

TERRAWEST
Property Management
LAS VEGAS | RENO | UTAH

RENTAL APPLICATION

Special points of interest:

- *Standard applications must be presented with fees: \$ 60.00 cash per applicant and \$100.00 cash to hold property. Please bring exact amount.*
- *Combined gross monthly income must equal two and a half times the rent amount.*
- *Employment will be verified.*
- *Copy of identification is required.*
- *Pet application is required with current picture of pet.*
- *Provide Leasing Agent information.*

Applications are accepted from 8:30 a.m. to 5:00 p.m. Monday through Friday.

1. All standard applications must be presented with \$60.00 per applicant and \$100.00 to hold the property. These funds must be in cash or certified funds and in the exact amount.
2. Each applicant 18 years of age or older and is not a dependent, must apply and must be a signer on the lease. Each applicant must fill out his/her own application. All signers on the lease must reside in the property. Co-signers with another residence will not be accepted.
3. Please make sure to fill out the application completely. A properly filled out application may be processed within 24 hours.
4. A pet application must be filled out with a recent photograph of your pet. Prohibited pets are Rottweiler, Pit Bull, Chow, Akita and Doberman.
5. Applicants must have a verifiable source of gross monthly income equal to two and a half times the rent amount. Please provide proof of monthly income in the form of at least two pay stubs. Self-employed applicants must provide tax returns for the past two years.
6. An Experian Credit Report will be run on all applicants. All state tax liens and educational loans must be current or applicant must show proof of payment arrangements. Applicant must not owe monies to any public utility. All bankruptcies must be discharged.
7. All residence and employment information will be verified. Steady income and a good record of rental or mortgage payments is required. Include all applicable names, addresses and telephone numbers to insure the timely processing of your application.
8. A copy of a driver's license or another form of government-issued picture identification is required.
9. Once the application has been approved, the full Security Deposit will be due within 48 hours in certified funds. Should you change your mind after being approved and you have paid your security deposit, you will forfeit your deposit.
10. Please provide the leasing agent's business card, and complete all information concerning the agent.
11. Please make sure you have provided the desired date of move in.

IN ACCORDANCE WITH FAIR HOUSING LEGISLATION, ALL APPLICATIONS WILL BE PROCESSED TO THE ABOVE, WITHOUT EXCEPTION.

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Dear Rental Applicant:

We take pride in our management and in our rental homes and communities. We actively seek good residents to make their homes with us and we strive to provide the best services we possibly can while they live in the rentals we manage.

We screen our applicants very carefully and completely verify all information provided to us on the rental application you submit as well as from other sources available to us. We run a credit report, we verify employment and we check previous rental history.

The screening and verification process is used for every applicant the same way - fairly, consistently, and uniformly. We work very diligently to observe both the spirit and the letter of the Fair Housing Laws - not just because they are the law of the land, but because we sincerely believe in fair housing and equal opportunity in fair housing for everyone. An applicant who passes the screening criteria is accepted as a resident. An applicant who does not satisfy the screening criteria is not accepted as a resident.

By making application for one of our rentals, you acknowledge that these checks and verifications will be done and give your permission for us to do so. Please completely fill in your application. If you do not provide us with complete information, we will not be able to process the application successfully. If there is any item on the application that you do not understand, please ask for assistance. If there is additional information which you feel may be of assistance to us in processing your application, please let us know. We are here to be of service to you and to others seeking housing.

We welcome your suggestions as to how we might do our task better and more efficiently. We'll do our best to process your application quickly and we normally give you an answer within twenty-four hours provided all information is received and successfully verified.

Thank you for making application for one of our properties. We sincerely hope that you will be a long-term resident with us.

Very truly yours,

Deborah Ogilvie
President
Terra West Property Management



WHO IS TERRA WEST?

Terra West manages nearly one thousand single-family homes, townhouses, and condominiums. When you're ready for the space and privacy an apartment cannot offer and do not want to spend a fortune on rent or looking for upscale temporary housing, chances are we have just what you need. If you're interested in speaking with someone about our available properties, please e-mail us at info@terrawest.com or call us at 362-6262 (in Las Vegas) or 800-726-1991 (outside Las Vegas). You may also view our properties at www.terrawest.com or www.rentconnection.com.

WHAT WILL IT COST ME TO GET INTO A TERRA WEST PROPERTY?

A completed rental application, may be submitted to our office with \$60 cash per applicant and \$100 cash towards the security deposit. Once your application is approved, the balance of the security deposit must be received within forty-eight (48) hours. Rent begins the day you sign your lease and pick up your keys. Keys will not be released without a lease agreement signed by all parties.

HOW DO I QUALIFY?

Our criteria is as follows:

- The combined, verifiable gross income of all applicants must be two and a half times the monthly rental amount.
- No monies owed to any public utility. State tax liens and education loans must be current or must show proof of payment arrangements. All bankruptcies must be discharged.
- Applicant must have good rental history.



WHAT LEASE TERMS ARE AVAILABLE?

The lease terms for our properties range from a minimum 6 month lease to one year or more.

DO YOU ALLOW PETS?

Many of our homes accept pets with possible stipulations regarding the age, size, breed and number of animals. An additional pet deposit will be charged for each pet. The minimum pet deposit would be \$200.00 per pet. Pet restrictions do not apply to service animals. ***Chow, Rottweiler, Doberman, Akita, American Bull Terrier, Staffordshire Terrier, and Pit Bull prohibited. *Puppies of any breed prohibited (under one year old)**

WHAT IF I HAVE AN AFTER HOURS EMERGENCY?

We provide an on call service for your maintenance emergencies twenty-four (24) hours a day, seven (7) days a week, including holidays.



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MARKETING SURVEY

Check one or more sources.

How Did You Find This Property?	<input checked="" type="checkbox"/> Check
REALTOR or Agent	
REALTOR.com	
Rental Homes Plus	
Terra West Website	
Name of Other Website: _____	
For Rent Sign	
Family Member or Friend	
Advertisement Where? _____	

Thank you for your participation in our Survey.

RENTAL APPLICATION

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: _____

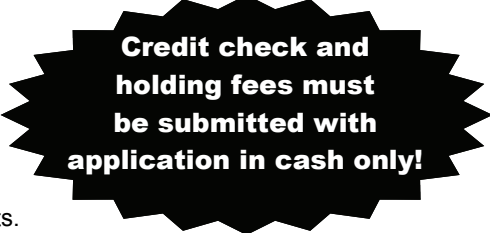
Security Deposit Balance Due By: _____

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.

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 30 days from the date of approval.

Applicant's Personal Data

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

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	\$ Per month	Name	
	Out		Phone	
(Prior)	In	\$ Per month	Name	
	Out		Phone	
(Prior)	In	\$ Per month	Name	
	Out		Phone	

Employment History

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

Personal References

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

Banking Information

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

Automobiles

Make	Model	Year	Color	License No.	Legal Owner	Insurance Co.

Other Persons to Occupy the Property

Full Name	Relationship to Applicant	Age	Occupation

Miscellaneous Information

	Yes	No
Has a civil judgment 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?		
Have you ever lived in a Terra West property before or do you know someone who lives in one of our homes?		
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

Email

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:

<i>Do not write in this space. Company use only.</i>	
Application Declined	
By: _____	Date _____
Reason for Declination: _____	

Tenant Notified: _____	
TRW Letter Sent: _____	

PET APPLICATION/REGISTRATION FORM

SCREENING/REGISTRATION:

Pet owners must complete a Pet Application and Registration Form before application can be processed. Current picture of pet is required. **MAXIMUM WEIGHT OF PET – 45 POUNDS.**

PET REGULATIONS:

Tenant agrees that if any pets are kept on or about the premises during any part of occupancy, Tenant shall be responsible, over and above the security deposit, for all costs incurred as a result of damages caused by said animal(s), including but not limited to the cleaning, repairing, or replacing of carpets, drapes, blinds, lawn, trees, shrubs, fences, walls, doors, and screens. Said costs shall be deducted from the Deposit. Any funds due in excess of said Deposit shall be the responsibility of the Tenants and paid immediately to the Landlord/Agent upon vacating the premises. Failure to pay shall result in collection and/or legal proceedings.

Name of pet owner (s): _____

Rental Property Address: _____

Home Phone: _____ Work Phone: _____

PET INFORMATION:

Pet's Name	Age	Breed	Weight	Gender	Spayed/Neutered
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

***Chow, Rottweiler, Doberman, Akita, American Bull Terrier, Staffordshire Terrier, and Pit Bull prohibited. *Puppies of any breed prohibited. *(under one year old)**

Applicant represents all information on this pet application to be true and accurate and understands that the owner/manager will rely upon said information when accepting/rejecting the application. Applicant understands there is a minimum \$200.00 pet deposit per animal—**maximum two (2) pets**. Applicant has read and understands the pet regulations and promises that applicant and members of applicant's household and/or guests promise to fully comply.

Signature of Applicant: _____ Date: _____

Signature of Applicant: _____ Date: _____

() Approved () Rejected by: _____ Date: _____

RENTAL AGENT FORM

TO: SFR ACCOUNTING

DATE: _____

PROPERTY ADDRESS: _____

TENANT NAME: _____

MOVE-IN DATE: _____

**** RENTAL AGENT ****

AGENT NAME: _____ AGENT MLS PUBLIC I.D.# _____

COMPANY NAME: _____

ADDRESS: _____

CITY, STATE: _____

ZIP CODE: _____

PHONE NUMBER: _____

RENTAL FEE DUE: \$ _____

**ATTACH BUSINESS CARD
HERE**