <i>Monthly Rent</i> |
| <i>Other Names on Lease</i>                 | <i>Reason for Leaving</i>                    |                       |                     |

## EMPLOYMENT HISTORY:

|                          |                       |                             |                 |
|--------------------------|-----------------------|-----------------------------|-----------------|
| <i>CURRENT Employer</i>  | <i>Supervisor</i>     | <i>Phone No</i>             |                 |
| <i>Address</i>           | <i>City</i>           | <i>State</i>                | <i>Zip Code</i> |
| <i>Position</i>          | <i>From</i> <i>To</i> | <i>Gross Monthly Income</i> |                 |
| <i>PREVIOUS Employer</i> | <i>Supervisor</i>     | <i>Phone No</i>             |                 |
| <i>Address</i>           | <i>City</i>           | <i>State</i>                | <i>Zip Code</i> |
| <i>Position</i>          | <i>From</i> <i>To</i> | <i>Gross Monthly Income</i> |                 |
| <i>PREVIOUS Employer</i> | <i>Supervisor</i>     | <i>Phone No</i>             |                 |
| <i>Address</i>           | <i>City</i>           | <i>State</i>                | <i>Zip Code</i> |
| <i>Position</i>          | <i>From</i> <i>To</i> | <i>Gross Monthly Income</i> |                 |

**CO-APPLICANT** Relationship to Applicant:  spouse  other

|                    |                            |  |   |
|--------------------|----------------------------|--|---|
| Last Name          | First Name                 | Marital Status <input type="checkbox"/> Single<br><input type="checkbox"/> Married <input type="checkbox"/> Divorced | Gender <input type="checkbox"/> Female<br><input type="checkbox"/> Male |
| Social Security No | Drivers License No & State | Date of Birth  |   |
| Email Address      | Home Phone No              | Work/Cell Phone No   |   |

**RESIDENT HISTORY:**

|                                      |                                       |                    |          |
|--------------------------------------|---------------------------------------|--------------------|----------|
| <b>CURRENT</b> Street Address        | City                                  | State              | Zip Code |
| Name of Landlord or Mortgage Company | Landlord or Mortgage Company Phone No | From               | To       |
| Other Names on Lease                 |                                       | Reason for Leaving |          |
| <b>PREVIOUS</b> Street Address       | City                                  | State              | Zip Code |
| Name of Landlord or Mortgage Company | Landlord or Mortgage Company Phone No | From               | To       |
| Other Names on Lease                 |                                       | Reason for Leaving |          |
| <b>PREVIOUS</b> Street Address       | City                                  | State              | Zip Code |
| Name of Landlord or Mortgage Company | Landlord or Mortgage Company Phone No | From               | To       |
| Other Names on Lease                 |                                       | Reason for Leaving |          |

**EMPLOYMENT HISTORY:**

|                          |            |                      |
|--------------------------|------------|----------------------|
| <b>CURRENT</b> Employer  | Supervisor | Phone No             |
| Address                  | City       | State                |
| Position                 | From       | To                   |
|                          |            | Gross Monthly Income |
| <b>PREVIOUS</b> Employer | Supervisor | Phone No             |
| Address                  | City       | State                |
| Position                 | From       | To                   |
|                          |            | Gross Monthly Income |
| <b>PREVIOUS</b> Employer | Supervisor | Phone No             |
| Address                  | City       | State                |
| Position                 | From       | To                   |
|                          |            | Gross Monthly Income |

**PETS:**

|                         |        |     |                   |
|-------------------------|--------|-----|-------------------|
| Dog / Cat / Other Breed | Weight | Age | Spayed / Neutered |
| Dog / Cat / Other Breed | Weight | Age | Spayed / Neutered |

**REFERENCES (2 related & 2 non-related & known for more than 2 years):**

| Name             | Address | Phone# |
|------------------|---------|--------|
| Nearest Relative |         |        |
| Nearest Relative |         |        |
| Non-Related      |         |        |
| Non-Related      |         |        |

**CREDIT HISTORY:**

|  |                 |
|--|-----------------|
| Have you ever filed BANKRUPTCY? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> When | Year Discharged |
| Have you ever been EVICTED? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Explain:                  |                 |
|  |                 |

**OTHER PERSONS LIVING IN PROPERTY:**

| Full Name | Date of Birth | Relationship | Occupation |
|-----------|---------------|--------------|------------|
|           |               |              |            |
|           |               |              |            |
|           |               |              |            |
|           |               |              |            |
|           |               |              |            |

**AUTOMOBILES, BOATS, TRAILERS, RV, etc:**

| Make | Model | Year | License Plate Number | Registered Owner |
|------|-------|------|----------------------|------------------|
|      |       |      |                      |                  |
|      |       |      |                      |                  |
|      |       |      |                      |                  |

Applicant requests move-in date of: \_\_\_\_\_

Applicant's Agent: \_\_\_\_\_  
Name Company Phone MLS Public ID#

Property Address: \_\_\_\_\_  
Before applying for this property, I have thoroughly inspected the property and would like the following REQUESTS presented to the homeowner for approval as a condition of leasing the property.

|   |
|---|
| 1 |
| 2 |
| 3 |
| 4 |
| 5 |
| 6 |
| 7 |
| 8 |

I understand that if the above written requests are not approved in writing by the owner, and acknowledged below, that no work will be done.

\_\_\_\_\_  
Applicant Signature Co-Applicant Signature Date

*For Office Use Only*

The following are items from the above list that have been approved/declined by the Owner and will be made part of the Lease by the signature below.

| Number | Approve | Decline | Number | Approve | Decline |
|--------|---------|---------|--------|---------|---------|
| 1      |         |         | 5.     |         |         |
| 2      |         |         | 6      |         |         |
| 3.     |         |         | 7      |         |         |
| 4      |         |         | 8.     |         |         |

The approved items listed above will be completed in a timely manner and the condition of the property will be documented on the move-in evaluation.

\_\_\_\_\_  
Applicant Signature Co-Applicant Signature  
\_\_\_\_\_  
Date Authorized Agent