

The Property Group Rental Application Guidelines

- **FAIR HOUSING-** **The Property Group** strictly abides by the Federal Fair Housing Act, Nevada Fair Housing Law and principles of equal opportunity. We open our doors to all, regardless of race, color, religion, national origin, ancestry, sex, marital status, source of income, physical or mental disability, familial status, sexual orientation, or gender identity/expression.
- **AGENCY DISCLOSURE-** You acknowledge that The Property Group represents the owner/s of the rental property.
- **CONFIDENTIALITY-** See our website for **The Property Group Privacy Notice**
- **APPLICANTS-** All applicants must complete and sign **The Property Group** or GLVAR rental application and provide all supporting required documentation. **A non refundable application fee of \$75 per person or per married couple must be paid in cash or certified funds before we will begin the application process.** If there is more than one applicant (co-tenants) your application scores will be blended to arrive at a decision (see The Property Group scoring sheet). All blanks must be filled in. If something does not apply to you , please enter N/A in the provided space.
- **FIRST COME, FIRST SERVED** - We process rental applications on a first-come, first-served basis. For example, if we accept your application/s for processing, that means it will either be approved or declined. You are not in competition with any other applicants. Your application/s either meet/s our qualifying criteria, or not. Our scoring sheet is attached so you will know exactly how we will evaluate your application before you pay the non-refundable fee.
- **YOUR APPLICATION WILL NOT BE ACCEPTED FOR PROCESSING UNLESS ALL REQUIRED DOCUMENTATION AND INFORMATION IS PROVIDED INCLUDING APPLICATIONS FROM ALL CO-TENANTS.** THE ADDITIONAL DOCUMENTS REQUIRED (PHOTO ID, PROOF OF INCOME, PHOTOS OF PETS CAN BE EMAILED. APPLICATION FEES MUST BE PAID BEFORE WE WILL ACCEPT YOUR APPLICATION FOR PROCESSING.
- **CREDIT CRITERIA-** **The Property Group** will attempt to obtain a consumer credit report for each applicant. This report must be generated by The Property Group and not the applicant. In addition to a credit report we also run a fraud search, eviction search, bad check search, national criminal database scan, and a driver's license verification. We may also contact current and previous landlords, employers, and/or references provided by you. **If you currently owe money to a former landlord, have unpaid utilities, or have been evicted from a rental unit within the last 5 years, your application will be denied.**
- **INCOME VERIFICATION-** Proof of income: Please provide us with copies of your last 2 paycheck stubs or a letter on company letterhead from your employer to verify income. If you are self employed, please provide a copy of last year's income tax return and your last 3 months bank statements. If your combined monthly income is less than 3 times the monthly rent, you will either be denied or required to pay a minimum of 3X the advertised security deposit on the property. This final decision is made by the owner of the property.

- IDENTIFICATION- Photo identification is required. Please provide us with a copy of your current driver's license or a government issued photo ID.
- NUMBER OF OCCUPANTS- The recommended number of occupants allowed in our rental properties is 2 persons per bedroom. Final decision is made by owner.
- SMOKING POLICY- All of our rental properties are non-smoking properties. No smoking of tobacco, herbal, or other products is permitted inside of any of our rental homes.
- PETS- Most of our properties will consider pets, on approval by owner, on a case-by-case basis. The final decision to approve your pet/s is always the property owner's. Most owners require an additional deposit of \$500/per pet however, each property owner has a right to increase this on a case-by-case basis. WE REQUIRE A PHOTO ID OF ALL PETS.
- RENT PRORATION- All rents are prorated to become due on the 1st day of each month.
- CRIMINAL HISTORY- We abide by principles of equal opportunity, and welcome all responsible renters into our homes. If you have been convicted of a felony within the last 10 years your application can be denied. You will have the right to appeal any decision we make in this regard by providing additional information within 7 days of the day your application is denied. The owner has a right to accept other applications during this period.
- FALSE INFORMATION- If any information provided on your application proves to be false or misleading, your application will be denied. If you have already entered into a rental agreement on the property when we discover that you've provided false information, you will be subject to immediate eviction proceedings from the property.
- HOW AND WHEN DO WE DECIDE??-We process rental applications on a first-come, first-serve basis. **Please note: Until we have completed applications for all proposed residents aged 18 and older, plus all required back-up documentation (ID, proof of income, photo of pet/s, and application fee in cash or certified funds) your application will not be considered first in line for processing.** It normally takes 1-2 business days to process an application once all required documentation is received in our office. Please see our scoring sheet we use to score your application. Your application/s will be approved or denied and you will be notified of the outcome.
- ONCE YOUR APPLICATION IS APPROVED- In order to secure your position as the approved tenant for the property you must pay the required security deposit in cash or certified funds within 1 business day of the time you are notified of approval. You will be required to take possession of the property within 14 days of approval. Should you fail to comply with any of these deadlines, the property will be offered to other qualified applicants and any fees and or security deposits received will not be refunded.

The Property Group Property Management

Rental Application Guidelines

Rev. 10/27/2025

Property _____

Received _____

THE PROPERTY GROUP

RENTAL APPLICATION VERIFICATION SCORING SHEET

To be completed by Property Manager

Name of Applicant _____

RATING CATEGORY

Length in Field of Employment	0	1	2	3
	0-12 mo	12-24 mo	24-36 mo	36+mo

Rent to income ratio (income combined for all tenants)	0	1	2	3
	40% +	39-33%	28-32%	27%

Credit (F.I.C.O.) Score	0	1	2	3
	<650	650-699	700-749	750

Debt to Income ratio (new rent plus loan pymts combined for all tenants)	0	1	2	3
	>55%	55%	50%	45%

Payment History	0	1	2	3
	serious delinquencies or Ut/LL owing	2 or 3accts 30 -60 days delinquent	1-2 30 day delinq. accounts	All current

NSF Checks/ Insufficient funds	0	1	2	3
	>2	2 only	1 only	None

Length of Residency	0	1	2	3
	12 mo. Or less	12-18 mo.	18-24 mo.	24+ mo

Late Rent or Mortgage (last 12 mo.)	0	1	2	3
	3	2	1	0

Felony past 10 years	Yes/No	Application Denied 7 days to appeal
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Income less than 3X rent?	Yes/No	Owner approval required / up to 3x security deposit
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Eviction or \$ owed Utilities/ LL ?	Yes/No	Application denied no appeal
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Scoring

18+, no pets	Approved w/ minimum deposit of one month's rent
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18+ with pet/s	Conditional approval, subject to owner's approval of pet/s. Security deposit increases min. of \$500 with each pet
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15-18	Approval w/ double security deposit or qualified co-signer. (If there are also pets, subject to owners approval w/ additional pet deposit)
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Less than 15	Application declined. (No cosigners or increased deposit considered)
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Application notes:

Notified Applicant: _____ FCRA letter mailed _____

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