



Key Property Management
9890 S. Maryland Pkwy Suite 200 Las Vegas, NV 89183
APPLICATION CHECK LIST

- Completed Rental Application:**
 - The front page **must** be signed and dated by all applicants; Signatures/Initials are needed at the bottom of both pages.
 - Second page of the application **must** be completed with all requested information.

- Proof of Income:**

Acceptable proofs of income are:

 - 1 month or more of **current** paycheck stubs.
 - If starting a new position-offer letter on company letter head.
 - If relocating with same company-transfer letter or 2 months of paycheck stubs.
 - If the above items can not be provided-3 months worth of bank statements, showing that you have adequate income to cover the rent for 12 months.

- Proof of Residency:**
 - Contact information for your current landlord is needed.

- Copy of Identification or Drivers License:**
 - Needed for all applicants

- Application Fee -\$50 p/ person or married couple,**
 - Certified funds only (Cashiers Check or Money Order)

If the above information is not provided at the time application is submitted, it will slow down the application process which typically takes 24-48 business hours.



9890 S. Maryland Pkwy Suite 200 Las Vegas, NV 89123

TENANT APPLICATION

Welcome to Key Realty Property Management, LLC. We are happy you have chosen us for your new home. In order to complete the application process quickly, be sure to follow all of the necessary procedures.

1. 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. We will need a completed application for each adult residing in the property.
2. We will be running credit checks. Please leave a copy of your drivers license with the completed application. (This is needed for all applicants).
3. Please make sure you include a \$50.00 application fee per applicant or couple (maximum \$100.00, non-refundable. The application process will not start until the application fees are received. **Application fees MUST be paid in cashiers check or money order.**

Please allow 1 to 2 working days to process the application. We need daytime phone numbers to reach you to confirm your approval. If your application is accepted, you will be required to sign your lease within two (2) business days of acceptance. All necessary paperwork must be turned in to us at the time you sign your lease. All move-in funds must be received prior to receiving your keys. All move-in funds must be in the form of a cashiers check or money order. **NO PERSONAL CHECKS OR CASH WILL BE ACCEPTED.** The total amount needed for move-in will be on the lease emailed to you or you may contact our office. If for any reason you choose not to move into the property you have applied for after acceptance of your application, you forfeit your deposits on hold. **NO EXCEPTIONS.** Fourteen days is the maximum amount of time a property can be held after the deposit is accepted.

QUALIFICATIONS FOR RENTAL APPLICATIONS: (some exceptions may apply)

CREDIT HISTORY:

1. No more than five negative accounts on your credit profile in the last 18 months.
2. No rent judgments in the last three years (unless paid in full and there have been no problems with residency since.)
3. Bankruptcy is OK as long as it has been discharged and credit has met the above two requirements since.

WORK HISTORY:

1. Minimum six months steady work history (a transfer from another state is OK).
2. Salary (before taxes) must be at least three times the monthly rental amount.
3. Income and employment dates must be verifiable. We must receive at least one month of payroll check stubs from your employer.

RENTAL HISTORY:

1. No skips or evictions for the past three years, whether verified by credit reports or by previous landlords, will be accepted.
2. Previous landlord will be called. You may be required to produce a minimum of three months of rent receipts or canceled checks.

SECURITY DEPOSITS: Listed below are the deposits required PRIOR to move in.

1. An amount equal to \$100 less than one months rent for security deposit (refundable) unless otherwise noted
2. \$300.00 per pet deposit if applicable (refundable)
3. \$100.00 tenant administration fee (non-refundable)

CO-SIGNERS:

Co-signers must meet all of the above criteria to be considered acceptable and must also sign the lease as a co-lessee.

NOTE: The property you have previewed will be rented to you in as-is condition unless you are given in writing a list of repairs, renovations, yard work or cleaning that will be done by Key Realty Property Management LLC.

I recognize that this rental application is subject to acceptance or rejection. I/We hereby state that the information set forth above is true and complete under penalty of perjury and authorize verification of the information and references given. I/We also authorize Key Realty Property Management to run any necessary credit checks. Should any statement made be misrepresented or false, all of the deposit will be retained as compensation to Key Realty Property Management for holding the rental off the market. If application is accepted and applicant does not sign lease within five (5) days after notification of approval, the deposit will be forfeited as liquidated damages in payment for holding the unit off the market. NO EXCEPTIONS. I understand that if after approval, I choose not to rent this property for any reason; I will forfeit the amount of deposit I have placed with Key Realty Property Management LLC. NO EXCEPTIONS.

By signing below, I/we attest to the fact that we have read and accept this application, and that all of the statements included in this application are true and correct.

Applicant _____ Date _____ Co-Applicant _____ Date _____

**KEY REALTY PROPERTY MANAGEMENT
APPLICATION**

Property Address _____ Date _____ Rent \$ _____

Preferred Move in Date _____ Preferred Lease Term _____

Applicant Name _____ D.O.B. _____ SSN# _____

Drivers License # _____ State _____

Co-Applicant Name _____ D.O.B. _____ SSN# _____

Drivers License # _____ State _____

Number of Dependents _____ Ages _____ Current Rental Amount \$ _____

Current Address _____ City _____ State _____ Zip _____

How long? _____ Phone # _____ Cell # _____ Email _____

Reason for leaving _____

Landlord/Owner Name _____ Phone # _____

Landlord Fax # _____

Previous Address _____ How long? _____

Landlord/Owner Name _____ Phone # _____

Reason for leaving _____

Current Employer _____ Salary _____ Job Title _____

How Long? _____ Supervisor _____ Phone # _____

Previous Employer?(if less than 2 years) _____ Job Title _____

How long? _____ Job Title _____ Supervisor _____ Phone # _____

Co-Applicant Employer _____ Salary _____ Job Title _____

How Long? _____ Supervisor _____ Phone # _____

Co-Applicant Previous Employer?(if less than 2 years) _____ Job Title _____

How long? _____ Job Title _____ Supervisor _____ Phone # _____

Other sources of Income _____ Amounts _____

Name of Bank _____ Account # _____

Copy of Current Photo ID Attached _____ Proof of Income Attached _____ App. Fee Attached _____

How did you find out about the property? _____

Are you working with a Realtor outside of this office?.....()No ()Yes, who _____

Do you plan to keep pets at this property?.....()No ()Yes, what breed _____

Have you ever filed for Bankruptcy?.....()No ()Yes, when _____

Have you ever been Evicted from tenancy?.....()No ()Yes, when _____

Have you ever willfully or intentionally refused to pay rent when due?... ()No ()Yes

Nearest Relative NOT living with you _____ Relationship _____

Address _____ Phone # _____