



MONTICELLO
R E A L T Y

PROPERTY MANAGEMENT

TENANT APPLICATION INSTRUCTIONS AND CHECKLIST

This page is not part of the tenant application and should NOT be submitted with the application

Please fill out this 4 page application **COMPLETELY**. All fields must be completed for the application to be considered. If fields do not apply to you please input "N/A" in to that field, do not leave blank. Every field must have text input in to it to be valid and for application to be complete. All adults who will be occupying the property must be listed as an applicant or co-applicant and must sign the lease, unless they are a dependant under the age of 25. If there will be more than two applicants you must **COMPLETELY** fill out another application form for those applicants being sure to fill out all fields and having all applicants sign. Once application is **COMPLETELY** filled out, you can submit it along with all applicable documents listed on the checklist below:

- Completed Application with all signatures
- Copy of Driver's License or other government issued ID for **EACH** applicant
- 3 most recent months of original copies of bank statements for all accounts

IF BANK STATEMENTS ARE NOT AVAILABLE SUBMIT THE FOLLOWING FOR THOSE APPLICANTS:

- Copy of **4 most recent** pay stubs from employer
- Copy of checks or statement from licensed property manager showing rent that has been paid in last year

IF EITHER BANK STATEMENTS OR RENT STATEMENT ARE NOT AVAILABLE, ALSO SUBMIT:

- 2 most recent** tax returns (if bank statements OR rent statement from licensed agent are unavailable)

Application and applicable above original documents must be submitted in person at:

7495 W Azure Dr Las Vegas, NV 89130
(Give to Receptionist inside main building doors)



MONTICELLO
R E A L T Y
TENANT APPLICATION FORM

Office Use Only	
Date Submitted: _____	
<input type="checkbox"/> Background	<input type="checkbox"/> Credit
<input type="checkbox"/> Income	<input type="checkbox"/> Rent Hist
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
If Denied, Reason: _____	
Referral Co: _____	
Referral Agent: _____	
PID: _____	License: _____
Date Paid: _____	Method: _____

Property Information		
Property Address		
City	State	Zip
Advertised Rent Amount	Security Deposit	
Desired Move In Date		

Applicant Information			
Applicant Name			
Applicant Cell Phone	Applicant Home Phone		
Applicant Email Address			
Driver's License State & Number	SSN	Birthdate	
Current Address	City	State	Zip
Current Landlord	Landlord Phone #	How Long There	
Why Leaving? / Is Lease Finished?		Rent Amount	
Prior Address	City	State	Zip
Prior Landlord	Prior Landlord Phone #	How Long There	
Why Left? / Was Lease Finished?		Rent Amount	
Has applicant been evicted from any property in last 5 years? If so, explain.			

Applicant Income Information

Applicant Current Employer		
Dates Employed (start/end)	Title	Monthly Net Income
Employer Address		
City	State	Zip
Supervisor Name	Supervisor Phone	Business Main Phone

Other Current Income (if applicable)	Monthly Net Income
Description of Other Income	

Prior Employer (If less than 3 years ago)		
Dates Employed (start/end)	Title	Monthly Net Income
Employer Address		
City	State	Zip
Supervisor Name	Supervisor Phone	Business Main Phone

Co-Applicant Information

Co-Applicant Name			
Co-Applicant Cell Phone	Co-Applicant Home Phone		
Co-Applicant Email Address			
Driver's License State & Number	SSN	Birthdate	
Current Address	City	State	Zip
Current Landlord	Landlord Phone #	How Long There	
Why Leaving? / Is Lease Finished?			Rent Amount
Prior Address	City	State	Zip
Prior Landlord	Prior Landlord Phone #	How Long There	
Why Left? / Was Lease Finished?			Rent Amount
Has co-applicant been evicted from any property in last 5 years? If so, explain.			

Co-Applicant Income Information

Co-Applicant Current Employer

Dates Employed (start/end)	Title	Monthly Net Income
Employer Address		
City	State	Zip
Supervisor Name	Supervisor Phone	Business Main Phone

Other Current Income (if applicable)	Monthly Net Income
Description of Other Income	

Prior Employer (If less than 3 years)

Dates Employed (start/end)	Title	Monthly Net Income
Employer Address		
City	State	Zip
Supervisor Name	Supervisor Phone	Business Main Phone

Occupants

In addition to Applicant(s), other persons to be at premises: (list ALL who will live in property)

Name	Relationship	Age	Occupation

Vehicles

Make	Model	Plate # / State	Year	Color

Pets

Name	Breed	Weight	Color	Fixed?

Applicant History

Has any applicant ever filed bankruptcy? If yes, explain:

Has any applicant ever willfully refused to pay rent when due? If yes, explain:

Has any applicant or occupant ever been convicted of a gross misdemeanor or felony? If yes, explain:

Misc Information

How long does applicant plan to live here?

Does anyone in the household smoke? Explain:

Applicant Emergency Contact:

Phone Number

Relationship

Co-Applicant Emergency Contact:

Phone Number

Relationship

Disclosures

1. Applicant understands that Jeremy Tippetts is the leasing agent and representative for the landlord of the premises being applied for
2. Applicant declares that the information contained herein is true and correct, and applicant authorizes an employment check, criminal records check, credit check, verification of references and current and previous landlords.
3. Applicant understands that all application fees are non-refundable. Holding deposits are refundable only if applicant is denied.
4. Applicant agrees to execute rental agreement before possession is given and to pay rent and deposits within 3 business days after acceptance
5. Landlord and agent will not be bound by any representations, agreements or promises, written or oral, made by landlord or agent unless contained in the rental agreement signed by landlord or landlord's agent.
6. Applicant does hereby release landlord, agent and this company from any and all damages or liabilities which might result from the above information. Applicant releases present landlord and all previous landlords from any and all liability for any damage or injury whatsoever caused by providing information to landlord or agent regarding applicant.
7. Applicant understands and acknowledges that a false statement made herein is grounds for denial of rental applicant. Any statement herein may be construed as a condition precedent to any binding rental agreement or contract between applicant and landlord.
8. Approval for residency is made without regard to race, color, religion, sex, national origin, age or handicap.
9. Applicant understands that applicant acquires no rights to premises until execution of a rental agreement and deposit of rent and security.

Signature

Applicant Signature

Date

Time

Co-Applicant Signature

Date

Time