

Shannon Day Property Management, REALTORS
Licensed Real Estate Broker
5460 S. Eastern Avenue Las Vegas, NV 89119
(702) 221-9255 / FAX (702) 227-7947

ITEMS NEEDED TO PROCESS YOUR APPLICATION

Thank you for making application to lease one of the properties listed for lease by

Shannon Day Property Management

In order to expedite the processing of your application, please include the following items:

- 1). A completed application for each prospective tenant to be listed on the lease.
- 2). Income information:
 - 2 current pay stubs for salaried or hourly employees
 - Military Housing Allowance Awards or TDY orders (if applicable)
 - 6 months bank statements showing deposits for **Self Employed**
 - Retirement / Pension / Social Security Award letters or two months Bank Statements showing deposits.
 - \$60 in Cash or Money Order** per applicant NON-REFUNDABLE Application Fee. An application must be completed in full for each adult occupant. Applicants may apply for either a specific property or to qualify generally for SDPM properties.
 - Once the application is approved, the Security Deposit is due within 48 hours of notification of approval and **MUST** be paid in the form of a **MONEY ORDER** or **CASHIER'S CHECK**.
- 3). Photo Copy of Picture ID for each applicant (Driver's License is acceptable).
- 4). Photos of Pets and Pet Application (for listings where pets are allowed).

Thank you for choosing SDPM.

Shannon Day – Broker

SHANNON DAY PROPERTY MANAGEMENT

APPLICATION TO RENT PROPERTY

Street Number	Street Name
Intended Start Date	Lease Term Requested

Do not write in this space. Company use only.

Approved By: _____ Date _____

Rent Amount: _____
 Security Deposit: _____

Owner Notified: _____
 Tenant Notified: _____
 Security Deposit Balance Due By: _____

Instructions to Applicant:

- ➔ All information (except signature) must be PRINTED clearly.
- ➔ One application must be filled out ENTIRELY by each intended adult occupant.
- ➔ Applicant must provide satisfactory identification at the time application is submitted.
- ➔ When supplying names of landlords, employers, etc., give first and last names.
- ➔ When supplying addresses, give complete addresses including unit numbers and zip codes.
- ➔ Sign application with your complete signature and list both your work and home numbers.

Credit Check and holding fees must be submitted with application in cash only!

Important Notes:

- ➔ This application may be refused and/or rejected if:
 - It is not signed, complete, or legible.
 - Satisfactory identification is not presented.
 - Any information is false, cannot be verified, or does not meet predetermined requirements.
 - Additional information is requested from the Applicant and refused.
 - Co-Applicant is rejected.
- ➔ Applying first does not give you a priority in acceptance.
- ➔ It will take time to verify the information in this Application. You should be notified of the acceptance or rejection of this Application within twenty-four (24) to forty-eight (48) hours.

If Accepted:

- ➔ The full security deposit must be submitted in certified funds only (cashier's check or money order) and received within forty-eight (48) hours of notification of approval.
- ➔ The property will be held a maximum of two (2) weeks from the date of approval.

Applicant's Personal Data

Full Name (First, Middle, Last)	Social Security	Drivers License	State	Date of Birth

All other names by which you have been known: _____

Residence History

There must be a residence history of at least five (5) years.

Addresses	Dates Moved	Rent Paid	Owner/Manager	Reason for Leaving
(Present)	In Out	\$ Per month	Name Phone	

Addresses	Dates Moved	Rent Paid	Owner/Manager	Reason for Leaving
(Prior)	In Out	\$ Per month	Name Phone	

Addresses	Dates Moved	Rent Paid	Owner/Manager	Reason for Leaving
(Prior)	In Out	\$ Per month	Name Phone	

Addresses	Dates Moved	Rent Paid	Owner/Manager	Reason for Leaving
(Prior)	In Out	\$ Per month	Name Phone	



Employment History

Company Name	Addresses	Position	Start Date	Supervisor	Wages
(Present)				Name	\$ Per month
				Phone	
Company Name	Addresses	Position	Start Date	Supervisor	Wages
(Second Present)				Name	\$ Per month
				Phone	
Company Name	Addresses	Position	Start Date	Supervisor	Wages
(Present)				Name	\$ Per month
				Phone	

Personal References

Names	Addresses	Telephone	Relationship
(Nearest Relative)			
Names	Addresses	Telephone	Relationship
(Not Related)			

Banking Information

Bank/S&L	Branch Address	Phone Number	Account Numbers	Dates Opened	Balance
			Checking:		
			Savings:		

Automobiles

Make	Model	Year	Color	VIN	License No.	Insurance Co.

Other Persons to Occupy the Property

Full Name	Relationship to Applicant	Age	Occupation

Miscellaneous Information

	Yes	No
Has a civil judgement been entered against you for the collection of a debt in the past ten (10) years?		
Have you filed for bankruptcy during the past ten (10) years?		
Have you ever been evicted or have you ever refused to pay rent for any reason?		
How many pets do you have? (Pet owners must fill out a Pet Application and provide a photograph(s).)		
How did you hear of this vacancy?		
Please explain any "yes" answers above:		



The undersigned Applicant:

- ➔ Hereby offers to rent/lease real property as described on Page 1 of this Application.
- ➔ Understands that this Application is not a Rental Agreement/Lease.
- ➔ Has no rights to said property until a written Rental Agreement/Lease is duly executed after approval of this Application.
- ➔ Is aware of and agrees to all covenants and conditions in the proposed Rental Agreement/Lease.

A credit check fee of \$60.00 per person to process this Application and a Holding Fee of \$100.00 as earnest money will be given by Applicant to the manager when this application is turned in for processing. These must be submitted in cash only.

The Holding Fee is fully refundable if Applicant is rejected or if written notice revoking this offer is received by manager prior to acceptance of this offer. However, if the manager has duly accepted this offer to rent, this Application is then to be treated as a completed contract to rent/lease the property and Applicant's attempted revocation shall be deemed a breach of contract. In addition, the failure of Applicant to timely pay all sums due and execute the Rental Agreement/Lease shall be deemed a breach of contract. In either case, the Holding Fee shall then become nonrefundable to the extent that such deposit may be withheld and used to offset and recompense any and all losses incurred as a result of such breach. Otherwise, the Holding Fee shall be applied towards the Security Deposit.

Applicant represents all information on this Application to be true and accurate and understands that the manager will rely upon said information when accepting this Application whether an independent investigation has been performed or not. Applicant hereby authorizes manager and management employees and agents to verify said information and make independent investigations in person, by mail, phone, fax, or otherwise, to determine Applicant's rental, credit, financial, and character standing. Applicant hereby releases owner/manager, employees, and agents and any and all other firms or persona investigating or supplying information from any liability whatsoever concerning the release and/or use of said information and further, will hold them all harmless from any suit or reprisal whatsoever. All holders, public and private, of any such information are hereby authorized to release, without limitation, any and all such information they have concerning Applicant and in so doing, will be acting on the Applicant's behalf at Applicant's request and will be held blameless and without any liability whatsoever. A copy or other reproduction of this Authorization shall be as effective as the original.

Dated

Applicant's Signature

Applicant's Name PRINTED

() _____
Home Phone

() _____
Work Phone

() _____
Cellular/Pager

NOTICE: The rental home for which you are applying may be reported to and monitored by various Consumer Credit Reporting Agencies. Your failure to satisfactorily perform your rental obligations may result in a derogatory entry in your rental and/or credit consumer file and could hamper your ability to obtain housing and/or credit in the future. In addition, the owner/manager may report any and all information to other property owners/managers, credit grantors and/or public agencies.

This home is offered "as is."

Any concerns regarding the appearance of the property should be addressed below:

Do not write in this space. Company use only.

Application Declined
By: _____ Date: _____

Reason for Declination: _____

Tenant Notified: _____

TRW Letter Sent: _____



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**AUTHORIZATION TO RELEASE INFORMATION
RELATED TO A RESIDENTIAL LEASE APPLICATION**

I, _____ (Applicant), have submitted an application to lease a property managed by Shannon Day Property Management.

The Landlord and its Agents who will verify information in the application are:

Shannon Day Property Management / Agent: SDPM
5460 South Eastern Avenue
Las Vegas, NV 89119
702-795-1740 (phone) 702-227-7947 (fax)

I give my permission:

1. to my current and former employers to release any information about my employment history and income history to the above-named person;
2. to my current and former landlords to release any information about my rental history to the above-named person;
3. to my current and former mortgage lenders on property that I own or have owned to release any information about my mortgage payment history to the above-named person;
4. to my bank, savings and loan, or credit union to provide verification of funds I have on deposit to the above-named person; and
5. to the above-named person to obtain a copy of my consumer report (credit report) from any consumer reporting agency and to obtain criminal background information about me.

Applicant's Signature

Date

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RENTAL / LEASE REFERRAL FORM

TO: SDPM CORPORATE ACCOUNTING DATE: _____, 200__

TENANT(s) NAME(s): _____

TENANT(s) NAME(s): _____

PROPERTY ADDRESS: _____
_____, _____ 89_____

MLS#: _____

REFERRING AGENT / REALTOR®

AGENT NAME: _____ Phone: _____ Public ID# _____

COMPANY NAME: _____

ADDRESS: _____
_____, _____ 89_____

REFERRAL FEE DUE: \$ _____

REQUESTED BY: _____
SDPM Licensee / Property Manager

(For use by SDPM Corporate Accounting)

TENANT MOVE – IN DATE _____, 200__

APPROVED BY: _____ DATE: _____

CHECK # _____ DATE PAID: _____