



## Rental Application Guidelines

SUBMIT APPLICATION and Signed Rental App Guidelines:  
<https://karincomeaux.com/property-management/rental-listings/>

- ✓ **Hold Harmless Agreement:** Applicants who haven't physically viewed the property must sign a Hold Harmless Agreement with the application. This agreement states that Compass Realty & Management, its agents, employees, Broker, or other agents will not be held responsible for any inaccuracies regarding the property. Applicants are responsible for verifying information.
  
- ✓ **Application Procedure:** Each adult over 18 years old must submit a separate application along with all required paperwork. Incomplete applications will not be accepted. Application fee is **non-refundable**.  
*\*\*Per NRS 645-254.4, we must continue to accept applications until the Broker or Property Owner has approved an Applicant and they have paid the required holding deposit. All applications will be presented when processing is complete (meaning all income, credit and rental history are verified) and the Broker or Property Owner will make the final selection.*
  
- ✓ **Documentation:** Applicants must provide a copy of their government-issued ID along with financial documentation, such as (2) most recent pay stubs, (4) most recent pay stubs if paid weekly, (2) recent bank statements (In lieu of pay stubs if direct deposit is received). **Snapshots of bank statements/transaction will not be accepted**, Job offer letter/transfer letter (dated within 30 days). Self-employed applicants must provide last year's income tax return, (2) month's bank statements (**snapshots of bank statements/transactions will not be accepted**) and copy of business license and/or LLC. If applicable, any other income such as: Social Security, Disability, Child Support, Unemployment, Housing Voucher (price/bedroom size) etc. must provide 6-month statements. All documents must be uploaded to Rentervibe.com, instructions will be emailed once the application has been submitted. \*Additional documents may be requested to complete the application process or to verify income. If the document report shows fraud, that is automatic grounds for denial of the applicant.
  
- ✓ **Pet Screening:** Applicants must create an account on petscreening.com and answer all questions regarding pets, service animals, or emotional support animals. A pet deposit may apply, and a fee of \$20 per pet application is charged.
  
- ✓ **Credit Check and Background Verification:** Compass Realty & Management will obtain a consumer credit report and conduct background checks on each applicant to ensure they meet qualifications, including **NO EVICTIONS/COLLECTIONS** (property management companies, apartments, utilities including cable, cell phones, payday loans, etc).
  
- ✓ **Rental History Verification:** Verification of current and previous residences is required, even if you own your own home. **MUST HAVE GOOD RENTAL HISTORY – NO LATE PAYMENTS, ETC.**

- ✓ **Processing Time:** The application processing takes approximately 2-3 business days, with possible delays due to incomplete information or verifications. The Property Owner reserves the right to give final approval on all processed applications and/or pets. Approval time may vary depending on property owner's response. Compass Realty & Management may accept and process multiple applications during this time.
- ✓ **Holding Fee:** Upon approval, applicants must pay a \$500 holding fee within 1 business day, which will be credited towards the security deposit. The holding fee is non-refundable if the applicant decides not to move forward. If applicant decides to supply more than \$500 holding fee and decides not to move forward for any reason, \$500 will still be **non-refundable** and remaining deposit may be returned.
- ✓ **Rent and Insurance:** First month's rent must be paid by cashier's check or money order. Renter's insurance naming the landlord and broker as additional **INSURED** parties is required throughout the lease term. If move-in is after the first of the month, the rent will be prorated. If move-in is on or after 20<sup>th</sup> of the month, prorated and following month's rent is due prior to move-in.
- ✓ **Utilities Transfer:** Future tenants must complete and return a utility transfer form, and transfer of utilities must be arranged at the time of approval.

Please **Sign** and **Date** that you have read and understand the above.

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

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

We abide by the Federal 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 families with children. In accordance with the Federal Fair Housing Act, all applicants will be processed to the above, without exception. These guidelines are subject to change.