

—Rental Application—

Please complete this fillable PDF on your computer then print, sign, and attach the required documents.

Date of application:		Desired occupancy date:	
Address of desired unit:			
How did you find the property?	Sign	Newspaper	Craigslist Website Rental list

Applicant's Personal Information:

First name:		Last name:	
Mailing address:			
Home phone:		Driver's license number:	
Work phone:		Birth date:	
Mobile phone:		Social security number:	
Email address:		Car make and model:	
		Car license number:	

Additional occupants – Please list every occupant's name and their relationship below, including children:

Name:		Relationship:	
Name:		Relationship:	
Name:		Relationship:	
Name:		Relationship:	

Rental information and history:

Do you have renter's insurance?	Yes	No
Do you have any water-filled furniture?	Yes	No
Have you ever broken a lease?	Yes	No
Have you ever refused to pay rent for any reason?	Yes	No
Have you ever been evicted or asked to leave a rental unit?	Yes	No
Have you ever filed for bankruptcy?	Yes	No
Have you ever been convicted of a crime?	Yes	No
Will you give us permission to do a criminal background check?	Yes	No
Do you currently have any utilities in your name?	Yes	No
Do you currently have phone service in your name?	Yes	No
Is there anything to prevent you from placing utilities in your name?	Yes	No
Do you know of any reason which may interrupt your ability to pay rent?	Yes	No

Current residence:

Current address:		City/State/Zip:	
Dates lived here:		Own Rent Occupy	
How many pets?		Type of pets:	
Name and phone number of <u>current</u> landlord:			
Reason for moving:			

Previous residence:

Previous address:		City/State/Zip:	
Dates lived here:		Own Rent Occupy	
Name and phone number of <u>previous</u> landlord:			
Reason for moving:			

Income history:

Applicant's current employment status (please check one):

Full-time	Part-time (less than 32 hours)	Student	Retired	Self-employed	Unemployed
Other – please explain:					

Employment and/or sources of income:

Applicant's primary source of employment:

Current employer:			
Supervisor's name:		Supervisor's phone:	
Average weekly hours:		How long employed?	
Position/Title:		Monthly net income:	
Address:		City/State/Zip:	

Applicant's additional employment, if applicable:

Current employer:			
Supervisor's name:		Supervisor's phone:	
Average weekly hours:		How long employed?	
Position/Title:		Monthly net income:	
Address:		City/State/Zip:	

Applicant's additional income, if applicable:

Source of income:					
Net amount:		Received per:	Week	Month	Year

Emergency contact information:

Please provide at least two contacts:

Name:		Relationship:	
Address:		City/State/Zip:	
Primary phone:		Secondary phone:	

Name:		Relationship:	
Address:		City/State/Zip:	
Primary phone:		Secondary phone:	

Vehicles – Please note only cars on application are authorized to be on premises:

Vehicle make, model, color, and year:	
License plate state of issue and number:	

Vehicle make, model, color, and year:	
License plate state of issue and number:	

Personal reference:

Name:		Relationship:	
Address:		City/State/Zip:	
Phone:		How long known?	

Nearest living relative:

Name:		Relationship:	
Address:		City/State/Zip:	
Primary phone:		Secondary phone:	

Thank you for completing an application to rent from us. Please review this additional information and sign below.

Please note that a completed application requires submission of the following, which should be copied and attached to this application, or presented in-person at our office for copying:

1. Driver's license or other legal identification with picture. Please note that rentals will not be shown without a picture ID.
2. Two of the most current pay stubs from each income source listed above.
3. If self-employed, the most current Schedule C tax return and proof of current income.

A fee of **\$30.00** is charged on all rental applications for the purpose of verifying the information furnished on this application. By signing below, the applicant hereby represents that all information on this application is true and complete, and hereby authorizes annual verification of information, references, and credit history for continual rental consideration or for collection purposes should that become necessary.

The applicant acknowledges this application will become part of the lease agreement when approved. If any information is found to be incorrect, the application will be rejected and any subsequent rental agreement becomes void. False and misleading statements will be sufficient reason for immediate eviction and loss of security deposit.

Applicant's Signature:

Date:

**FOR RELEASE OF PRIOR RENTAL HISTORY, APPLICANTS PLEASE REVIEW THIS FORM
THEN SIGN AND DATE IT AT THE BOTTOM OF THE PAGE**

Shoenberger & Shoenberger, Inc.
1665 Lakeside Drive Suite 102
Reno, NV 89509

**Tel: (775) 324-4646
Fax: (775) 686-2660**

TENANT RENTAL HISTORY

The tenant(s) named in item #1 below have submitted an application to rent at one of our properties. At your earliest convenience please complete this questionnaire and fax it back to Shoenberger & Shoenberger, Inc. at (775) 686-2660.

Thank you for your assistance, it is sincerely appreciated.

1. Tenant's Name(s):	
2. Address/Unit Number:	
3. Dates Tenant Rented:	
4. Did Tenant Pay On Time:	<input type="checkbox"/> YES <input type="checkbox"/> NO
5. Any Evictions Or Lockouts Served:	<input type="checkbox"/> YES <input type="checkbox"/> NO
6. Did tenant give proper notice?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Remarks:	
7. Any NSF checks?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, how many, amount, when:	
8. When leaving did tenant leave the property in good condition?	<input type="checkbox"/> YES <input type="checkbox"/> NO
9. Would you rent to this tenant again?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Other comments:	

Completed by: _____

Signature: _____

Date: _____

APPLICANT'S RELEASE OF INFORMATION

I agree to have Shoenberger & Shoenberger, Inc. request the above information from my current landlord and/or property manager:

Applicant's Signature: _____

Date: _____

NEW TENANT MOVE-IN CHECKLIST

Upon application approval, please contact the following utility companies (where applicable) and return this form with confirmation numbers listed below. Please remember keys will not be released until we have the below information filled out and returned.

NV Energy: Please immediately have the utilities put in your name by contacting NV Energy at (775) 834-4444. The owner is not responsible for your power/gas usage and you will be billed by us for any charges applied to the owner after your move-in date.

Confirmation number:	
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TMWA: Water Service (when paid by tenant) – Please immediately contact the Truckee Meadows Water Authority at 834-8080 to put the water service in your name.

Account number:	
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AT&T Nevada: If your telephone number is changing because of your new address call AT&T Nevada at 1-800-288-2020 to establish service. Please ensure that you give us your new telephone number when it is connected so we may contact you in an emergency situation or to establish repairs in your residence etc.

Satellite TV-Dish Antenna Installation: Please contact us first at (775) 324-4646 to obtain our approval to install a satellite TV dish antenna. In some instances approval may not be granted by the property owner and cable TV must be used. Once approval is obtained we will request the satellite TV Company to fax us a request for installation form for your residence. We will complete the form and fax it back to them. Satellite TV dish antenna installation (and de-installation) is done at your expense.

Account number:	
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Charter/Spectrum Communications: If you are ordering cable television, phone, and/or internet service through Charter/Spectrum, please contact them at (775) 850-1326.

Account number:	
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